

CHARTER TOWNSHIP OF WEST BLOOMFIELD

FISCAL YEAR 2025 ANNUAL BUDGET



CHARTER TOWNSHIP OF WEST BLOOMFIELD

FISCAL YEAR 2025 ANNUAL BUDGET



Jonathan Warshay, Township Supervisor

Township Clerk, Debbie Binder

Township Treasurer, Teri Weingarden

Vincent Kirkwood, Trustee

Jim Manna, Trustee

Diane Rosenfeld-Swimmer, Trustee

Management Team

Erik Beauchamp, Code Enforcement Director

Susan Hendricks, Finance Director

Greg Flynn, Fire Chief

Amy Neary, Planning & Development Services Director

Harry Palmer, Information Technology Director

Michael Patton, Police Chief

Robert Scripture, Township Assessor

Justin Taylor, Water Utilities Director

Lawrence Whetstone, Human Resources Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**West Bloomfield Township
Michigan**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director



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A Citizen's Guide to the Budget

While the Township Board of Trustees is legally required to adopt a budget to spend public funds for the fiscal year, this document has been created in accordance with best practices of the Government Finance Officers Association to provide our stakeholders with a plethora of information about our past, present, and future.

This document is meant to serve as a policy document, operations guide, financial plan, and communications tool. Following the policy direction established by the Board of Trustees, the 2025 budget identifies the funding sources, which includes both revenue and other financing such as transfers in or debt proceeds, as well as funding uses, which refers to both expenditures and other financing such as transfers out or debt service.

During the budget development process, long-range financial plans are developed for each fund. These are used to demonstrate fiscal sustainability based on revenue and expenditure trends and plan for future capital needs during development of the Capital Improvements Plan (CIP). Most importantly, our budget document is the most comprehensive communication tool we have for our residents to explain how their local government works and showcase our stewardship of public funds.

In accordance with the State of Michigan's Budgeting Act, the budget presents financial information as follows:

- 2023 Actual: expenditure and revenue data for the most recently completed fiscal year;
- 2024 Budget: the current year's budgeted revenues and expenditures;
- 2024 Estimated: projected revenues and expenditures for the end of the current fiscal year; and
- 2025 Budget: appropriated amounts for Township operations in the next fiscal year.

The budget document is organized into the following sections. We hope providing this guide will help our stakeholders navigate the budget and provide a better understanding of how their local government operates.

- **Executive Summary**: This section highlights the priorities for the current year, provides a community profile, organizational chart, and Township goals.
- **Budget Guide**: This section includes fiscal policies relevant to how our budget is developed, an explanation of the budget process and key dates, the Township's fund structure, a listing of appropriated funds included in the 2024 Budget, and a matrix to indicate which funds are used to support the Township's various government activities.
- **Department Budgets**: Each of the township's eleven (11) departments provide a summary of their service levels, estimated expenditures, and annual initiatives.
- **Fund Summaries**: This section summarizes aggregate revenue and expenditure trends for all funds, and includes five-year financial plans and analysis of revenue and expenses for the township's major funds.
- **Capital Improvements Plan**: A list of capital improvement projects, one-time costs of \$25,000 or more, for 2025 through 2029 including how projects will be funded.
- **Glossary**: Additional information that may interest readers, including a glossary.

EXECUTIVE SUMMARY





Executive Summary

The Charter Township of West Bloomfield Board of Trustees is pleased to present the 2025 Annual Budget. While its basic purpose of the budget is to give an account of government finances, it also serves as the blueprint for the year's activities. Long-range goals are reflected in budget decisions and initiatives are translated into appropriations. The Budget document communicates the implications of policy decisions for operating and capital programs. The document is one of the most effective tools the Township can use to communicate to its citizens, not only the City's financial status, but also its goals and vision for the future.

As in years past, this annual budget is balanced, meaning current revenues and available fund balance (available funds for spending) meet or exceed planned expenditures. This budget serves as a financial and operational plan for the upcoming fiscal year and is the culmination of many months of collaboration by staff from all Township Departments to align fiscal resources with the service levels our residents have come to expect.

| 2025 ANNUAL BUDGET: ALL FUNDS | | | | | |
|---------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------|
| Consolidated Financial Summary | | | | | |
| | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 |
| | ACTIVITY | BUDGET | ESTIMATED | BUDGET | % CHG |
| ESTIMATED REVENUES | | | | | |
| Taxes | 38,769,782 | 40,830,332 | 38,395,136 | 43,280,202 | 6% |
| Intergovernmental | 9,064,693 | 7,929,230 | 8,210,771 | 7,901,210 | 0% |
| Charges for Service | 35,282,426 | 38,717,620 | 36,389,152 | 39,574,649 | 2% |
| Licenses & Permits | 3,769,294 | 3,488,700 | 3,474,700 | 3,543,700 | 2% |
| Other Revenues | 8,229,632 | 2,365,950 | 2,714,266 | 1,541,073 | -35% |
| Fines & Fees | 1,506,882 | 2,829,371 | 1,685,800 | 1,550,300 | -45% |
| Investment Earnings | 4,132,405 | 1,485,400 | 3,238,186 | 2,181,339 | 47% |
| Transfers In | 15,268,662 | 20,625,500 | 22,928,067 | 23,868,500 | 16% |
| Other Financing Sources | 5,533,809 | - | - | - | N/A |
| TOTAL REVENUES | \$ 121,557,585 | \$ 118,272,103 | \$ 117,036,078 | \$ 123,440,973 | 4% |
| <i>Less Interfund Transfers</i> | <i>\$ (15,268,662)</i> | <i>\$ (20,625,500)</i> | <i>\$ (22,928,067)</i> | <i>\$ (23,868,500)</i> | |
| Net Revenue | \$ 106,288,923 | \$ 97,646,603 | \$ 94,108,011 | \$ 99,572,473 | 2% |
| APPROPRIATIONS | | | | | |
| Personnel | 43,696,817 | 49,247,223 | 49,528,502 | 52,568,522 | 7% |
| Operating | 34,625,289 | 41,059,385 | 40,800,735 | 44,558,092 | 9% |
| Capital Outlay | 11,795,344 | 8,604,204 | 11,842,864 | 14,162,675 | 65% |
| Debt Services | 3,752,311 | 3,623,861 | 3,796,548 | 3,831,400 | 6% |
| Transfers Out | 15,268,662 | 20,625,500 | 22,928,067 | 23,848,500 | 16% |
| TOTAL APPROPRIATIONS | \$ 109,138,423 | \$ 123,160,173 | \$ 128,896,716 | \$ 138,969,189 | 13% |
| <i>Less Interfund Transfers</i> | <i>(15,268,662)</i> | <i>(20,625,500)</i> | <i>(22,928,067)</i> | <i>(23,848,500)</i> | |
| Net Appropriations | \$ 93,869,761 | \$ 102,534,673 | \$ 105,968,649 | \$ 115,120,689 | 12% |

The West Bloomfield Charter Township Budget for 2025 is adopted based on the millage rates set as follows:

| Purpose | 2025 Millage Rate | Authorized By |
|-------------------|-------------------|--|
| General Operating | 3.3056 | Township Charter |
| Public Safety | 5.5559 | Voters |
| Safety Path | 0.1834 | Voters |
| Drainage | 0.1148 | Chapter 20-21 of the Michigan Drain Code, Michigan Common Law |
| TOTAL | 9.1597 | |



Executive Summary

BUDGET HIGHLIGHTS

In 2024, the West Bloomfield Township received its first Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). This award recognizes state and local governments for preparing budget documents of the very highest quality that excel in serving as a policy document, financial plan, operations guide, and communications tool. The 2025 Budget continues and improves upon the prior year’s enhanced format.

FINANCIAL POSITION

Total fund balance, or available funds for spending, in aggregate for the 31 appropriated funds will decrease by 13%, or almost \$9.8M, over the course of 2025. This is planned spending of fund balance in the General Fund and is not considered an adverse outcome. Discussions of individual fund balance changes are discussed in the Fund Summaries section of this document.

| 2025 ADOPTED BUDGET | MAJOR FUNDS | | | | | | NON-MAJOR FUNDS | ALL FUNDS |
|-------------------------------|----------------------|----------------------|------------------------|---------------------|-----------------------|---------------------|-----------------------|-----------|
| | GENERAL | PUBLIC SAFETY | WATER UTILITIES | CAPITAL PROJECTS | PUBLIC SAFETY CAPITAL | | | |
| Est. Beginning Fund Balance | \$ 46,162,638 | \$ 1,232,555 | \$ 14,480,058 | \$ 2,143,174 | \$ 2,588,832 | \$ 5,918,507 | \$ 72,525,764 | |
| TOTAL REVENUES | \$ 30,638,639 | \$ 46,217,858 | \$ 35,968,128 | \$ 858,742 | \$ 6,726,787 | \$ 3,030,819 | \$ 123,440,973 | |
| <i>Percent of Total</i> | 25% | 37% | 29% | 1% | 5% | 2% | 100% | |
| TOTAL APPROPRIATIONS | \$ 41,852,009 | \$ 46,658,476 | \$ 37,653,206 | \$ 1,746,124 | \$ 7,940,654 | \$ 3,118,720 | \$ 138,969,189 | |
| <i>Percent of Total</i> | 30% | 34% | 27% | 1% | 6% | 2% | 100% | |
| | | | <i>Working Capital</i> | | | | | |
| Est Ending Fund Balance | \$ 34,949,268 | \$ 791,937 | \$ 18,562,442 | \$ 1,255,792 | \$ 1,374,965 | \$ 5,830,606 | \$ 62,765,010 | |
| <i>Change in Fund Balance</i> | -24% | -36% | 28% | -41% | -47% | 0% | -13% | |
| | \$ 11,213,370 | \$ 440,618 | \$ (4,082,384) | \$ 887,382 | \$ 1,213,867 | 0 | \$ 9,760,754 | |

ANNUAL PRIORITIES

Several major initiatives will get underway in 2025 including:

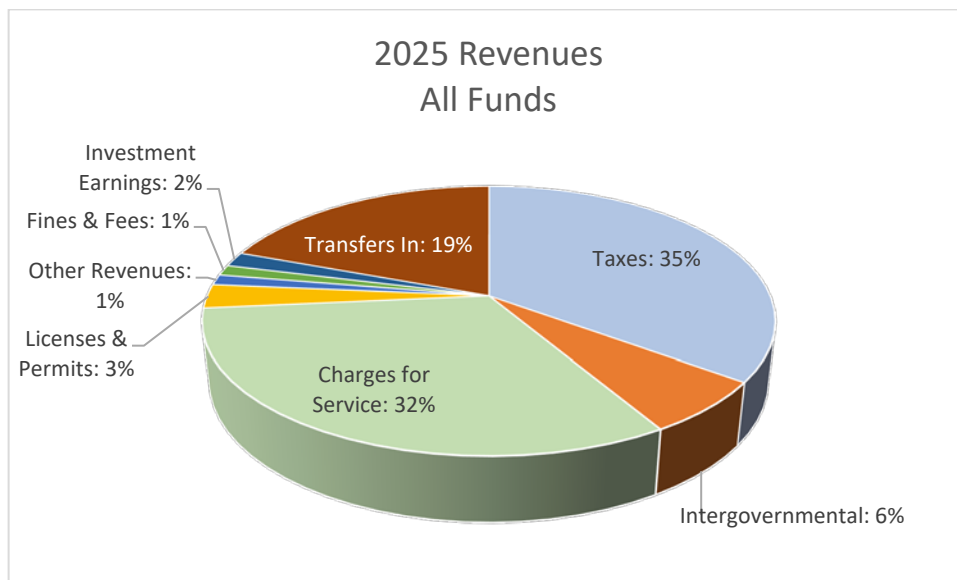
- Paramedic Training Initiative (\$258,000);
- Fire Station #1 Renovation (\$4,800,000);
- Replacement of Police Body Worn Cameras and Vehicle Cameras (\$689,200) and deployment of Police Officer Safety Program and Fleet Unlimited Program (\$150,000);
- Roof Replacement at Town Hall (\$538,000);
- Roof Replacement at Fire Station #5 (\$470,000).
- Town Hall Lobby Renovation (\$375,000);
- Water Utilities Leak Detection Acoustical Study (\$400,000);
- Water Utilities Master Plan Update (\$275,000); and the
- Water Utilities Rate Study (\$30,000).



REVENUES

In 2025, estimated revenues for all funds is in excess of \$123M, a 4% increase over the 2024 Budget as originally adopted. Property values continue to steadily increase, which ensures stable revenue levels for the General Fund, Public Safety Fund, Safety Path Fund, and Drains At Large Fund which collect property taxes based on millage rates. This will help to offset investment income, which is projected to decrease in 2025 to reflect the declining interest rate environment.

Water and sewer rate increases proposed for July 1, 2025 are 4.8% for water and 5.15% for sanitary sewer. This will fund increases in the cost of wholesale water and sewer services, repairs of existing water infrastructure, and replace end of serviceable life water meters.



The Township’s major funds, the General Fund, Public Safety Fund, two combined Capital Project Funds, and two combined Water Sewer enterprise funds, account for 98% of 2025 budgeted revenues, or \$120.4M. There are 25 other non-major funds included in the 2025 Budget which account for 2% of total revenues inclusive of interfund transfers.

EXPENSES

Budgeted appropriations for all funds in 2025 are just under \$139M, a 12% increase over the 2024 Budget. The Township’s major funds account for 98% of budgeted expenses or \$135.8M. The 25 non-major funds account for 2% of total appropriations.

The 2025 Budget includes funding for 336.1 full-time equivalent (FTE) positions, an increase of 7%, including:

- Addition of 1.0 FTE in the Water Utilities Department reflected from a 2024 re-organization
- Addition of 0.55 FTE Sr. Development Clerk in Development Services;
- Eliminated 0.5 FTE Permit Clerk in Building; and
- Addition of 2.24 FTE temporary positions for Fire Scholars.



Executive Summary

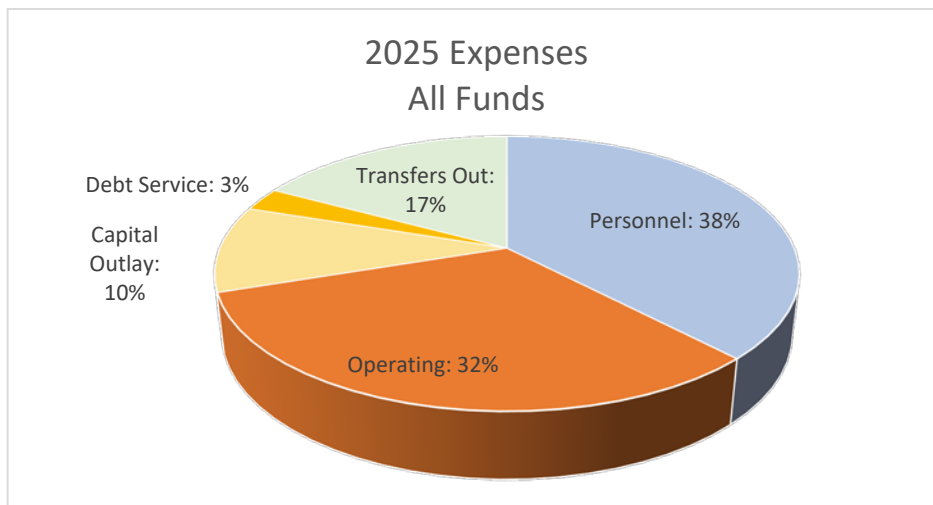
The addition of 2.24 FTE positions is part of the Fire Department’s Paramedic Training Initiative designed to strategically increase the number of qualified paramedics serving the region. West Bloomfield Township is the recipient of a \$258,000 grant through the State of Michigan Department of Health & Human Services, which will fund more than 80% of personnel and operating costs to provide part-time employment to qualified candidates and scholarships for tuition and related educational expenses as candidates work toward EMT and paramedic certification. This exciting new initiative seeks to address the critical national shortage of first responders in our community and fill critical staff shortages in the Fire Department.

Personnel costs account for 38% of total appropriations in 2025. This includes the wages and benefits for 336.1 FTE. Increases over the prior year include:

- step increases for eligible employees;
- merit increases of 3%;
- health insurance increase of 8%; and
- prescription drug coverage increase of 7%.

Operating expenses, which include charges for services, materials, and supplies, are increasing by 9% or \$3.5M over the 2024 budget level. Major factors include:

- Increased cost of wholesale water and sewer services and other operating materials and supplies for Water Utilities \$1.3M;
- Township legal fees are expected to increase by \$525,500 in 2025, due to increased recurring costs and the one-time cost of negotiating new labor contracts with each of the seven (7) of the employee unions represented in the Township;
- Increases in the cost of hardware, software licensing, and software support (\$442,000);
- Water Utilities Leak Detection Acoustical Study (\$400,000);
- Implementation of the Police Department’s new Officer Safety Plan through Axon (\$283,000); and
- Water Utilities Master Plan Update (\$275,000).





Executive Summary

Capital expenses are defined as items with an expected life of more than one year and a value of more than \$4,000, such as automobiles, trucks, equipment, buildings, infrastructure, or land. In 2025, capital expenses account for 10%, or \$14M, of the total budget. This represents a 65% increase in capital expenses, or \$5.5M, compared to the prior budget year.

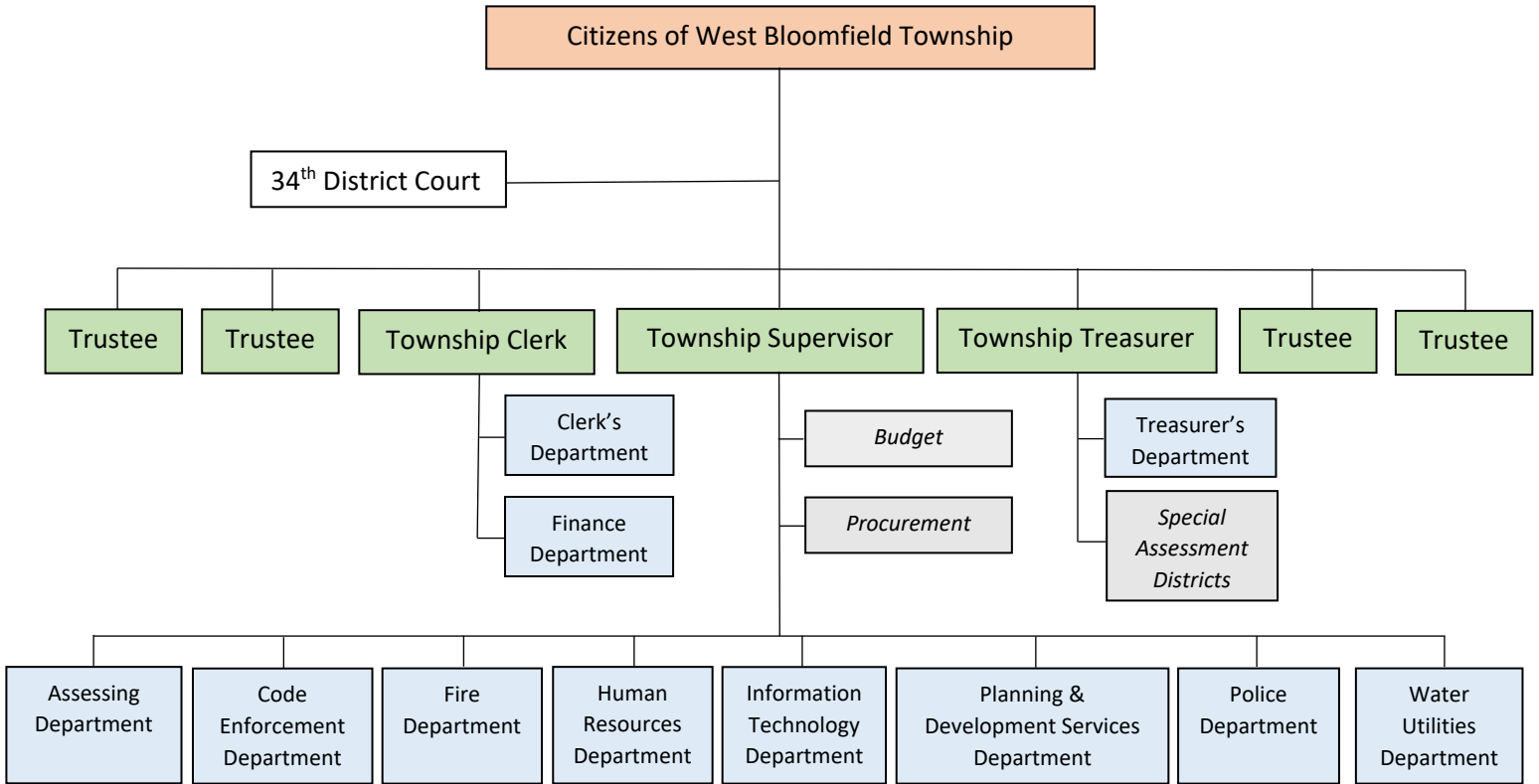
Most capital expenses are part of larger Capital Improvements Plan (CIP) projects which are estimated to cost \$25,000 or more in non-recurring expenses. The CIP is updated for a five-year planning window before the annual budget is developed. The first year of the CIP, 2025, identifies \$11,409,150 in projects which accounts for a vast majority of budgeted capital outlay. Detailed information about these projects can be found in the Capital Improvements Plan section of this budget document.

The future operating impact of 2025 CIP projects is calculated to result in an additional operating expense of \$284,500 per year. Some projects will reduce future operating costs through efficiency and reductions in future maintenance costs. The most significant driver of the total increase is the \$287,700 per year cost to purchase and implement the new Axon Body-Worn and In-Vehicle Cameras in the Police Department. The state-of-the-art software and services associated with these CIP projects is an equal amount each year for the five-year contract.

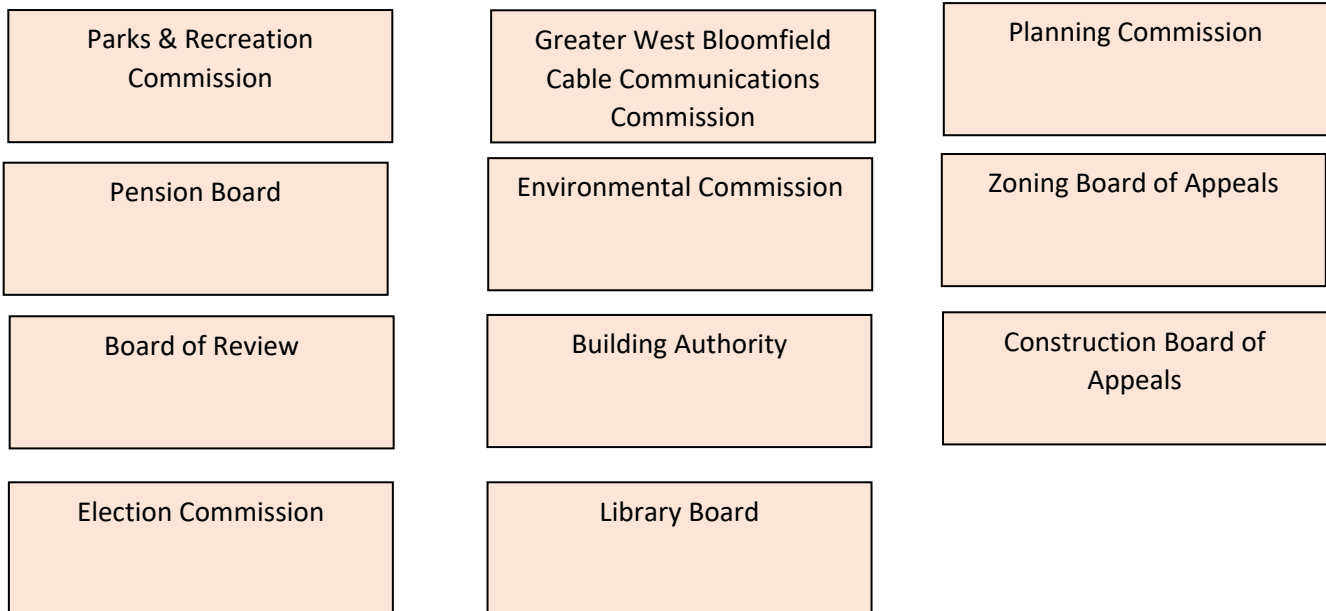
| CIP Project | Project Name | Annual Operating Impact |
|-------------|---|-------------------------|
| 201, 212 | Replacement of Body-Worn and In-Vehicle Cameras, Officer Safety Program / Fleet Unlimited 3 | \$287,700 |
| 129 | Fire Station #1 Renovation | (\$14,000) |
| 182 | WAN Redundancy | \$5,000 |
| 169 | Town Hall Computer Room UPS | \$5,000 |
| 168 | Wireless Environment | \$7,500 |
| 196 | Town Hall Energy Efficiency Upgrades | (\$6,700) |
| | TOTAL ANNUAL OPERATING IMPACT | \$284,500 |

Interfund transfers are used to move funds from one self-balancing fund to another. These are increasing 14% or \$2.7M in 2025 over the prior year. Interfund transfers are used to move funds from the General Fund to the Public Safety Fund for operations to cover costs that the voted public safety millage does not cover. In addition, interfund transfers from the General Fund to the Capital Projects Fund and Public Safety Capital Projects Fund are used to track the revenue and expenses associated with capital improvement fund projects. The increase in 2025 over 2024 is due to the anticipated renovations of Fire Station #1 in 2025 at a cost of \$4.8M.

CHARTER TOWNSHIP OF WEST BLOOMFIELD ORGANIZATION CHART



BOARDS AND COMMISSIONS





Executive Summary

The Charter Township of West Bloomfield, a prominent suburb of metro Detroit, is centrally located in Oakland County in southeast Michigan. West Bloomfield evolved over the years from an agricultural community to a suburban, residential community. Founded in 1833, West Bloomfield was an area rich in natural resources that allowed for development of agriculture. The Township's relative proximity to Detroit's markets created an economic engine for development. Natural resources, including the Township's 28 lakes, were attractive for both the tourist and summer home industries.



The Township remained primarily a second home, resort, and agricultural community until the years immediately following World War II. There was a significant population boom in West Bloomfield Township and surrounding areas because of readily available cars, relatively inexpensive land, and the desire to move from the industrial center of urban Detroit to the greener and more spacious environment of the suburbs. The shift of population

away from the industrial center of Detroit to the suburbs accounts for the majority of the development of the Township and its reputation in metro Detroit is a testament to the high quality of life found here.

West Bloomfield Township had a portion of the Grand Trunk Railway running through it. The Grand Trunk Railway was a major shipping network between the automotive manufacturing sites throughout lower Michigan. Trolley cars ran parallel to the railway in the early 1900s, bringing visitors into and out of the township as early as 1901.

Built in 1989, West Bloomfield Town Hall is located on the Civic Center Campus, along with West Bloomfield Police Department, West Bloomfield Public Library, West Bloomfield Parks & Recreation Commission, and West Bloomfield Nature Preserve, the first "Wildlife Sanctuary" in Michigan. West Bloomfield Public Library has been nationally recognized with the National Medal for Museum and Library Service, the nation's highest honor for museums and libraries. The West Bloomfield Parks & Recreation Commission operates 12 parks and facilities, including the award-winning Marshbank Park.



Interurban Car #7164 - Showing stops at Oak Grove, Orchard Lake, Pine Lake, Cass Lake, Sylvan Lake and Pontiac.

Today, West Bloomfield Township is home to nearly 68,000 residents. The community is known as an environmentally-conscious, business friendly, and timeless bedroom community; providing an exceptional quality of life with safe neighborhoods and desirable schools, award winning services, abundant leisure opportunities, diverse businesses and world-class healthcare at Henry Ford West Bloomfield Hospital and Beaumont Medical Center.



West Bloomfield Township is a highly sought after residential community, with most of the Township’s land use designated as residential. Of assessed property in the township, 98.6% is residential, 1.3% is commercial, and 0.1% is industrial. The average taxable value for single-family homes and condominiums in 2024 is \$252,680. The average home sale value in 2024 is \$581,080 and median home value in 2024 is \$420,000.

West Bloomfield Township boasts 1,500 acres of wetlands, 2,500 acres of woodlands, and over 75 miles of bike/safety paths. More than 20% of Township land is designated as recreation or conservation land use. There are 28 lakes in the township, the most of any community in Oakland County, with 22.5% of the Township designated as water, lakes, streams, and wetlands.

POPULATION AT A GLANCE

| | West Bloomfield Township | Oakland County | Michigan | United States |
|----------------------------------|--------------------------|----------------|------------|---------------|
| Population | 65,123 | 1,270,426 | 10,140,459 | 340,110,988 |
| Age Distribution | | | | |
| Under 5 | 5.1% | 5.1% | 5.3% | 5.5% |
| Under 18 | 20.6% | 20% | 21% | 21.7% |
| 65 years + | | 19.1% | 19.2% | 17.7% |
| Sex | | | | |
| Male | 48.6% | 49.4% | 49.6% | 49.5% |
| Female | 51.4% | 50.6% | 50.4% | 50.5% |
| Race | | | | |
| White | 71.4% | 74.4% | 78.7% | 75.3% |
| Black | 14.3% | 13.9% | 14.1% | 13.7% |
| American Indian or Alaska Native | 0.1% | 0.3% | .8% | 1.3% |
| Asian | 8.2% | 8.8% | 3.6% | 6.4% |
| Hispanic or Latino | 3.3% | 5.1% | 6.0% | 19.5% |
| 2 or more Races | 5.0% | 2.5% | 2.8% | 3.1% |
| Income & Poverty | | | | |
| Median Income | \$127,162 | \$95,296 | \$71,149 | \$78,538 |
| Per Capita Income | \$65,608 | \$55,114 | \$39,538 | \$43,289 |
| Persons in Poverty | 6.1% | 8.3% | 13.5% | 11.1% |
| Education | | | | |
| High School Diploma | 94.9% | 94.9% | 91.9% | 89.4% |
| Bachelor’s or higher | 58.9% | 50.2% | 31.8% | 35.0% |

Demographic Data based on Census 2023



TOP EMPLOYERS

| Business | Industry | Employees |
|-------------------------------------|-----------------|------------------|
| Henry Ford West Bloomfield Hospital | Healthcare | 1,937 |
| West Bloomfield School District | Education | 624 |
| Charter Township of West Bloomfield | Government | 354 |

TOP TAX PAYERS

| Rank | Owner | Industry | State Equalized Value | Taxable Value |
|-------------|----------------------------|-------------------------|------------------------------|----------------------|
| 1 | Allerion Associates | Apartments/Townhomes | \$44,763,670 | \$28,778,781 |
| 2 | TEG Silverbrooke LLC | Apartments/Condominiums | \$38,685,200 | \$30,892,059 |
| 3 | DTE Electric Company | Public Utility | \$29,163,450 | \$28,926,578 |
| 4 | Consumers Energy Company | Public Utility | \$22,221,950 | \$22,206,079 |
| 5 | Orchard Mews LLC | Apartments/Townhomes | \$19,696,520 | \$16,174,958 |
| 6 | Thornberry Apartments | Apartments | \$18,111,910 | \$11,944,881 |
| 7 | BSF1 West Bloomfield LLC | Medical Facility | \$17,229,380 | \$17,030,296 |
| 8 | CH Mich1, LLC/CH Mich2 LLC | Apartments | \$15,992,130 | \$13,436,694 |
| 9 | Arbors of Aldingbrooke LLC | Senior Housing | \$15,226,130 | \$15,226,130 |
| 10 | Amberly Luxury Apartments | Apartments | \$13,721,330 | \$7,948,495 |



STRATEGIC GOALS AND STRATEGIES

Several long-range planning processes are used to guide the development of the annual budget process and match financial resources with long-term objectives:

| Document | Last Update |
|--|-----------------------------------|
| West Bloomfield Township Master Plan | 2010, update in-progress |
| Capital Improvements Plan | Updated annually |
| General Fund and Public Safety Fund 10-Year Projection | Updated annually |
| Facilities Assessment | 2020 |
| 20-Year Water System Master Plan | 2014, next due: 2025 |
| Fleet Replacement Plan | Updated annually |
| Safety Path Condition Assessment | 2020 |
| Debt Service Report | Updated annually |
| Water Sewer Rate Study | Every three years, next due: 2025 |

The West Bloomfield Township Master Plan, adopted in 2010, was developed over several months and involved a visioning meeting with local officials and a public involvement process that included a public opinion survey, a public open house, and a public hearing prior to adoption. The Master Plan process led to the development of five strategic goals to give direction to the Township Board, Planning Commission and the community in general to help the Township achieve its vision. The Master Plan is currently being updated in 2024-2025 with several stakeholder meetings for the public to participate both in-person and online.

LONG-RANGE STRATEGIC GOALS

| | | |
|--|--------------------------|---|
| | Sustainability | Preserve and maintain infrastructure while balancing fiscal resources |
| | Business Friendly | Foster relationships and adopt policies to ensure the long-term success of the business community |
| | Connected | Maintain a safe, accessible, and connected multimodal transportation system |
| | Preservation | Promote and protect the Township’s unique natural features and community character |
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses |



The 2025 Budget, as a financial and operational plan, aligns several department activities and initiatives with the advancement of these strategic goals.

**WEST BLOOMFIELD TOWNSHIP
STRATEGIC GOALS AND 2025 INITIATIVES**



Sustainability *Preserve and maintain infrastructure while balancing fiscal resources*

| Initiative | Department(s) |
|---|-----------------------------|
| Maintain an Unqualified Audit for the Township’s 2024 financial statements, pension and OPEB financial statements by 6/30/25. | Finance |
| Implement GASB 101, which modifies the accounting and financial reporting for compensated absences by 6/30/2025. | Finance |
| Assist the West Bloomfield Parks Commission in securing and managing bond proceeds for expansion of the Recreation Center and facility improvements, which would be paid back by the West Bloomfield Parks Commission through a dedicated millage through 12/31/2027. | Finance, Treasurer’s Office |
| Adopt a long-range Capital Improvements Plan for 2026-2030 by 12/31/25. | Township Board |
| Adopt a balanced budget for 2026 in which reserves and revenues exceed projected expenses by 12/31/25. | Township Board |
| Review fees and adopt an updated Fee Schedule for 2026 by 12/31/25. | Supervisor’s Office |
| Conduct an updated rates study with Plante Moran by 12/31/25 covering water and sewer rates for the periods 2025-2026, 2026-2027, and 2027-2028. | Water Utilities |



Business Friendly *Foster relationships and adopt policies to ensure the long-term success of the business community*

| Initiative | Department(s) |
|--|---------------------------------|
| Complete annual fire safety inspections for all businesses in West Bloomfield Township by 12/31/25. | Fire |
| Complete the update of Township’s Master Plan which began in 2024 and Township Board adoption by 12/31/25. | Planning & Development Services |
| Complete amendments to the Township’s wetland and woodland ordinances by 12/31/25. | Planning & Development Services |



Connected

Maintain a safe, accessible, and connected multimodal transportation system

| Initiative | Department(s) |
|--|---------------------------------|
| Complete construction for ADA compliant improvements to the safety path/sidewalk on north side of 14 Mile Road, between Hillside Drive and Green Farm Road, as well as ADA improvements to Karner Farm Dog Park by 12/31/25. | Planning & Development Services |
| Complete Safety Path bridge improvements on Bridge 17 by 12/31/25. | Planning & Development Services |
| Identify, remove and replace pathways throughout the safety path network with a Business Risk Evaluation (BRE) score above 9 that have experienced significant damage since the 2020 safety path network condition assessment by 12/31/25. | Planning & Development Services |



Preservation

Promote and protect the Township's unique natural features and community character

| Initiative | Department(s) |
|--|------------------|
| Identify ordinances that will enhance and preserve property values and desirability of the community and work with Township Attorneys to revise and bring forward for Township Board adoption by 12/31/25. | Code Enforcement |



Excellence

Offer the highest quality community services and facilities for Township residents and businesses

| Initiative | Department(s) |
|---|---------------------------------|
| Complete parcel record project to ensure 100% of residential properties in parcel database have sketches attached to the individual property records by 12/31/25. | Assessing |
| Design and bid construction phase of CIP 129: Fire Station #1 Renovation by 12/31/25. | Fire, Supervisor's Office |
| Complete CIP 187: Fire Station #5 Roof Replacement by 9/30/25. | Fire |
| Award and monitor performance for EMT and paramedic scholarships under State of Michigan Workforce Training Grant through 12/31/26. | Fire |
| Complete contract negotiations with Township's 7 unions by 12/31/25. | Human Resources |
| Conduct interview training for key management personnel by 12/31/25. | Human Resources |
| Complete a comprehensive review and update of the West Bloomfield Township Employee Manual by 12/31/25. | Human Resources |
| Complete CIP Project 196: Town Hall LED Upgrades by 12/31/25. | Planning & Development Services |



Executive Summary

| | |
|---|---------------------------------|
| Start design phase of CIP Project 207: Town Hall Lobby Renovation by 12/31/25. | Planning & Development Services |
| Complete CIP Project 133: Town Hall Breakroom Renovations by 6/30/25. | Planning & Development Services |
| Improve recruiting, hiring, and retention efforts to address staffing shortages by hiring and retaining 12 officers that will bring the department up to the full authorized amount of 82 officers by 12/31/25. | Police, Human Resources |
| Implement Axon Officer Safety system and Fleet Unlimited 3 to enhance efficiencies in Patrol, investigations, records and report writing by 9/30/25. | Police, Information Technology |
| Complete CIP Project 216: Replace our 20 year old control panels in our patrol cars by 12/31/25. | Police |
| Complete Water Utilities Acoustical Leak Detection Study by 12/31/25. | Water Utilities |
| Complete Water Utilities Master Plan Update by 12/31/25. | Water Utilities |

2025 PERSONNEL SUMMARY

| FULL-TIME / PART-TIME | POSITION | DEPARTMENT | FY 2023 Budget | FY 2024 Budget | FY 2025 Budget | Position Change |
|-------------------------------------|---------------------------------------|---------------------|-------------------|-------------------|-------------------|--------------------|
| PT | Township Board Trustee | Township Board | 0.5 | 0.5 | 0.5 | 0 |
| PT | Township Board Trustee | Township Board | 0.5 | 0.5 | 0.5 | 0 |
| PT | Township Board Trustee | Township Board | 0.5 | 0.5 | 0.5 | 0 |
| PT | Township Board Trustee | Township Board | 0.5 | 0.5 | 0.5 | 0 |
| TOWNSHIP BOARD SUBTOTAL | | | 2 | 2 | 2 | 0 |
| FT | Township Supervisor | Supervisor's Office | 1 | 1 | 1 | 0 |
| FT | Executive Asst. to Supervisor | Supervisor's Office | 1 | 1 | 1 | 0 |
| FT | Budget & Pension Manager | Supervisor's Office | 1 | 1 | 1 | 0 |
| FT | Purchasing & Procurement Mgr. | Supervisor's Office | 1 | 1 | 1 | 0 |
| TOWNSHIP SUPERVISOR SUBTOTAL | | | 4 | 4 | 4 | 0 |
| FT | Township Clerk | Clerk's Office | 1 | 1 | 1 | 0 |
| FT | Deputy Clerk | Clerk's Office | 1 | 1 | 1 | 0 |
| FT | Executive Asst. to Clerk | Clerk's Office | 1 | 1 | 1 | 0 |
| FT | Sr. Clerk | Clerk's Office | 1 | 1 | 0 | -1 |
| FT | Sr. Clerk/Recording Secretary | Clerk's Office | 1 | 1 | 2 | 1 |
| FT | Sr. Election Coordinator/Data Process | Clerk's Office | 1 | 1 | 1 | 0 |
| FT | Election Coord/Recording Secretary | Clerk's Office | 1 | 1 | 1 | 0 |
| FT | Election Specialist- Coordinator | Clerk's Office | 1 | 1 | 1 | 0 |
| TOWNSHIP CLERK SUBTOTAL | | | 8 | 8 | 8 | 0 |
| FT | Township Treasurer | Treasurer's Office | 1 | 1 | 1 | 0 |
| FT | Deputy Treasurer | Treasurer's Office | 1 | 1 | 1 | 0 |
| FT | Sr. Cash Manager | Treasurer's Office | 1 | 1 | 1 | 0 |
| FT | Sr. Cashier | Treasurer's Office | 2 | 2 | 1 | -1 |
| FT | Sr. Account Clerk | Treasurer's Office | 1 | 1 | 1 | 0 |
| FT | Treasury Account Clerk | Treasurer's Office | 1 | 1 | 2 | 1 |
| TOWNSHIP TREASURER SUBTOTAL | | | 7 | 7 | 7 | 0 |
| FT | Finance Director | Finance | 1 | 1 | 1 | 0 |
| FT | Sr. Accountant | Finance | 1 | 1 | 1 | 0 |
| FT | Accountant | Finance | 2 | 2 | 2 | 0 |
| PT | Accountant | Finance | 0.44 | 0.44 | 0.44 | 0 |
| FT | Sr. Accounts Payable Clerk | Finance | 1 | 1 | 1 | 0 |
| FT | Payroll Coordinator | Finance | 1 | 1 | 1 | 0 |
| FINANCE SUBTOTAL | | | 6.44 | 6.44 | 6.44 | 0 |
| FT | Fire Chief | Fire | 1 | 1 | 1 | 0 |
| FT | Assistant Fire Chief | Fire | 1 | 1 | 1 | 0 |
| FT | Fire Captain | Fire | 5 | 5 | 5 | 0 |
| FT | Fire Lieutenant | Fire | 12 | 12 | 12 | 0 |
| FT | Fire Sergeant | Fire | 12 | 12 | 12 | 0 |
| FT | Firefighter | Fire | 64 | 64 | 64 | 0 |
| FT | Fire Marshall | Fire | 1 | 1 | 1 | 0 |
| FT | Deputy Fire Marshall | Fire | 1 | 1 | 1 | 0 |
| FT | Fire Inspector | Fire | 1 | 1 | 1 | 0 |
| FT | Sr. Fire Clerk | Fire | 1 | 1 | 1 | 0 |
| FT | Sr. Accounting Clerk- EMS Billing | Fire | 1 | 1 | 1 | 0 |
| FT | Executive Asst. to Fire Chief | Fire | 1 | 1 | 1 | 0 |
| FT | Logistics Technician | Fire | 1 | 1 | 1 | 0 |
| PT | Fire Scholars | Fire | 0 | 0 | 2.244 | 2.244 |
| FIRE SUBTOTAL | | | 102 | 102 | 104.244 | 2.244 |
| FT | Code Enforcement Director | Code Enforcement | 1 | 1 | 1 | 0 |
| FT | Code Enforcement Officer | Code Enforcement | 3 | 3 | 3 | 0 |
| PT | Code Enforcement Officer | Code Enforcement | 0.7 | 0.7 | 0.7 | 0 |
| FT | Property Inspector | Code Enforcement | 1 | 1 | 1 | 0 |

2025 PERSONNEL SUMMARY

| FULL-TIME / PART-TIME | POSITION | DEPARTMENT | FY 2023 Budget | FY 2024 Budget | FY 2025 Budget | Position Change |
|--|--|------------------------|-------------------|-------------------|-------------------|--------------------|
| FT | Sr. Development Clerk | Code Enforcement | 0 | 0 | 0 | 0 |
| FT | Office Coordinator | Code Enforcement | 1 | 1 | 1 | 0 |
| CODE ENFORCEMENT SUBTOTAL | | | 6.7 | 6.7 | 6.7 | 0 |
| FT | Police Chief | Police | 1 | 1 | 1 | 0 |
| FT | Deputy Police Chief | Police | 1 | 1 | 1 | 0 |
| FT | Executive Asst. to Police Chief | Police | 1 | 1 | 1 | 0 |
| FT | Bldg & Grounds Coord | Police | 1 | 1 | 1 | 0 |
| FT | Office Coordinator | Police | 1 | 1 | 1 | 0 |
| FT | Sr. Records Clerk | Police | 2 | 2 | 3 | 1 |
| FT | Records Clerk | Police | 1 | 1 | 0 | -1 |
| FT | Cleaning Person | Police | 1 | 1 | 1 | 0 |
| FT | Investigative Secretary | Police | 0 | 0 | 0 | 0 |
| FT | Property Room Specialist | Police | 1 | 1 | 1 | 0 |
| FT | Police Records Administrative Manager | Police | 1 | 1 | 1 | 0 |
| FT | Mechanic | Police | 2 | 2 | 2 | 0 |
| PT | Public Safety Aide | Police | 10 | 10 | 10 | 0 |
| FT | Police Lieutenant | Police | 4 | 3 | 3 | 0 |
| FT | Police Sergeant | Police | 13 | 14 | 14 | 0 |
| FT | Police Officer | Police | 63 | 63 | 63 | 0 |
| FT | Dispatch Manager | Police | 1 | 1 | 1 | 0 |
| FT | Clerk-Dispatch II | Police | 3 | 3 | 3 | 0 |
| FT | Clerk-Dispatch I | Police | 13 | 13 | 13 | 0 |
| POLICE SUBTOTAL | | | 120 | 120 | 120 | 0 |
| FT | IT Director | Information Technology | 1 | 1 | 1 | 0 |
| FT | Asst. IT Director | Information Technology | 0 | 1 | 1 | 0 |
| FT | Senior Network/Security Engineer- Lead | Information Technology | 1 | 0 | 0 | 0 |
| FT | Security Engineer II | Information Technology | 0 | 0 | 0 | 0 |
| FT | App. & Database Engineer II | Information Technology | 0 | 1 | 1 | 0 |
| FT | Sr. App. & Database Coordinator | Information Technology | 1 | 0 | 0 | 0 |
| FT | App. & Database Engineer I | Information Technology | 0 | 1 | 1 | 0 |
| FT | App. & Database Coordinator | Information Technology | 1 | 0 | 0 | 0 |
| FT | Desktop Server Technician | Information Technology | 0 | 0 | 0 | 0 |
| FT | Sr. Desktop/Server Support Engineer | Information Technology | 0 | 1 | 1 | 0 |
| FT | Desktop/Server Engineer II | Information Technology | 0 | 1 | 1 | 0 |
| FT | Security Network Engineer II | Information Technology | 1 | 1 | 1 | 0 |
| FT | Program Analyst | Information Technology | 1 | 0 | 0 | 0 |
| FT | Sr. Desktop/Server Tech. | Information Technology | 1 | 0 | 0 | 0 |
| PT | Sr. Inf. System Clerk | Information Technology | 0.6 | 0.6 | 0.6 | 0 |
| PT | Info. Systems Clerk II | Information Technology | 0 | 0 | 0 | 0 |
| INFORMATION TECHNOLOGY SUBTOTAL | | | 7.6 | 7.6 | 7.6 | 0 |
| FT | Assessor | Assessing | 1 | 1 | 1 | 0 |
| FT | Chief Appraiser | Assessing | 1 | 1 | 1 | 0 |
| PT | Chief Appraiser | Assessing | 0.55 | 0.55 | 0.55 | 0 |
| FT | Appraiser III | Assessing | 2 | 2 | 2 | 0 |
| FT | Appraiser III- Spec. Tech Support | Assessing | 1 | 1 | 1 | 0 |
| FT | Appraiser II | Assessing | 2 | 2 | 2 | 0 |
| FT | Sr Assessing Clerk | Assessing | 2 | 2 | 2 | 0 |
| PT | Sr Assessing Clerk | Assessing | 0.55 | 0.55 | 0.55 | 0 |
| ASSESSING SUBTOTAL | | | 10.1 | 10.1 | 10.1 | 0 |
| FT | Human Resources Director | Human Resources | 1 | 1 | 1 | 0 |
| FT | Human Resources Specialist | Human Resources | 1 | 1 | 1 | 0 |
| FT | Human Resources Assistant | Human Resources | 1 | 1 | 0 | -1 |

2025 PERSONNEL SUMMARY

| FULL-TIME / PART-TIME | POSITION | DEPARTMENT | FY 2023 Budget | FY 2024 Budget | FY 2025 Budget | Position Change |
|---|---|---------------------------------|-------------------|-------------------|-------------------|--------------------|
| FT | Human Resources Specialist | Human Resources | 0 | 0 | 1 | 1 |
| HUMAN RESOURCES SUBTOTAL | | | 3 | 3 | 3 | 0 |
| FT | Building Director | Planning & Development Services | 1 | 0 | 0 | 0 |
| FT | Building Official | Planning & Development Services | 1 | 1 | 1 | 0 |
| PT | Building Official | Planning & Development Services | 0 | 0 | 0 | 0 |
| FT | Supervisor of Building Inspections | Planning & Development Services | 0 | 0 | 0 | 0 |
| FT | Mechanical Inspector | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Electrical Inspector | Planning & Development Services | 1 | 1 | 1 | 0 |
| PT | Electrical Inspector | Planning & Development Services | 0.6 | 0.6 | 0.6 | 0 |
| FT | Plumbing Inspector | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Plans Examiner | Planning & Development Services | 2 | 2 | 2 | 0 |
| FT | Sr. Development Clerk | Planning & Development Services | 2 | 2 | 2 | 0 |
| PT | Sr. Development Clerk | Planning & Development Services | 0.66 | 0.66 | 0.66 | 0 |
| FT | Permits Coordinator | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Zoning Planner | Planning & Development Services | 0 | 0 | 0 | 0 |
| Temp/PT | Permit Clerk | Planning & Development Services | 0 | 0.5 | 0 | -0.5 |
| Building Division Subtotal | | | 11.26 | 10.76 | 10.26 | -0.5 |
| FT | Deputy Director of Planning & Development | Planning & Development Services | 0 | 1 | 1 | 0 |
| FT | Sr. Development Clerk | Planning & Development Services | 2 | 2 | 2 | 0 |
| FT | Sr. Development Clerk | Planning & Development Services | 0.7 | 0.7 | 1.25 | 0.55 |
| FT | Project/Permit Specialist | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Engineering Specialist | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | GIS Administrator | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Environmental & Project Analyst | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Office Manager | Planning & Development Services | 1 | 1 | 1 | 0 |
| Development Services Subtotal | | | 7.7 | 8.7 | 9.25 | 0.55 |
| FT | Engineering Manager | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Engineering Inspector | Planning & Development Services | 1 | 1 | 1 | 0 |
| Engineering Subtotal | | | 2 | 2 | 2 | 0 |
| FT | Project Maintenance Coordinator | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Utility Person | Planning & Development Services | 1 | 1 | 1 | 0 |
| PT | Seasonal Maintenance | Planning & Development Services | 0.78 | 0.78 | 0.78 | 0 |
| Facilities & Grounds Subtotal | | | 2.78 | 2.78 | 2.78 | 0 |
| FT | Planning & Development Services Director | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Planning & Zoning Manager | Planning & Development Services | 0 | 1 | 1 | 0 |
| FT | Planner | Planning & Development Services | 1 | 1 | 1 | 0 |
| FT | Project/Permit Specialist | Planning & Development Services | 1 | 1 | 1 | 0 |
| Planning Division Subtotal | | | 3 | 4 | 4 | 0 |
| PLANNING & DEVELOPMENT SERVICES SUBTOTAL | | | 26.74 | 28.24 | 28.29 | 0.05 |

2025 PERSONNEL SUMMARY

| FULL-TIME / PART-TIME | POSITION | DEPARTMENT | FY 2023 Budget | FY 2024 Budget | FY 2025 Budget | Position Change |
|------------------------------------|--|-----------------|-------------------|-------------------|-------------------|--------------------|
| FT | Water Sewer Director | Water Utilities | 1 | 1 | 1 | 0 |
| FT | Water Sewer Superintendent | Water Utilities | 2 | 2 | 4 | 2 |
| FT | Water Sewer Utilities Field Supervisor | Water Utilities | 2 | 2 | 0 | -2 |
| FT | Water Utilities Inspector | Water Utilities | 1 | 1 | 1 | 0 |
| PT | Utility Person | Water Utilities | 0.725 | 0.725 | 0 | -0.725 |
| FT | Water Sewer Billing Analyst | Water Utilities | 4 | 4 | 4 | 0 |
| FT | Water Utilities Field Foreman | Water Utilities | 0 | 0 | 1 | 1 |
| FT | Water Sewer Billing Supervisor | Water Utilities | 1 | 1 | 1 | 0 |
| FT | Water Maintenance Field Technician | Water Utilities | 12 | 12 | 12 | 0 |
| FT | Water Utilities Specialist | Water Utilities | 0 | 0 | 0 | 0 |
| FT | Lift Station Mechanic | Water Utilities | 1 | 1 | 1 | 0 |
| FT | Sr. Lift Station Mechanic | Water Utilities | 0 | 0 | 1 | 1 |
| FT | Water Sewer Crew Leader | Water Utilities | 2 | 2 | 2 | 0 |
| FT | Water Admin Manager | Water Utilities | 1 | 1 | 0 | -1 |
| PT | Shop Maintenance Technian | Water Utilities | 0 | 0 | 0.725 | 0.725 |
| WATER UTILITIES SUBTOTAL | | | 27.725 | 27.725 | 28.725 | 1 |
| TOTAL FULL-TIME EQUIVALENTS | | | 331.305 | 332.805 | 336.099 | 3.294 |

2025 PERSONNEL CHANGES

| Position | Department | 2024 | 2025 | Change | Comments | Fund | Fiscal Impact |
|--|---------------------------------|-------|-------|-------------|---|-----------------|------------------|
| Senior Clerk | Clerk | 1 | 0 | -1 | Reclassification from Senior Clerk to Senior Clerk/Recording Secretary. The incumbent Senior Clerk met qualifications for upgrade to position. | General | \$ 5,773 |
| Senior Clerk/Recording Secretary | | 0 | 1 | 1 | | | |
| Senior Cashier | Treasurer | 1 | 0 | -1 | Due to attrition, a Senior Cashier within the Treasurer's Department was eliminated and the position was replaced with a Treasury Account Clerk. | General | \$ (17,188) |
| Treasury Account Clerk | | 0 | 1 | 1 | | | |
| Human Resources Assistant | Human Resources | 1 | 0 | -1 | Reclassification from Human Resources Assistant to Human Resources Specialist based on the duties being performed by incumbent. | General | \$ 15,780 |
| Human Resources Specialist | | 0 | 1 | 1 | | | |
| Permit Clerk | Planning & Development Services | 0.5 | 0 | -0.5 | In 2024, a temporary part-time position was created within the Building Division to assist with permit processing and customer service. This positional was then transitioned to the Development Services Department as a permanent part-time position with additional hours each week. | General | \$ 2,582 |
| Sr. Development Clerk | | 0 | 0.55 | 0.55 | | | |
| Records Clerk | Police | 1 | 0 | -1 | Reclassification from Records Clerk to Sr. Records Clerk. The incumbent Records Clerk met qualifications for upgrade to position. | Public Safety | \$ 4,030 |
| Sr. Records Clerk | | 0 | 1 | 1 | | | |
| Fire Scholar | Fire | 0 | 2.244 | 2.244 | New positions created in 2024 which is 80% granted funded and will certify 12 paramedics with the goal of hiring these scholars as full-time firefighters to fill critical staffing shortages. | Public Safety | \$ 56,496 |
| Water Sewer Superintendent | Water Utilities | 2 | 4 | 2 | Position job descriptions updated during re-organization of Water Utilities Department. Added two positions. | Water Utilities | \$ 213,440 |
| Water Sewer Field Supervisor | Water Utilities | 2 | 0 | -2 | Two incumbents were upgraded to Superintendent position. | Water Utilities | \$ (198,779) |
| Utility Person | Water Utilities | 0.725 | 0 | -0.725 | Reclassified from Utility Person to Shop Maintenance Technician. | Water Utilities | \$ (4,144) |
| Shop Maintenance Technician | | 0 | 0.725 | 0.725 | | | |
| Water Admin Manager | Water Utilities | 1 | 0 | -1 | The incumbent of this position became a Superintendent and the position was eliminated. | Water Utilities | \$ (91,538) |
| Water Utilities Field Foreman | Water Utilities | 0 | 1 | 1 | This is a new position for both water and sewer utilities. An existing crew leader was promoted to this position. | Water Utilities | \$ 91,538 |
| Sr. Lift Station Mechanic | Water Utilities | 0 | 1 | 1 | A Lift Station Mechanic was promoted to Sr. Lift Station Mechanic by meeting qualifications for the upgrade. | Water Utilities | \$ 1,124 |
| Water Utilities Director | Water Utilities | 1 | 1 | 0 | Recassidied from Level 9.0 to Level 8.0 with retirement of former Director. | Water Utilities | \$ (34,460) |
| NET IMPACT OF PERSONNEL CHANGES | | | | 3.29 | | | \$ 44,655 |

BUDGET GUIDE





The Township's budget appropriation is for a 12-month period, beginning January 1st and ending December 31st. The budget is developed and adopted in accordance with the Uniform Budgeting and Accounting Act for Local Units of Government in Michigan, the Charter Township Act of Michigan, and generally accepted accounting principles. The Michigan Department of Treasury Uniform Chart of Accounts is used in formatting account structure. The process moves through four basic stages: Preparation, Adoption, Adjustment and Review.

PREPARATION

Preparation of the annual budget begins in the spring with a call for projects and review of the existing Capital Improvements Plan (CIP). Each department reviews existing projects, makes any required updates, submits new projects, and evaluates and prioritizes their department's slate of projects for the five-year CIP planning period. The CIP Committee makes final recommendations for inclusion into the five-year CIP, which is submitted to the Township Board in the fall during a Special Budget Meeting.

The first year of the CIP drives the capital budget for the coming budget year. Department Directors submit a requested budget for the upcoming year to the Budget Manager in July. During the summer, the Budget Manager prepares personnel costs and coordinates with the Finance department to finalize allocated costs and enter these into the appropriate departmental budgets.

Beginning in September, a series of Special Budget Meetings of the Township Board are held to review the Supervisor's requested budget by fund. Notices of all Special Budget Meetings are posted on the Township website, along with the materials to be discussed. At each of these meetings, the public is invited to attend and provide feedback on the planned budget. Agendas and minutes of these meetings can be found on the township website.

ADOPTION

Any changes to the requested budget are incorporated into the proposed budget. An advertisement in a local newspaper provides notice of the date, time and location of the public hearing on the proposed budget. Prior to the public hearing, the proposed budget is posted on the Township's website and a hard copy is made available for review at the Clerk's Office in Town Hall. At a subsequent Township Board meeting in December, the General Appropriations Act Resolution is approved and the annual budget is adopted by the Township Board.

ADJUSTMENT

During the course of the fiscal year, Department Directors may request a budget transfer within their department and fund to adjust for any overages within their line items. If the total appropriation of a department or fund is changing, the Township Board must approve the change through a budget amendment. This can be accomplished by changing existing expenditure appropriations among departments, appropriating current revenue not yet appropriated, or appropriating existing fund balance for expenditure.

REVIEW

Appropriations lapse at fiscal year-end (December 31). Encumbrances may be carried into the next fiscal year through a Budget Amendment for the subsequent year. A financial audit is conducted by an independent accounting firm appointed by the Township Board.



2025 BUDGET SCHEDULE

| | |
|------------------|--|
| APRIL | |
| | Review DLZ Facilities Analysis with Depts to identify incomplete projects and potential new CIP projects |
| MAY | |
| 5/10/2024 | Meet with Depts on 2023 spending for 2025 planning Progress Report on Existing CIP Projects DUE |
| 5/31/2024 | CIP Project Submissions for 2025-2029 Due (includes rebudgets, revisions, new and existing projects, roll-forward of fleet replacement plans) |
| JUNE | |
| 6/6/2024 | Budget Kickoff Meeting (budget entry starts) and review Long Range Fund Projections (LRFP) Personnel Projections developed and entered into BS&A for 2025/2026 Begin CIP Committee Meetings to discuss and prioritize requests |
| JULY | |
| | CIP Committee Meetings on Project Requests Personnel Projections complete and entered into BS&A for Departments |
| AUGUST | |
| 8/16/2024 | BS&A Budget Entry Closes Department Heads update Goals for 2025 and draft 2024 Highlights |
| 8/29/2024 | Director Budget Meeting: Finalize CIP, Review LRFP as proposed |
| SEPTEMBER | |
| 9/4/2024 | <u>Special Budget Meeting: Requested Budget Forfeiture Funds, SADs, Safety Path, Drains At Large, Senior</u> |
| 9/26/2024 | Director Budget Meeting: Confirm CIP, Identify Rebudgets |
| OCTOBER | |
| 10/7/2024 | Budget Presentation to Township Board: Cable Commission |
| 10/16/2024 | <u>Special Budget Meeting: Water Fund, CIRRF, Capital Improvements Plan 2025-2029 Draft</u> |
| 10/24/2024 | Director Budget Meeting: Final CIP Rebudgets |
| NOVEMBER | |
| 11/13/2024 | <u>Special Budget Meeting: Requested Budget General, Public Safety, Capital Improvements, Public Safety Capital Improvements, Cable Fund</u> |
| 11/15/2024 | Draft Dept. Budget sections provided for editing and review |
| 11/18/2024 | Budget Presentation to Township Board: 48th District Court |
| DECEMBER | |
| 12/2/2024 | Department Heads return final budget page edits for final document |
| 12/2/2024 | Public Hearing on Proposed Budget |
| 12/16/2024 | Final Budget Adoption, General Appropriations Acts |

| KEY | |
|--|--|
| Due dates | |
| Department Budget Meetings held at Fire Station #5 at 3pm | |
| <u>Special Budget Meetings held in Board Chambers at Town Hall at 12pm</u> | |

2025 Reconciliation: Proposed to Adopted Budget

| <u>Description</u> | <u>Account</u> | <u>Fund</u> | <u>Amount</u> |
|---|------------------|--------------------------------|-----------------------|
| Proposed Budget Revenues | | | \$ 123,113,473 |
| Changes in Revenues | | | |
| Increase Police reimbursed salaries | 205-301-676.700 | Public Safety | 200,000 |
| Increase transfer in to Cable Fund | 259-964-699.101 | Cable Fund | 117,000 |
| Increase Orchard Lk PEG fees | 259-588-676.744 | Cable Fund | 7,500 |
| Increase Keego Harbor PEG fees | 259-588-477.491 | Cable Fund | 2,000 |
| Increase Sylvan LK PEG Fees | 259-588-477.492 | Cable Fund | 1,000 |
| Total Revenue Change | | | \$ 327,500 |
| Final Budget Revenues | | | \$ 123,440,973 |
| Proposed Budget Expenses | | | \$ 138,570,424 |
| Changes in Expenses | | | |
| Increase carpool costs for oil purchase | 101-261-828.000 | General | 2,500 |
| Incr legal fees based on 2024 YTD | 101-266-801.000 | General | 100,000 |
| Increase 2025 Court Expenses | 101-286-965.000 | General | 225,000 |
| Increase Contractual Svc | 101-372-803.000 | General | 32,500 |
| Incr legal fees based on 2024 YTD | 205-266-801.000 | Public Safety | 25,000 |
| Remove Tchradium in PD Budget | 205-301-803.000 | Public Safety | (300) |
| Add Tchradium in PD budget | 205-301-803.000 | Public Safety | 300 |
| Remove CIP 201: BWC and Fleet Cameras | 262-301-982.000 | Forfeiture- Federal Justice | (100,000) |
| Add CIP 201: BWC and Fleet Cameras | 262-301-741.000 | Forfeiture- Federal Justice | 100,000 |
| Add drone | 262-301-970.000 | Forfeiture- Federal Justice | 15,000 |
| Increase Drains Debt Principal | 310-906-991.000 | Drains At Large | 2,100 |
| Increase Drains Debt Interest | 310-906-993.000 | Drains At Large | (8,200) |
| Increase Audit & Accounting Fees | 337-441-804.000 | SAD Aldingbrook | 10 |
| Remove SAD 150: Aldingbrook Principal | 337-906.991.000 | SAD Aldingbrook | (130,000) |
| Remove SAD 150: Aldingbrook Interest | 337-906-993.000 | SAD Aldingbrook | (2,500) |
| Add FRED Forensic Workstation | 403-228-970.000 | Public Safety Capital Projects | 18,500 |
| Increase Audit & Accounting Fees | 410-445-804.000 | SAD Willow Farm | 30 |
| Correct Transfer Amount | 422-999-995.445 | SAD Pebble Creek Bridge | 6,000 |
| Add Network Switchs | 592-228-970.000 | Water Utilities | 4,200 |
| Add Four computer workstations | 592-228-970.000 | Water Utilities | 4,000 |
| Add Laptop replacements | 592-228-970.000 | Water Utilities | 2,100 |
| Add Monitor replacement allocation | 592-228-970.000 | Water Utilities | 525 |
| Remove Hazard Pay (error) | 592-540-707.100 | Water Utilities | (32,000) |
| Increase interest for amortization | 592-907-993.000 | Water Utilities | 7,000 |
| Increase interest for amortization | 592-908-993.000 | Water Utilities | 10,000 |
| Increase transfer out to Cable Fund | 1101-999-995.259 | General Fund | 117,000 |
| Total Expenses Change | | | \$ 398,765 |
| Final Budget Expenses | | | \$ 138,969,189 |

2025 ADOPTED BUDGET SUMMARY

| | MAJOR FUNDS | | | | | | NON-MAJOR FUNDS | ALL FUNDS |
|---------------------------|----------------------|----------------------|------------------------|-------------------|-----------------------|---------------------|-----------------------|-----------|
| | GENERAL | PUBLIC SAFETY | WATER UTILITIES | CAPITAL PROJECTS | PUBLIC SAFETY CAPITAL | | | |
| | | | <i>Working Capital</i> | | | | | |
| Estimated Fund Balance | \$ 46,162,638 | \$ 1,232,555 | \$ 14,480,058 | \$ 2,143,174 | \$ 2,588,832 | \$ 5,918,507 | \$ 72,525,764 | |
| ESTIMATED REVENUES | | | | | | | | |
| Taxes | 15,588,400 | 26,296,400 | - | - | - | 1,395,402 | \$ 43,280,202 | |
| Intergovernmental | 7,404,573 | 5,000 | - | - | - | 491,637 | \$ 7,901,210 | |
| Charges for Service | 1,054,285 | 3,461,502 | 34,525,662 | - | - | 533,200 | \$ 39,574,649 | |
| Licenses & Permits | 3,502,700 | 41,000 | - | - | - | - | \$ 3,543,700 | |
| Other Revenues | 464,837 | 219,306 | 659,050 | - | - | 197,880 | \$ 1,541,073 | |
| Fines & Fees | 1,030,000 | - | 520,300 | - | - | - | \$ 1,550,300 | |
| Investment Earnings | 1,498,844 | 194,650 | 244,616 | 58,742 | 26,787 | 157,700 | \$ 2,181,339 | |
| Transfers In | 95,000 | 16,000,000 | 18,500 | 800,000 | 6,700,000 | 255,000 | \$ 23,868,500 | |
| Other Financing Sources | - | - | - | - | - | - | \$ - | |
| TOTAL REVENUES | \$ 30,638,639 | \$ 46,217,858 | \$ 35,968,128 | \$ 858,742 | \$ 6,726,787 | \$ 3,030,819 | \$ 123,440,973 | |
| <i>Percent of Total</i> | 25% | 37% | 29% | 1% | 5% | 2% | 100% | |

| APPROPRIATIONS | MAJOR FUNDS | | | | | | NON-MAJOR FUNDS | ALL FUNDS |
|-----------------------------|----------------------|----------------------|------------------------|---------------------|-----------------------|---------------------|-----------------------|-----------|
| | GENERAL | PUBLIC SAFETY | WATER UTILITIES | CAPITAL PROJECTS | PUBLIC SAFETY CAPITAL | | | |
| Personnel | 10,249,296 | 38,845,143 | 3,451,383 | - | - | 22,700 | \$ 52,568,522 | |
| Operating | 6,898,613 | 5,951,733 | 29,362,588 | 8,994 | 5,994 | 2,330,170 | \$ 44,558,092 | |
| Capital Outlay | 349,500 | 455,200 | 4,222,635 | 1,702,330 | 7,142,760 | 290,250 | \$ 14,162,675 | |
| Debt Services | 644,100 | 1,406,400 | 616,600 | 34,800 | 791,900 | 337,600 | \$ 3,831,400 | |
| Transfers Out | 23,710,500 | - | - | - | - | 138,000 | \$ 23,848,500 | |
| TOTAL APPROPRIATIONS | \$ 41,852,009 | \$ 46,658,476 | \$ 37,653,206 | \$ 1,746,124 | \$ 7,940,654 | \$ 3,118,720 | \$ 138,969,189 | |
| <i>Percent of Total</i> | 30% | 34% | 27% | 1% | 6% | 2% | 100% | |
| | | | <i>Working Capital</i> | | | | | |
| Estimated Fund Balance | \$ 34,949,268 | \$ 791,937 | \$ 18,562,442 | \$ 1,255,792 | \$ 1,374,965 | \$ 5,770,403 | \$ 62,704,807 | |

Available funds for spending are referred to as *fund balance* in governmental funds and *working capital* in enterprise funds. Throughout this document, the term fund balance is used for both types of funds.



2025 FUNDING SOURCE MATRIX

| DEPARTMENTS and PROGRAMS | General Fund | Public Safety Fund | Capital Projects Fund | Public Safety Capital Projects Fund | Water & Sewer Fund | Water/Sewer CIRFF | Forefeiture Funds | Special Assessment District Funds | Senior Services Fund | EECBG Fund | Architectural Barriers Fund | Drains At Large Fund | Opioid Settlement Fund | Safety Path Fund | Cable Fund |
|----------------------------|--------------|--------------------|-----------------------|-------------------------------------|--------------------|-------------------|-------------------|-----------------------------------|----------------------|------------|-----------------------------|----------------------|------------------------|------------------|------------|
| Board of Trustees | X | | | | | | | | | | | | | | |
| Township Supervisor | X | | | | | | | | | | | | | | |
| General Services | X | | X | | | | | | | | | | | | |
| Pension Board | X | | | | | | | | | | | | | | |
| Substance Abuse Prevention | | | | | | | | | | | | X | | | |
| Township Clerk | X | | X | | | | | | | | | | | | |
| Township Treasurer | X | X | X | X | X | X | X | X | | | X | X | X | | |
| Information Technology | X | X | X | X | X | | | | | | | | | | |
| Assessing | X | | | | | | | | | | | | | | |
| Attorney | X | X | | | | | | | | | | | | | |
| Human Resources | X | | | | | | | | | | | | | | |
| District Court | X | | | | | | | | | | | | | | |
| Police | | X | | X | | X | | | | | | | | | |
| Fire Rescue | | X | | X | | | | | | | | | | | |
| Code Enforcement | X | | | | | | | | | | | | | | |
| Building | X | | | | | | | | | | | | | | |
| Planning | X | | | | | | | | | X | | | | | |
| Engineering | X | | | | | | | | | | | | | | |
| Development Services | X | | | | | | | | | | | | | | |
| Buildings & Grounds | X | | | X | | | | | X | | | | | | |
| Public Works | | | | | | | X | | | | | | | | |
| Environmental Services | X | | | | | | | | | | | | | | |
| Community Assistance | X | | | | | | | | | | | | | | |
| Hazardous Waste/Recycling | X | | | | | | | | | | | | | | |
| Water / Sewer Utilities | | | | X | X | | | | | | | | | | |
| Highways, Streets, Bridges | | | | | | | X | | | | | | | | |
| Safety Path | | | | | | | | | | | | | X | | |
| Drains At Large | | | | | | | X | | | | X | | | | |
| Cable Commission | | | | | | | | | X | | | | | | X |
| Debt Service | X | X | X | X | X | X | X | | | | X | | | | |



The basic building block of governmental finance is the “fund.” Funds are classified as being Governmental, Proprietary, Fiduciary, or Component Unit. All funds included are appropriated unless otherwise noted.

GOVERNMENTAL FUNDS

These types of funds finance most Township government functions.

General Fund

Used to account for the resources and uses of general operating functions of Township departments and cost centers

Special Revenue Funds

Used to account for resources (other than expendable trusts or capital projects) which are legally restricted to expenditures for specified purposes.

- Public Safety Fund
- Drainage at Large
- Safety Path Fund
- Opioid Settlement Fund
- Senior Services Fund
- Architectural Barriers Fund
- EECBG Fund
- Forfeiture Funds (3)
- Special Assessment District Funds (15)

Capital Project Funds

Used to account for the purchase and replacement of equipment, improvements, and construction of major capital projects that are not financed by proprietary funds.

- Capital Projects Fund
- Public Safety Capital Projects Fund

PROPRIETARY FUNDS

These types of funds account for the Township’s business type activity.

- Enterprise Funds
Water/Sewer Utility Fund
CIRFF- Capital Improvement Replacement & Revolving Fund

**These funds are reported together in both the budget and annual audited financial statements.*

FIDUCIARY FUNDS

These funds account for assets held by the Township in a trustee capacity and are not subject to appropriation.

- Trust Funds
Pension Trust Fund*
Retiree Health Care Fund*

**These funds are not budgeted.*

COMPONENT UNIT FUNDS

This type of fund accounts for legally separate organizations for which the Township is financially accountable.

- Greater West Bloomfield Cable Commission
Cable Fund



MAJOR FUNDS AND NON-MAJOR FUNDS

The concept of major fund reporting was introduced and defined by GASB Statement 34 to simplify the presentation of fund information and to focus attention on the major activities of the reporting entity. Rather than requiring each type of fund to be individually presented, Statement 34 requires the individual presentation of *only* major funds, with all other funds combined into a single column. This reduces the number of funds presented on the face of the financial statement and directs the focus to the significant funds of the reporting entity.

Major fund reporting is applied only to governmental funds (i.e., general, special revenue, debt service, capital project, and permanent funds) and enterprise funds.

GASB Statement 34 permits a government to designate a particular fund that is of interest to users as a major fund and to individually present its information in the basic financial statements, even if it does not meet the criteria.

GASB defines major funds as those meeting the following criteria:

- The total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total (assets, liabilities, etc.) for all funds in that category (governmental funds) or of that type (enterprise funds).
- The total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

West Bloomfield Township designates its funds as shown below.

| MAJOR FUNDS | NON-MAJOR FUNDS |
|---|--|
| Discretely presented financial information based on qualitative or quantitative criteria. | Smaller funds with financial information presented in aggregate. |
| <ul style="list-style-type: none"> • General Fund • Public Safety Fund • Capital Projects Fund and Public Safety Capital Projects Fund (combined) • Water/Sewer Utility & CIRFF Fund (combined) | <ul style="list-style-type: none"> • Drainage at Large • Safety Path Fund • Opioid Settlement Fund • Senior Services Fund • Architectural Barriers Fund • EECBG Fund • Forfeiture Funds (3) • Cable Fund • Special Assessment District Funds (combined) |



Each fund is an independent, self-balancing system to account for the receipt of specific revenues and their use for a particular purpose.

General Fund

This is the largest fund of the Township and least restrictive in their use. This fund accounts for most traditional administrative governmental services such as Planning & Development Services, Assessing, Clerk, Treasurer, Supervisor, Finance, Information Technology, and Human Resources.

Special Revenue Funds

These funds are created to account for specific revenues that can only be spent for certain purposes. There are 25 appropriated special revenue funds in the 2025 Budget including the following:

| | |
|---|--|
| Public Safety Fund | The largest special revenue fund which accounts for the levy against all property owners to cover the costs associated with emergency services including fire, police, and dispatch services. |
| Drains At Large Fund | Accounts for the levy against all property owners to cover the costs associated with the maintenance of legally established drainage districts. These drainage districts are improved natural storm water conveyance systems that allow runoff to move safely through, and to, streams, watercourses, ditches and pipes to reduce and eliminate flooding events. These drainage districts are established by petition of the township pursuant to the Michigan Drain Code via the Oakland County Water Resource Commissioner’s Office. There are approximately seventeen Chapter 20 Drainage Districts of various sizes throughout the township. |
| Safety Path Fund | Accounts for the levy against all property owners to maintain the approximately seventy-five (75) miles of existing safety paths in the Township. |
| Opioid Settlement Fund | Accounts for the distribution of the national opioid settlement with pharmaceutical companies. Proceeds from the settlement are used for substance abuse prevention programs, naloxone or other FDA approved drugs to reverse opioid overdoses, or programs to address the impact the opioid crisis has had on our community. |
| Senior Services Fund | Accounts for grant revenues and expenditures through Community Development Block Grant (CDBG) funds to fund Oakland County’s Meals on Wheels program. |
| Architectural Barriers Fund | Accounts for grant revenues and expenditures through Community Development Block Grant (CDBG) funds to support accessibility features in public facilities and our transportation network. |
| EECBG Fund | Accounts for revenues and expenditures through Energy Efficiency Community Block Grant funds |
| Forfeiture Funds | Three forfeiture funds (Federal Treasury, Federal Justice, State of Michigan) exist as the result of criminal investigations in which assets are seized from criminal suspects. Pursuant to state and federal laws, forfeiture programs remove the tools of crime from criminal organizations, deprive wrongdoers of the proceeds of their crimes, recover property that may be used to compensate victims, and deter crime. Asset forfeiture funds are used to enhance the capabilities of law enforcement agencies. |
| Special Assessment District (SAD) Funds | The Public Improvement Act, Public Act 188 of 1954, as amended, authorizes the establishment of Special Assessment Districts (SADs) to assess a group of property owners for a public improvement that confers a special benefit to the property owner that is distinct from the benefit enjoyed by the general public. Improvements such as streetlights, sidewalks, bridges, road improvements, and drainage improvements have been funded through SADs. |



| | |
|---|---|
| Special Assessment District (SAD) Funds <i>continued</i> | The West Bloomfield Code of Ordinances and SAD Policy govern the process of establishing and administrating SADs. The Township has authorized several SADs, funded through an Improvement Revolving Fund, as opposed to issuing bonds. This funding mechanism provides economic benefit to residents by eliminating bond issuance costs and reducing interest rates. The 2025 Budget appropriates 14 SAD Funds in addition to the SAD Improvement Revolving Fund. |
|---|---|

Capital Project Funds

These funds are created to account for the financing sources and expenditures associated with major capital projects such as the acquisition, repair, and replacement of government infrastructure or assets including infrastructure, fleet, facilities, and equipment. The Township has two such funds; the Capital Projects Fund and Public Safety Capital Projects Fund. These funds do not finance any capital costs associated with water and sewer utility infrastructure.

Enterprise Funds

These funds are used to account for a governmental service that is financed entirely by user charges. These funds receive no tax money and are operated in much the same manner as a private business. Two enterprise funds have been established to finance the water and sewer utility.

The Water Sewer Utility Fund accounts for the operation of the Township’s Water and Sewer Utility. The Capital Improvement & Replacement Revolving Fund (CIRFF) accounts for the financing (debt service) of water and sewer utility infrastructure.

Component Unit Funds

These funds are for a legally separate organization for which the Township is financially responsible. The Cable Fund accounts for revenues and expenditures of the Greater West Bloomfield Cable Commission, a component unit of West Bloomfield Township. The Commission has four member communities: West Bloomfield, Keego Harbor, Orchard Lake, and Sylvan Lake. These local governments charge a Public, Education, and Government channel fee (PEG fee) to cable subscribers, which is collected by their provider and paid to the local government. The member communities use a portion of those revenues to fund the Commission’s operations that bring local, community-centered programming to residents through cable channels and web based on-demand programming.



BUDGET AND ACCOUNTING BASIS

The Township's Basis of Accounting and Basis of Budget are the same.

This budget is prepared in accordance with Generally Accepted Accounting Principles (GAAP). For governmental Funds (General and Special Revenue) and Fiduciary Funds (Pension Fund and Retiree Healthcare Fund), both revenues and expenditures are budgeted on the modified accrual basis of accounting.

In Enterprise Fund budgets, accrual accounting is used for both budgeting and accounting, meaning depreciation is budgeted as an operating expense and capital acquisitions and principal payments on debt are not budgeted expenditures. However, the following items are listed in the program portion of the budget for planning purposes: capital outlay that is split between enterprise funds and non-enterprise funds and principal payments.



FUND BALANCE POLICY

West Bloomfield Township believes that sound financial management requires sufficient funds be retained to provide a stable financial base at all times. It is essential to maintain adequate levels of fund balance, or available funds for spending, to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and emergencies. The General Fund, as the least restrictive of the Township’s funds, is the most favorable source to provide emergency funds for the entire organization.

This policy establishes the desired funding levels under normal operating conditions that the Township will strive to maintain. Fund Balance reserve levels as a percentage of annual operating expenditures for the General Fund shall be targeted at 45% of operating revenues. This policy shall serve as a benchmark, or frame of reference, against which current and future decisions related to the use of governmental fund balance reserves can be made.

Calculation of 2025 General Fund Reserve Level

Projected for December 31, 2025

| | |
|--|--------------|
| 2025 Budgeted Revenue | \$30,638,639 |
| Less Interfund Transfer Revenues | (\$95,000) |
| 2025 General Fund Operating Revenue | \$30,543,639 |
| 2025 Estimated Ending Fund Balance | \$34,949,268 |
| Percent of Fund Balance of Operating Revenues | 114% |

Other governmental funds with special purposes (Special Revenue Funds, Special Assessment District Funds, Capital Project Funds, etc.) are exempted from this policy due to the unique nature of their individual functions.

FUND BALANCE PRACTICES

Assigned Fund Balance

The West Bloomfield Township Board of Trustees may, at any time, assign fund balance to a specific purpose.

Order of Spending Fund Balance

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Township to consider restricted amounts to have been reduced first.

When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Township that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Measurement Date

The Township will measure compliance with the fund balance policy as of December 31st of each year, as soon as practical, after year-end account information becomes available.



Funding Reserves

Funding of the General Fund reserve target will generally come from excess revenue over expenditures or one-time revenues.

Excess Reserves

In the event reserves exceed the minimum balance requirements, the excess may be used in the following ways:

- 1.) Fund accrued liabilities, including but not limited to debt service and pension. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
- 2.) Appropriated through transfers-out to Capital Project Funds to provide a funding source for future township capital improvements;
- 3.) Fund the Stabilization Fund to the maximum allowable under State law; and
- 4.) One-time expenditures that do not increase recurring costs that cannot be funded through current revenues. Emphasis will be placed on one-time use that reduces future operating costs.

Replenishment of Reserves

The Township will review fund balances annually during the budget process. In the event that the level of reserves is projected to be below the desired target, the Township will create a plan to replenish fund reserves within a specified time period by controlling operating expenditures, adjusting operations and/or dedicating specific revenue sources.



BUDGET POLICY

Michigan townships are statutory units of government. Townships are granted explicit statutory powers and those "fairly implied and not prohibited." Art. VII, § 34. The Michigan Constitution disallows a township from making expenditures unless it has specific authorization.

The West Bloomfield Township Board of Trustees is the governing body, which sets policy and grants budgetary authority to spend Township funds. The Township Board shall allocate township resources through the adoption of an annual budget and periodic budget amendments, as needed. The Township's budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

The development and adoption of the Township budget is based upon requirements, as set forth in Act 2, P.A. of 1968 of the State of Michigan, the "Uniform Budgeting and Accounting Act". The Township's General Appropriations Act resolution includes all Governmental and Proprietary type funds. This includes the General Fund, all Special Revenue Funds, and all Capital Projects Funds. Proprietary Funds do not require inclusion in the General Appropriations Act resolution under State requirements; however, the Township chooses to include them to serve as an operations plan and communications tool with the public.

The General Appropriations Act resolution prescribes the legal expenditure limits for all funds. The level of control for each fund is dictated by budgetary cost center. Administrative control of expenditures is maintained through the utilization of the detailed line item budgets upon which the appropriations act resolution is based. Line item transfers within a budgetary cost center in the same fund are permitted through a budget transfer.

BUDGET PRACTICES

The Township Supervisor is responsible for the preparation, presentation, and control of the budget, and shall prepare an annual budget calendar and budget resolution packet for each fiscal year.

To emphasize and facilitate long-range financial planning, the Township will maintain five-year long-range fund projections of major funds.

The Township will strive to adopt and maintain a balanced budget, in which revenues and available fund balance exceed expenditures.

The Township will prepare the budget document in compliance with Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program and industry best practices.

Personnel will be budgeted at full staffing.

A monthly Budget to Actual Report will be distributed to the Board of Trustees throughout the fiscal year.

A budget amendment requires the approval of the Board of Trustees. An amendment will increase the total appropriation of a fund and/or change the appropriation of fund(s) for a department.

A budget transfer, which does not change the appropriations by fund or department, can be made administratively, with the following exceptions which require Township Supervisor approval:

- Transferring budget from personnel line items to operating or capital expense line items; or
- Transferring \$10,000 or more between line items.



REVENUE POLICY

The Township will attempt to fund all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or by rolling over short-term debt.

The Township will not utilize one-time revenues for recurring expenses.

The Township will conservatively project its annual revenues based upon objective and analytical processes utilizing historical data; county, state, and national economic indicators; and new statutes.

The Township shall attempt to develop and maintain a diversified revenue base to protect itself from fluctuations in any one revenue source. Management will vigilantly seek new sources, to include grants made available by local, state and federal government agencies.

The Township will actively seek grant funding and other one-time revenue sources, but these will not be used to support ongoing operating expenditures. Instead, non-recurring revenues will be used for one-time expenditures, including capital outlay, increasing reserves, or paying down unfunded liabilities.

The Township will review all fees and charges at a minimum of every three years. It will attempt to design and/or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.

The Water Utilities Fund will establish and maintain rates to ensure revenues support direct and indirect costs of the services provided including operations, overhead, debt service, depreciation, and infrastructure replacement.

A comprehensive water sewer rate study will be conducted every three years to analyze current financial and infrastructure conditions and make proposed rate recommendations for the next three years.

The Township Board will annually review and set water and sewer fees to ensure they are appropriate to sustain service levels.



INVESTMENT POLICY

The Township's Investment Policy is adopted by resolution of the Board of Trustees and establishes authorized financial institutions and broker/dealers, authorized investments, diversification and maturity limits, internal controls, reporting, and performance. The policy is reviewed on an annual basis by the Board. Modifications made at that time or when necessitated by statutory revision must be approved by the appropriate action of the Board. This investment policy was originally adopted by the Board in January 1998 and last updated in December 2020. Excerpted below are a summary of key principles from the Investment Policy.

Governing Authority

Funds of the Township shall be invested in accordance with the investment of Surplus Funds of Political Subdivisions Act, P.A. 20 of 1943, MCL 129.91 et seq.; the Surplus Funds Investment Pool Act, P.A. 367 of 1982, MCL 129.111 et seq.; the investment policy; and any written administrative procedures.

The Resolution of the Township Board adopted March 10, 2014, as amended, requires the Township to contract with a professional investment consultant, to designate an investment officer in accordance with Public Act 20 of 1943, and to amend the investment policy designating an investment officer.

The Township Board has designated and authorized the Investment Officer pursuant to the Investment of Surplus Funds of Political Subdivisions Act, P.A. 20 of 1943, MCL 129.91 et seq. as set forth in Section III. The Investment Officer (defined in section III. 1. B) and the Treasurer shall comply with the mandates of this Investment Policy.

Scope

This investment policy applies to financial assets held by the Township including but not limited to:

- General fund
- Special Revenue funds
- Capital Project funds
- Enterprise funds
- Trust and Agency funds
- Debt Service funds
- All new funds created by the Township, unless specifically exempted by the Board.

This policy does not cover investment activities of the following funds:

- Parks & Recreation funds
- Pension funds
- Retiree Health Care funds
- Deferred compensation funds



Investment Objectives

The policy of the Township is to invest the public funds in a manner, which will provide maximum security while meeting the cash flow demands of the Township and that will provide the highest investment return while being in full compliance with all State laws and local ordinances governing the investment of public funds. The following investment objectives, in order of priority, shall be applied in the management of the Township's funds:

1. Safety

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by diversifying holdings and maturities to mitigate both credit risk and interest rate risk as follows:

A. Credit Risk. The Township shall minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Pre-qualifying financial institutions with which the Township will do business
- Diversifying the portfolio so that potential losses on individual securities will be minimized
- Maintaining credit ratings on all holdings

B. Interest Rate Risk. The Township shall minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by structuring the maturities of the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate securities at a loss prior to maturity.

The primary objective of the Township's investment activities is the preservation of capital. To satisfy this criterion, several actions are required including diversification of securities and deposits, except when invested in direct obligations of the United States Government.

Risk shall also be minimized by closely monitoring pertinent financial information and rating agency reports that would disclose a weakening financial condition at any firm or institution associated with Township investments. Written notice of any adverse changes in financial condition of these institutions shall be immediately forwarded to the Board by the Treasurer for further review and appropriate action.

The objective of the Treasurer, in conjunction with the Township's authorized Investment Advisor, shall be to control risks and diversify investments regarding specific security types or individual financial institutions. Investments shall be limited to those types of securities as set forth in Section VII of this policy statement.

2. Liquidity

The Treasurer shall insure the investment portfolio shall remain sufficiently liquid to enable the Township to meet operating requirements that might be reasonably anticipated.

3. Return on Investment

The investment portfolio shall be designed with the objective of attaining an appropriate rate of return relative to the Township's investment risk constraints and cash flow requirements.

DEBT ADMINISTRATION





DEBT LIMIT

The West Bloomfield Township Charter and Public Act 279 of 1909 (as amended) provide that the net indebtedness of the Township shall not be in excess of 10% of the State Equalized Valuation of all real and personal property in the Township, plus assessed value equivalent of Act 198 specific tax levies.

Obligations, which are not included in the computation of legal debt margin, are:

- Special Assessment Bonds ;
- Mortgage Bonds ;
- Michigan Transportation Bonds;
- Revenue Bonds ;
- Bonds issued, or contracts or assessment obligations, incurred, to comply with an order of the State of Michigan Department of Environmental, Great Lakes, and Energy (EGLE) or a court of competent jurisdiction ; and
- Other obligations incurred for water supply, sewage, drainage or refuse disposal projects necessary to protect the public health by abating pollution.

Calculation of Debt Limit and Debt Margin

As of December 31, 2024

| | | |
|---|--------------|----------------------|
| 2024 State Equalized Value | | \$6,196,629,740 |
| Debt Limit – 10% of State Equalized Value | | \$619,662,974 |
| Amount of Debt Outstanding | \$61,065,810 | |
| Percent of Legal Debt Limit Utilized | | 9.8% |
| Legal Debt Margin (additional debt which could legally be incurred) | | \$558,597,164 |

TYPES OF DEBT

General Obligation Debt - There are two types of general obligation debt: limited tax general obligation debt and unlimited tax general obligation debt. Limited tax general obligation debt includes a pledge of the full faith and credit of the taxing power of the Charter Township of West Bloomfield within existing tax rate limits. Unlimited tax general obligation debt may be secured by a pledge of the full faith and credit of the taxing power of the Charter Township of West Bloomfield beyond existing tax rate limits, and generally requires voter approval.

Revenue Bonds - Revenue Bonds will be considered when there is a definable revenue source which could be used to pay the debt. Revenue Bonds normally must meet certain bond covenants stipulated by the lender. Certain debt ratios such as pledged revenues to debt service may also be required to be reported.

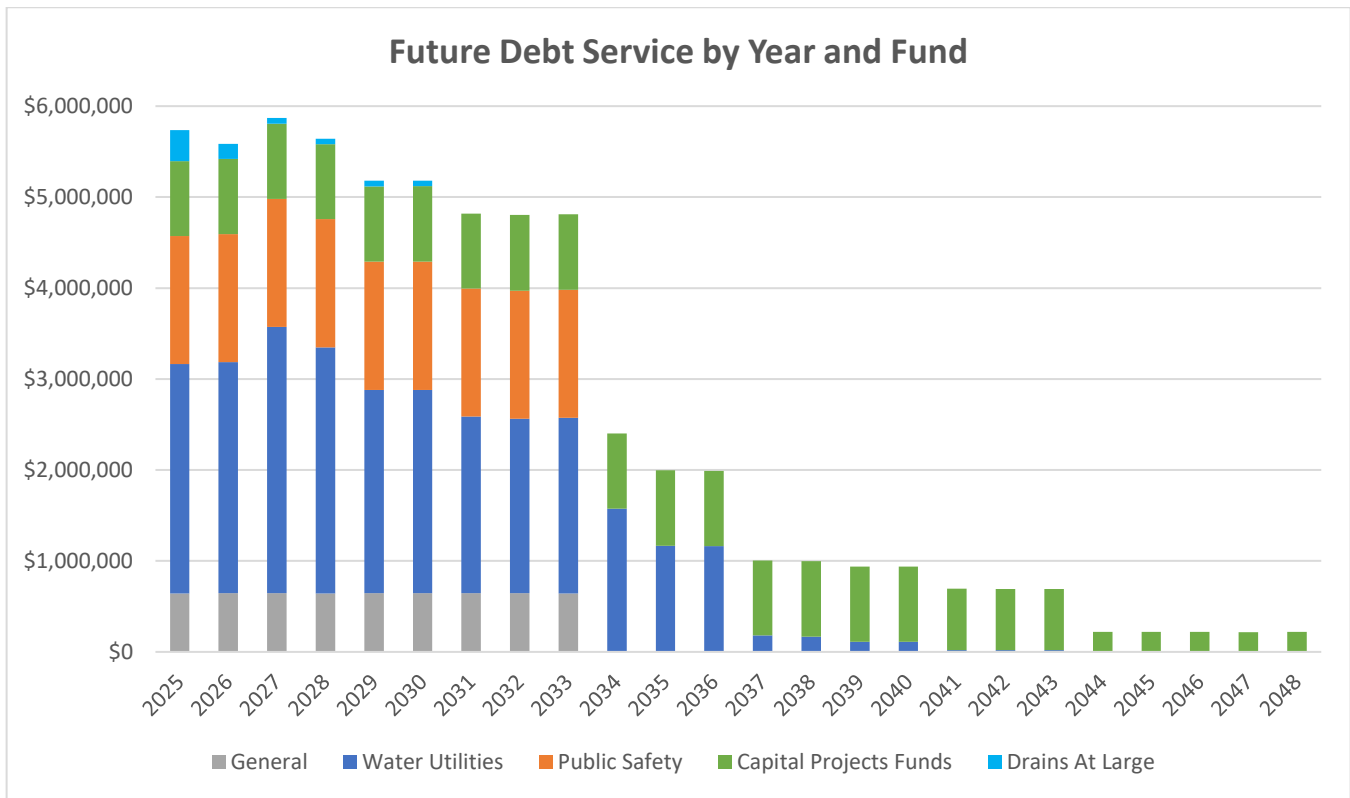
Short Term Borrowings - Short term borrowings such as tax anticipation notes may be considered as authorized by State statute. These notes are limited to not more than one year in duration.



CREDIT RATING AND FUTURE DEBT OUTLOOK

In 2023, S&P Global Ratings raised its long-term credit rating on West Bloomfield Township's debt to AAA. This was affirmed in a 2024 credit rating. This represents the highest possible rating by S&P Global, and is an honor shared by only 14 municipalities out of more than 1,700 municipalities in the State of Michigan.

Of the \$61M in debt service outstanding (principal and interest), 68% is direct debt and 32% is the Township's allocated portion of larger Oakland County issued bonds for Water and Sewer infrastructure projects. At this time, no future direct debt is anticipated; however, future Oakland County projects are likely to add to the Township's debt schedule. The Township has planned for this with Drains at Large debt obligations fulfilled in 2030 and Public Safety and General Fund debt obligations fulfilled in 2033.



DEBT ISSUANCE PRACTICES

Debt Issued to Fund Capital Projects

The Township will not incur long-term debt to support current-fiscal-year expenditures.

The Township will limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues and, where the issuance of long-term debt is required, it will pay back the bonds within a period not to exceed the expected useful life of the projects.

The Township will engage a municipal advisor and bond counsel to assist in the issuance of debt.

The Township will maintain a sound relationship with all bond-rating agencies, and will keep them informed about its current financial condition.



The Township will continue the practice of full disclosure as it pertains to all financial reports and bond prospectuses.

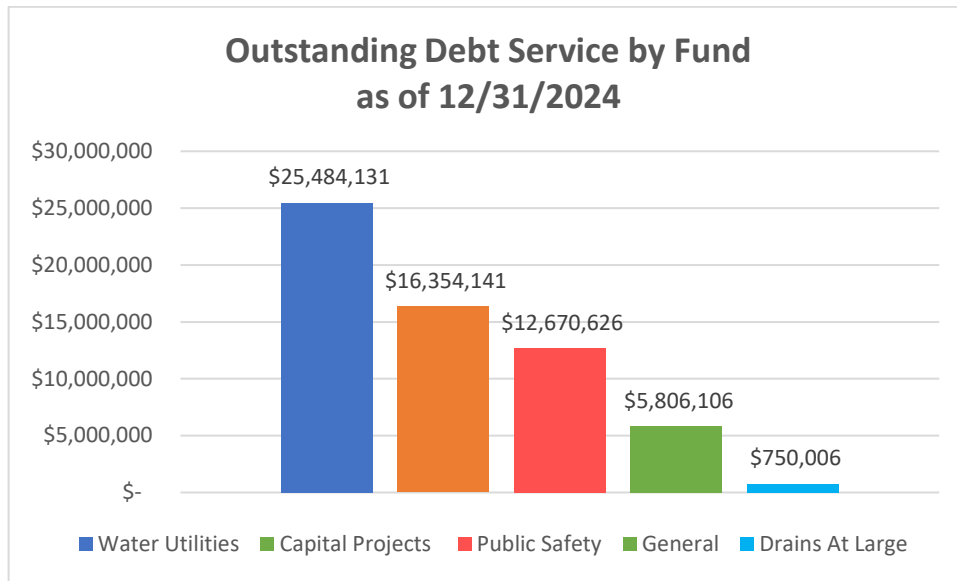
Bonds will be sold on a competitive basis unless it is in the best interest of the Township to conduct a negotiated sale or private placement. Competitive sales will be the preferred method. Negotiated sales and private placements may occur when selling bonds for a defeasance of existing debt, for refunding of debt, to save on issuance costs of a smaller debt issue, or for other appropriate reasons, as determined by the Township Board following consultation with the Township’s municipal advisor and bond counsel.

Debt Issued to Refund Existing Debt

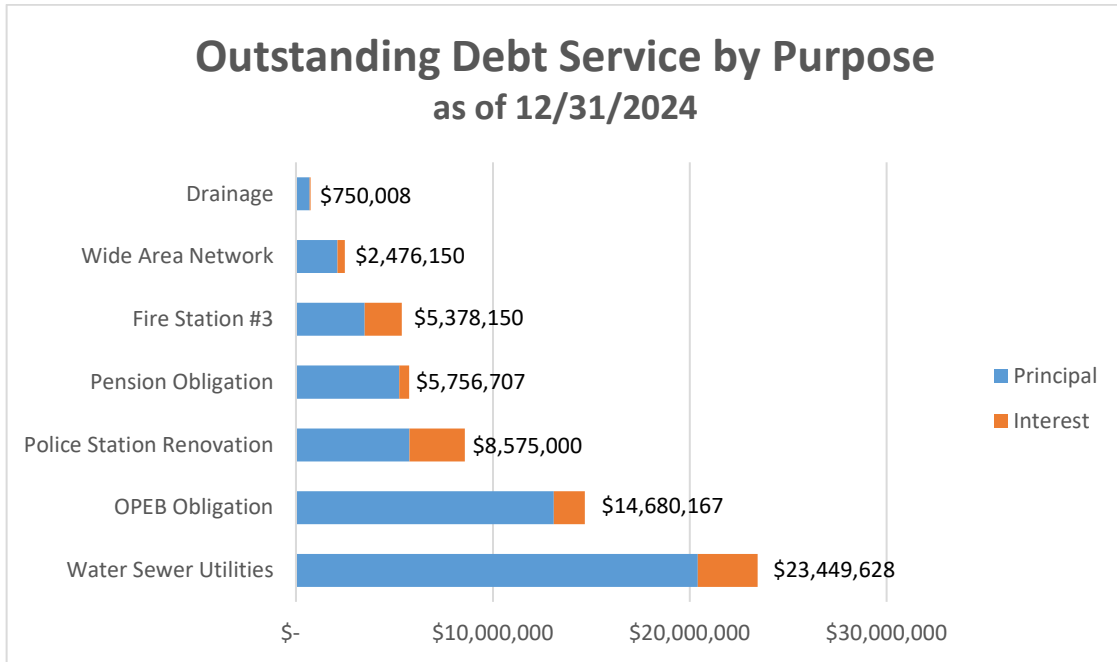
In order to refund a bond issue, the Township shall obtain a savings level in excess of the cost of refinancing the bonds to be refunded.

DEBT SUMMARY

| YEAR | WATER UTILITIES | | CAPITAL PROJECTS | | GENERAL | | PUBLIC SAFETY | | DRAINS AT LARGE | |
|--------------|---------------------|----------|---------------------|----------|---------------------|----------|--------------------|----------|------------------|----------|
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2025 | 1,965,179 | 555,289 | 391,700 | 434,239 | 534,439 | 109,507 | 1,140,718 | 265,383 | 320,886 | 20,439 |
| 2026 | 2,035,243 | 506,365 | 406,700 | 419,430 | 545,264 | 99,853 | 1,166,196 | 239,904 | 152,508 | 13,131 |
| 2027 | 2,471,922 | 455,370 | 421,550 | 403,998 | 556,910 | 89,206 | 1,195,528 | 212,782 | 53,568 | 8,520 |
| 2028 | 2,309,560 | 396,215 | 436,550 | 387,942 | 565,609 | 77,888 | 1,223,683 | 184,312 | 53,568 | 6,230 |
| 2029 | 1,915,509 | 320,066 | 456,400 | 371,050 | 580,203 | 65,622 | 1,254,192 | 154,461 | 58,032 | 3,816 |
| 2030 | 1,961,940 | 273,602 | 476,250 | 353,224 | 592,671 | 52,473 | 1,287,378 | 122,978 | 58,032 | 1,277 |
| 2031 | 1,744,275 | 196,118 | 491,250 | 334,499 | 607,266 | 38,574 | 1,317,887 | 89,839 | | |
| 2032 | 1,755,683 | 162,410 | 516,100 | 314,787 | 622,682 | 23,840 | 1,352,250 | 55,134 | | |
| 2033 | 1,800,342 | 128,369 | 535,050 | 294,180 | 635,971 | 8,129 | 1,389,290 | 18,687 | | |
| 2034 | 1,477,036 | 96,894 | 555,950 | 272,398 | | | | | | |
| 2035 | 1,096,799 | 68,815 | 580,800 | 249,305 | | | | | | |
| 2036 | 1,122,396 | 41,574 | 600,650 | 225,266 | | | | | | |
| 2037 | 168,815 | 13,699 | 620,650 | 200,328 | | | | | | |
| 2038 | 159,487 | 9,660 | 655,500 | 174,166 | | | | | | |
| 2039 | 103,947 | 5,853 | 680,350 | 148,608 | | | | | | |
| 2040 | 106,346 | 3,424 | 705,200 | 123,952 | | | | | | |
| 2041 | 16,777 | 1,842 | 575,000 | 99,900 | | | | | | |
| 2042 | 17,430 | 1,137 | 595,000 | 76,500 | | | | | | |
| 2043 | 18,302 | 389 | 620,000 | 52,200 | | | | | | |
| 2044 | - | - | 185,000 | 36,100 | | | | | | |
| 2045 | | | 190,000 | 28,600 | | | | | | |
| 2046 | | | 200,000 | 20,800 | | | | | | |
| 2047 | | | 205,000 | 12,700 | | | | | | |
| 2048 | | | 215,000 | 4,300 | | | | | | |
| Total | \$24,484,081 | | \$16,354,116 | | \$12,670,601 | | \$5,806,106 | | \$750,006 | |



| Outstanding Debt by Purpose as of 12/31/2024 | Principal | Interest | Total |
|--|----------------------|----------------------|----------------------|
| Water Sewer Utilities | \$ 20,416,673 | 3,032,956 | \$ 23,449,628 |
| OPEB Obligation | \$ 13,095,000 | 1,585,167 | \$ 14,680,167 |
| Police Station Renovation | \$ 5,770,000 | 2,805,000 | \$ 8,575,000 |
| Pension Obligation | \$ 5,240,000 | \$ 516,707 | \$ 5,756,707 |
| Fire Station #3 | \$ 3,495,000 | 1,883,150 | \$ 5,378,150 |
| Wide Area Network | \$ 2,115,000 | \$ 361,150 | \$ 2,476,150 |
| Drainage | \$ 696,594 | \$ 53,414 | \$ 750,008 |
| | \$ 50,828,267 | \$ 10,237,543 | \$ 61,065,810 |



Debt Service Report Summary

A complete listing of debt service projects and their payoff schedules can be found in the [Debt Service Report](#) which is on the Financial Dashboard webpage of the township website.

| Debt Name | Repayment Source | Debt Instrument (or Type) | Outstanding Principal | Outstanding Interest | Total Debt Outstanding |
|---|--|------------------------------|-----------------------|----------------------|------------------------|
| 2010 Tenhill and Wallbrook Drain | Drainage Tax Revenue | Share of County Issued Bonds | 88,206 | 4,049 | 92,255 |
| 2013 Jacobs Drain | Drainage Tax Revenue | Share of County Issued Bonds | 171,906 | 1,934 | 173,840 |
| 2010 Donahue Drain | Drainage Tax Revenue | Share of County Issued Bonds | 321,408 | 43,259 | 364,667 |
| 2016 Heron Drain | Drainage Tax Revenue | Share of County Issued Bonds | 115,074 | 4,172 | 119,246 |
| 2018 Capital Improvements Bond- Fire Station #3 | Public Safety Tax Revenue | General Obligation Bonds | 3,495,000 | 1,883,150 | 5,378,150 |
| 2019 Retiree Healthcare Refunding | General Fund Revenue, Public Safety Tax Revenue, Water Utilities Revenue | General Obligation Bonds | 13,095,000 | 1,585,167 | 14,680,167 |
| 2020 Capital Improvements Bond- Wide Area Network (WAN) | General Fund Revenue, Public Safety Tax Revenue, Water Utilities Revenue | General Obligation Bonds | 2,115,000 | 361,150 | 2,476,150 |
| 2023 Capital Improvements Bond- Police Station Renovation | Public Safety Tax Revenue | General Obligation Bonds | 5,770,000 | 2,805,000 | 8,575,000 |
| 2022 Pension Obligation Refunding | General Fund Revenue, Public Safety Tax Revenue, Water Utilities Revenue | General Obligation Bonds | 5,240,000 | 516,707 | 5,756,707 |
| 2007 Segment Drinking Water Revolving Fund | Water Utilities Revenue | Revenue Bonds | 161,670 | 5,082 | 166,752 |
| 2008 Segment II Drinking Water Revolving Fund | Water Utilities Revenue | Revenue Bonds | 1,864,958 | 91,558 | 1,956,516 |
| 2008 Segment III Drinking Water Revolving Fund | Water Utilities Revenue | Revenue Bonds | 163,224 | 9,446 | 172,670 |
| 2010 Water Supply & Sewage Disposal Sys Bond | Water Utilities Revenue | Revenue Bonds | 1,415,000 | 126,254 | 1,541,254 |
| 2010A Oakland-Macomb Interceptor Drain Bond | Water Utilities Revenue | Share of County Issued Bonds | 195,755 | 17,611 | 213,366 |
| 2011 Oakland-Macomb Interceptor Drain Bond | Water Utilities Revenue | Share of County Issued Bonds | 294,778 | 38,057 | 332,835 |
| 2013 Oakland-Macomb Interceptor Drain Bond | Water Utilities Revenue | Share of County Issued Bonds | 691,306 | 78,305 | 769,611 |
| 2014 Oakland Co Evergreen Farmington Sewage | Water Utilities Revenue | Share of County Issued Bonds | 10,057,459 | 1,709,277 | 11,766,736 |
| 2017 Oakland Co Clinton River Water Resource | Water Utilities Revenue | Share of County Issued Bonds | 842,360 | 164,408 | 1,006,768 |
| 2017 Oakland Co Evergreen Farmington Sewage | Water Utilities Revenue | Share of County Issued Bonds | 137,280 | 5,965 | 143,245 |
| 2019A Oakland-Macomb Interceptor Drain Bond | Water Utilities Revenue | Share of County Issued Bonds | 50,318 | 2,895 | 53,214 |
| 2020A Oakland-Macomb Interceptor Drain | Water Utilities Revenue | Share of County Issued Bonds | 1,103,161 | 253,004 | 1,356,164 |
| 2020B Oakland-Macomb Interceptor Drain | Water Utilities Revenue | Share of County Issued Bonds | 242,065 | 111,000 | 353,065 |
| 2023 Oakland Co Evergreen Farmington Sewage | Water Utilities Revenue | Share of County Issued Bonds | 3,197,338 | 315,634 | 3,512,972 |
| 2023 Oakland Co Clinton River Water Resource | Water Utilities Revenue | Share of County Issued Bonds | - | 104,461 | 104,461 |
| TOTAL | | | \$ 50,828,266 | \$ 10,237,543 | \$ 61,065,810 |

FUND SUMMARIES



2025 ADOPTED BUDGET SUMMARY

| | MAJOR FUNDS | | | | | | NON-MAJOR FUNDS | ALL FUNDS |
|---------------------------|----------------------|----------------------|------------------------|-------------------|-----------------------|---------------------|-----------------------|-----------|
| | GENERAL | PUBLIC SAFETY | WATER UTILITIES | CAPITAL PROJECTS | PUBLIC SAFETY CAPITAL | | | |
| | | | <i>Working Capital</i> | | | | | |
| Estimated Fund Balance | \$ 46,162,638 | \$ 1,232,555 | \$ 14,480,058 | \$ 2,143,174 | \$ 2,588,832 | \$ 5,918,507 | \$ 72,525,764 | |
| ESTIMATED REVENUES | | | | | | | | |
| Taxes | 15,588,400 | 26,296,400 | - | - | - | 1,395,402 | \$ 43,280,202 | |
| Intergovernmental | 7,404,573 | 5,000 | - | - | - | 491,637 | \$ 7,901,210 | |
| Charges for Service | 1,054,285 | 3,461,502 | 34,525,662 | - | - | 533,200 | \$ 39,574,649 | |
| Licenses & Permits | 3,502,700 | 41,000 | - | - | - | - | \$ 3,543,700 | |
| Other Revenues | 464,837 | 219,306 | 659,050 | - | - | 197,880 | \$ 1,541,073 | |
| Fines & Fees | 1,030,000 | - | 520,300 | - | - | - | \$ 1,550,300 | |
| Investment Earnings | 1,498,844 | 194,650 | 244,616 | 58,742 | 26,787 | 157,700 | \$ 2,181,339 | |
| Transfers In | 95,000 | 16,000,000 | 18,500 | 800,000 | 6,700,000 | 255,000 | \$ 23,868,500 | |
| Other Financing Sources | - | - | - | - | - | - | \$ - | |
| TOTAL REVENUES | \$ 30,638,639 | \$ 46,217,858 | \$ 35,968,128 | \$ 858,742 | \$ 6,726,787 | \$ 3,030,819 | \$ 123,440,973 | |
| <i>Percent of Total</i> | 25% | 37% | 29% | 1% | 5% | 2% | 100% | |

| | MAJOR FUNDS | | | | | | NON-MAJOR FUNDS | ALL FUNDS |
|-----------------------------|----------------------|----------------------|------------------------|---------------------|--------------------------------|---------------------|-----------------------|-----------|
| | GENERAL | PUBLIC SAFETY | WATER UTILITIES | CAPITAL PROJECTS | PUBLIC SAFETY CAPITAL PROJECTS | | | |
| APPROPRIATIONS | | | | | | | | |
| Personnel | 10,249,296 | 38,845,143 | 3,451,383 | - | - | 22,700 | \$ 52,568,522 | |
| Operating | 6,898,613 | 5,951,733 | 29,362,588 | 8,994 | 5,994 | 2,330,170 | \$ 44,558,092 | |
| Capital Outlay | 349,500 | 455,200 | 4,222,635 | 1,702,330 | 7,142,760 | 290,250 | \$ 14,162,675 | |
| Debt Services | 644,100 | 1,406,400 | 616,600 | 34,800 | 791,900 | 337,600 | \$ 3,831,400 | |
| Transfers Out | 23,710,500 | - | - | - | - | 138,000 | \$ 23,848,500 | |
| TOTAL APPROPRIATIONS | \$ 41,852,009 | \$ 46,658,476 | \$ 37,653,206 | \$ 1,746,124 | \$ 7,940,654 | \$ 3,118,720 | \$ 138,969,189 | |
| <i>Percent of Total</i> | 30% | 34% | 27% | 1% | 6% | 2% | 100% | |
| | | | <i>Working Capital</i> | | | | | |
| Estimated Fund Balance | \$ 34,949,268 | \$ 791,937 | \$ 18,562,442 | \$ 1,255,792 | \$ 1,374,965 | \$ 5,770,403 | \$ 62,704,807 | |

**GENERAL FUND
LONG RANGE FUND PROJECTION**

| | ACTUAL 2023 | BUDGET 2024 | ESTIMATED 2024 | BUDGET 2025 | 2025 vs 2024 Chg | | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | % | \$ | | | | |
| Beginning Balance | \$ 45,461,065 | \$ 39,941,502 | \$ 53,075,407 | \$ 46,162,638 | | | \$ 34,949,268 | \$ 26,445,273 | \$ 22,041,723 | \$ 18,518,276 |
| FUNDING SOURCES | | | | | | | | | | |
| Taxes | 14,004,521 | 14,660,192 | 14,942,996 | 15,588,400 | 6% | 928,208 | 16,348,800 | 17,166,240 | 18,024,552 | 18,925,780 |
| Intergovernmental | 7,493,091 | 7,658,142 | 7,666,142 | 7,404,573 | -3% | (253,569) | 7,474,000 | 7,735,590 | 8,006,336 | 8,286,557 |
| Charges for Service | 1,151,370 | 1,010,723 | 1,096,963 | 1,054,285 | 4% | 43,562 | 1,054,785 | 1,075,881 | 1,097,398 | 1,119,346 |
| Licenses & Permits | 3,727,958 | 3,447,700 | 3,433,700 | 3,502,700 | 2% | 55,000 | 3,507,700 | 3,516,469 | 3,525,260 | 3,534,074 |
| Other Revenues | 670,582 | 566,313 | 715,118 | 464,837 | -18% | (101,476) | 464,837 | 600,655 | 607,481 | 607,482 |
| Fines & Fees | 1,054,209 | 979,000 | 1,179,400 | 1,030,000 | 5% | 51,000 | 1,030,000 | 1,050,600 | 1,071,612 | 1,093,044 |
| Investment Earnings | 2,662,718 | 1,500,000 | 2,200,000 | 1,498,844 | 0% | (1,156) | 1,048,491 | 1,100,000 | 1,000,000 | 1,000,000 |
| Transfers In | 45,565 | 95,100 | 162,285 | 95,000 | 0% | (100) | 95,000 | 95,100 | 95,100 | 95,100 |
| TOTAL | \$ 30,810,014 | \$ 29,917,170 | \$ 31,396,604 | \$ 30,638,639 | 2% | \$ 721,469 | \$ 31,023,613 | \$ 32,340,535 | \$ 33,427,739 | \$ 34,661,383 |
| FUNDING USES | | | | | | | | | | |
| Personnel | 8,607,219 | 10,419,320 | 10,439,709 | 10,249,296 | -2% | (170,024) | 10,866,642 | 11,301,308 | 11,753,360 | 12,223,494 |
| Operating | 4,250,860 | 5,607,922 | 6,411,487 | 6,898,613 | 23% | 1,290,691 | 6,794,866 | 7,066,661 | 7,349,327 | 7,643,300 |
| Capital Outlay | 25,151 | 85,000 | 92,595 | 349,500 | 311% | 264,500 | 127,000 | 130,000 | 130,000 | 130,000 |
| Debt Service | 651,785 | 645,300 | 645,300 | 644,100 | 0% | (1,200) | 645,300 | 646,116 | 643,500 | 645,900 |
| Transfers Out | 9,660,657 | 18,843,385 | 20,720,282 | 23,710,500 | 26% | 4,867,115 | 21,093,800 | 17,600,000 | 17,075,000 | 15,900,000 |
| TOTAL | \$ 23,195,672 | \$ 35,600,927 | \$ 38,309,373 | \$ 41,852,009 | 18% | \$ 6,251,082 | \$ 39,527,608 | \$ 36,744,084 | \$ 36,951,187 | \$ 36,542,695 |
| To / (From) fund balance | \$ 7,614,342 | \$ (5,683,757) | \$ (6,912,769) | \$ (11,213,370) | | | \$ (8,503,995) | \$ (4,403,550) | \$ (3,523,448) | \$ (1,881,311) |
| Ending Balance | \$ 53,075,407 | \$ 34,257,745 | \$ 46,162,638 | \$ 34,949,268 | | | \$ 26,445,273 | \$ 22,041,723 | \$ 18,518,276 | \$ 16,636,964 |
| As % of Budgeted Operating | 413% | 214% | 274% | 204% | | | 150% | 120% | 97% | 84% |

Future Year Assumptions (2026-2029)

| | |
|-------------------------|--|
| Taxes | Annual growth in property value of 5%, including new construction added to tax rolls |
| Intergovernmental | Annual growth of 3.5% based on State of Michigan Outlook |
| Charges for Service | Annual growth of 2% based on review of Fee Schedule Ordinance every three years |
| Licenses & Permits | Annual growth of 0.25% based on redevelopment activity and any changes to fee schedule ordinance |
| Other Revenues | Annual growth of 4% in 2025 due to contra-expenses for wages, 1.1% thereafter |
| Fines & Fees | Annual growth of 2% based on review of Fee Schedule Ordinance every three years |
| Investment Earnings | Decreasing interest rate environment beginning in late 2024 |
| Transfers In | No anticipated changes |
| Other Financing Sources | No debt issuance anticipated |
| Personnel | Annual growth of 4% combined personnel costs inclusive of CBA for wages, retirement/pension contributions, and insurances. |
| Operating | Annual growth of 4% due to inflation, global supply chain pressures, and investment in technology |
| Capital Outlay | 2025 and 2026 as identified in projected budgets then flat through 2029 |
| Debt Services | Per established debt schedule |
| Transfers Out | Per Capital Improvements Plan funding requirements to Public safety Capital Projects Fund & Capital Projects Fund |



FUND BALANCE

The General Fund available fund balance is projected to decrease by \$11 million over 2025 as a result of more than \$23.5M in inter-fund transfers anticipated during the fiscal year. These transfers are to subsidize operations in the Public Safety Fund and to fund CIP projects in the Capital Projects Fund and Public Safety Capital Projects Fund.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. West Bloomfield Township exceeds this level of reserves to ensure available funds to the myriad special revenue funds that support public safety services, capital projects, infrastructure, and community support programs.

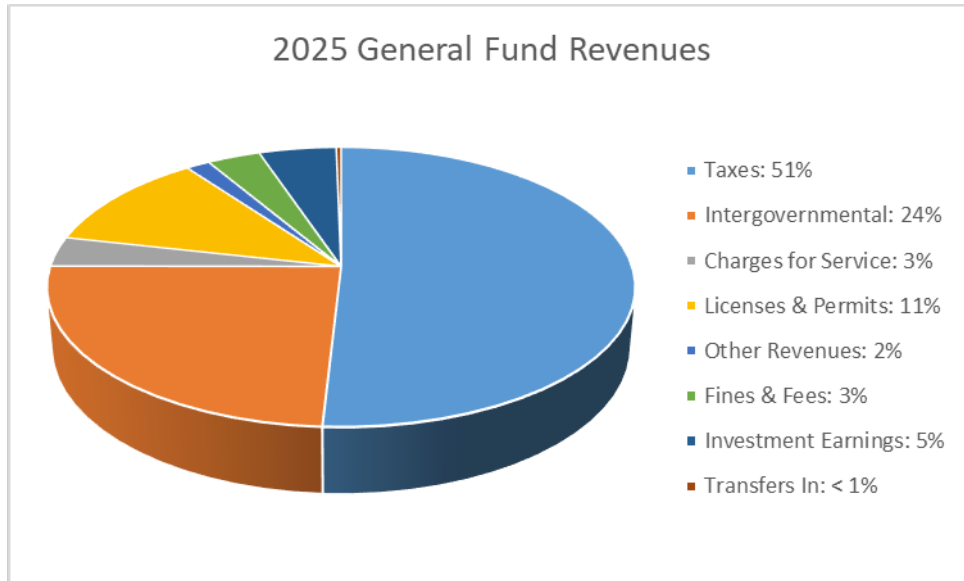
REVENUE SUMMARY

In 2025, General Fund revenues are projected to decrease by 1% or \$171,000 over the prior year’s budget. The largest contributing factors are decreases in investment earnings (\$1.1M), licenses & permits (\$225,000), and other revenues (\$205,000). These decreases are offset by a \$1.58M increase in estimated property tax revenue in the General Fund.

| GENERAL FUND REVENUE | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|
| | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Taxes | 14,004,521 | 14,660,192 | 14,942,996 | 15,588,400 | 11% | 1,583,879 |
| Intergovernmental | 7,493,091 | 7,658,142 | 7,666,142 | 7,404,573 | -1% | (88,518) |
| Charges for Service | 1,151,370 | 1,010,723 | 1,096,963 | 1,054,285 | -8% | (97,085) |
| Licenses & Permits | 3,727,958 | 3,447,700 | 3,433,700 | 3,502,700 | -6% | (225,258) |
| Other Revenues | 670,582 | 566,313 | 715,118 | 464,837 | -31% | (205,745) |
| Fines & Fees | 1,054,209 | 979,000 | 1,179,400 | 1,030,000 | -2% | (24,209) |
| Investment Earnings | 2,662,718 | 1,500,000 | 2,200,000 | 1,498,844 | -44% | (1,163,874) |
| Transfers In | 45,565 | 95,100 | 162,285 | 95,000 | 108% | 49,435 |
| TOTAL | \$ 30,810,014 | \$ 29,917,170 | \$ 31,396,604 | \$ 30,638,639 | -1% | \$ (171,375) |

Top revenue sources in General Fund and change over prior year:

| RANK | REVENUE SOURCE | 2024 | 2025 | \$ | % |
|------|-----------------------------|----------------------|----------------------|-------------------|-----------|
| | | BUDGET | BUDGET | CHG | CHG |
| 1 | CURRENT REAL PROPERTY TAXES | 14,280,192 | 15,208,400 | 928,208 | 6% |
| 2 | STATE SHARED REVENUES | 7,579,142 | 7,315,573 | (263,569) | -3% |
| 3 | INTEREST EARNED | 1,500,000 | 1,498,844 | (1,156) | 0% |
| 4 | RESIDENTIAL BLDG PERMITS | 1,300,000 | 1,300,000 | 0 | 0% |
| 5 | C.A.T.V. FRANCHISE FEES | 1,250,000 | 1,250,000 | 0 | 0% |
| | | \$ 25,909,334 | \$ 26,572,817 | \$ 663,483 | 3% |



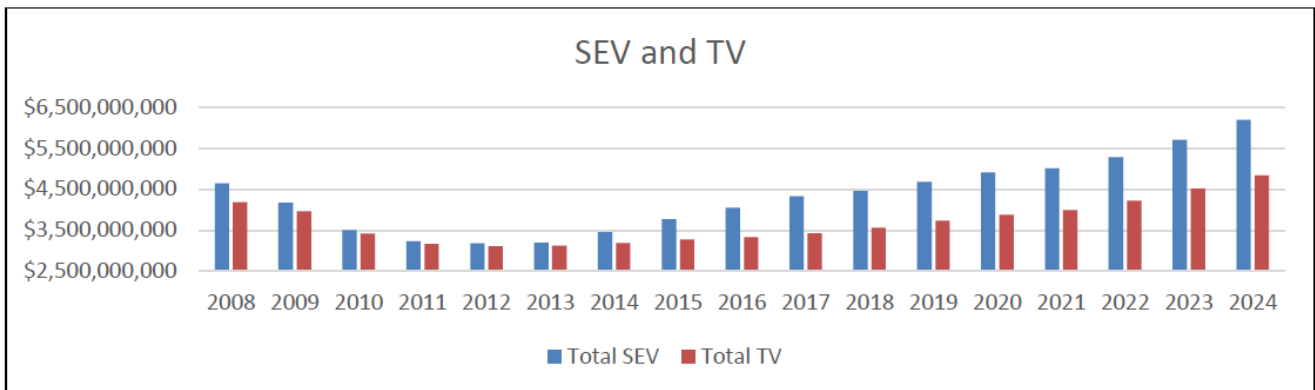
TAXES: 51% of 2025 General Fund Revenue

Current property taxes are budgeted to increase 6% over 2024 levels. Additional tax revenue of \$350,000 is included in 2024 for delinquent property taxes, the same level as the prior year. Delinquent property taxes are paid the following year up-front by Oakland County, which collects on them from property owners the subsequent year.

The 2024 Assessed and Taxable Values are originally established at the conclusion of the March Board of Review, with anticipated changes throughout the year as a result of Michigan Tax Tribunal decisions, qualified errors, assessor corrections, Principal Residence Exemption granted/denied, July/December Board of Review changes, Disabled Veteran’s Exemptions granted, Poverty Tax Exemptions, Personal Property Tax Exemptions, State Tax Commission Orders, and other types of changes.

The beginning values for the 2024 Assessment Year are as follows:

| | |
|----------------------------|--------------------------------------|
| 2024 Assessed Value | \$6,196,629,740 |
| 2024 Taxable Value | \$4,838,877,552 (78.1% of AV) |





The 2024 Taxable Value is the basis of the property tax revenue for the 2025 budget year. Taxable value projections are based on seven (7) primary factors.

Factor 1. Residential Sales Information

Transfers of ownership of residential property indicate property values continued to increase over the 2024 values. The increase for Assessment Year 2025 are comparable to the market performance observed in the 2023 for the 2024 Assessment Year. The sales utilized in the 2024 sales study indicated a 7.66% increase in the overall residential market for the 2024 assessment year.

Factor 2. Inflation Rate Multipliers

Constitutionally, the Inflation Rate Multiplier (IRM)/Consumer Price Index (CPI) utilized in Michigan’s Property Tax Law cannot exceed 5%. Consumer Price Index publications are published monthly by the Bureau of Labor Statistics. The 2024 CPI was calculated at 1.051 or 5.1%, resulting in an IRM cap of 1.05 or 5%. Preliminary estimates performed by the Township’s Assessing Department suggest the 2025 IRM likely in the range of 1.025 to 1.035 (2.5% to 3.5%). The final calculation for the CPI/IRM for 2025 is established by the State Tax Commission in October of 2024.

Factor 3. Transfers of Ownership – “Uncapping”

Taxable Value is currently 78.1% of Assessed Value. It is expected that the relationship between Taxable Value and Assessed Value will continue to widen in future years. With certain statutory exceptions, a transfer of ownership of a property will require that the properties Taxable Value “uncap” and be equal to the Assessed Value in the tax year immediately succeeding the conveyance. It is anticipated that the “uncapping” will result in an increase in Taxable Value for 2025 assessment year.

Factor 4. New Construction and/or Additions to the Assessment Roll

Pursuant to the Headlee Amendment, (MCL 211.34), “Additions” to a property will increase the total Assessed Value and Taxable Value of the property in an increasing marketplace. “Additions” include new construction and improvements not previously assessed. There are an increased number of construction projects within the Township, similar to recent years. The valuation of these new projects coupled with the signification increase in the review and validation of property record cards by the Assessing Team is expected to result in an increase to Assessed Value and Taxable Value.

Factor 5. Current Millage Rates

Revenue projections are based on the 2023 levied millage rates. The General Operating Millage is 3.3056, with a maximum allowable of 3.5635 mills. The Township Board has historically levied 3.3056 operating mills since 1995.

The Taxable Value increase for 2024 is greater than the Inflation Rate Multiplier (IRM), which is expected to require a Millage Reduction Fraction reducing the maximum authorized millage rate pursuant to MCL 211.34(d) (Headlee Amendment Millage Rollback).

| West Bloomfield Township | 2023 Maximum Millage Rate (2024 Budget Year) | 2024 Maximum Millage Rate (2025 Budget Year) | Change |
|--------------------------|---|---|--------|
| Mills | 3.5635 | 3.5478 | 0.0157 |

Factor 6. Property Tax Exemptions

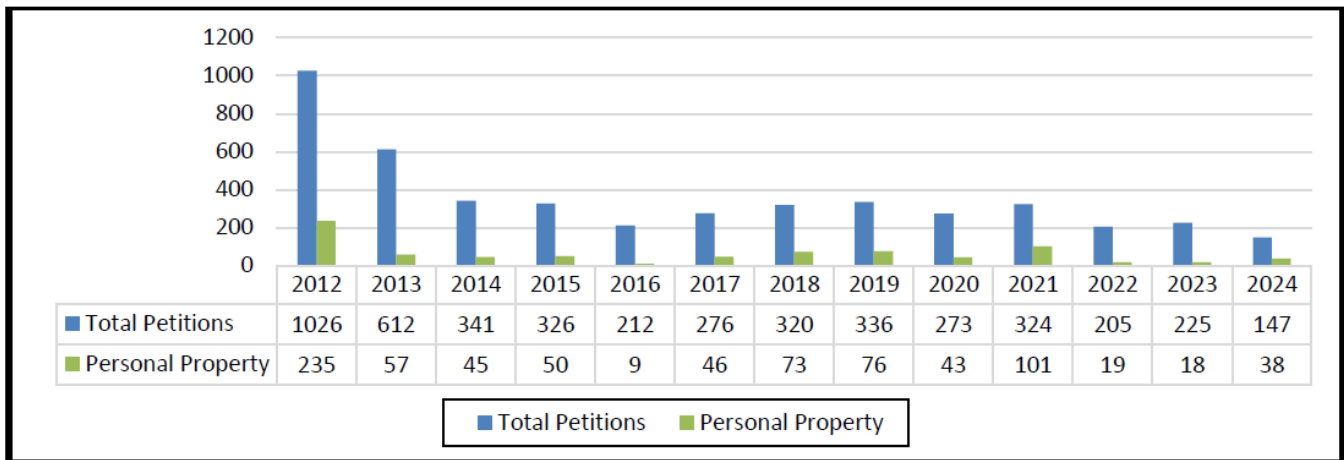
Three property tax exemptions were enacted into State Law during 2013. They are the Disabled Veterans Exemption, Exempt Manufacturing Personal Property (EMPP), and the Small Business Personal Property Exemption.



For Assessment Year 2023, the Small Business Personal Property Exemption (MCL 211.9o) provided additional qualifications for eligibility. Personal Property accounts with values from \$80,000 to \$180,000 can now file to claim the Small Business Personal Property Exemption.

Factor 7. Michigan Tax Tribunal Appeals

Residential appeals to the March Board of Review continue to trend low in numbers for 2024. The overall 2024 petition count was lower than 2023 due to Board of Review authorities no longer making decisions on the Veterans Exemption. However, the number of appointments at the MBOR increased from 54 in 2023 to 82 in 2024. Petition counts for the last 12 years are as follows:



Michigan statutes require an appearance to the March Board of Review in order for residential properties to appeal to the Michigan Tax Tribunal. Based on the low number of March Board of Review petitions, we anticipate similar levels of 2024 residential appeals to the Michigan Tax Tribunal.

Commercial and Utility classifications of property are not required to appear at the March Board of Review in order to proceed to the Michigan Tax Tribunal. Given the increase in new construction of commercial parcels, as well as overall market value increases, it is expected that there will be an increase in Michigan Tax Tribunal appeals for new large commercial developments and the commercial classification overall. Overall for 2024, the real property commercial class experienced a 5.1% increase in assessed value.

In future years, the following property tax revenue projections were developed based on the limitations and assumptions as identified.

GENERAL FUND

| Tax year | Budget Year | Estimated TV | Projected Tax | \$ Change | % Change |
|----------|-------------|-----------------|---------------|-----------|----------|
| 2024 | 2025 | \$4,600,800,000 | \$15,208,404 | | |
| 2025 | 2026 | \$4,830,840,000 | \$15,968,825 | \$760,421 | 5.00% |



INTERGOVERNMENTAL: 24% of 2025 General Fund Revenue

Intergovernmental revenue is budgeted to decrease 3% from 2024 to 2025 in the General Fund. More than 98% of this revenue category is comprised of the State of Michigan's sales tax revenue sharing program. Distributions are made to eligible Michigan cities, villages, and townships on a population basis each quarter.

The State provides a forecast to municipalities; however, the State's fiscal year ends September 30 so annual projections are incomplete. The Township therefore projects the final quarter of revenue based on a combination of economic data and historical trends. For 2025, Q4 revenue is estimated to decrease slightly over the 2024 estimated totals.

CHARGES FOR SERVICES: 3% of 2025 General Fund Revenue

Charges for service are budgeted 4% higher in 2025 than 2024 levels. Fees for various Township services that directly benefit single property owners are charged to cover the cost of activities such as engineering fees for development activity, site plan reviews, rental property registration, and garage sale permits.

PERMITS & LICENSES: 11% of 2025 General Fund Revenue

Permits and licenses are budgeted to increase 2%, over \$55,000, over the 2024 Budget level. Building permits account for nearly one-half of this revenue category. Continued new construction and improvements on residential structures is anticipated to remain constant through 2025. West Bloomfield's reputation as a high quality community make it a desirable location for new and existing residents. Other revenue in this category include cable franchise fees of \$1,250,000 in 2025, the same budget level as in 2025. This revenue source is slowly declining as more and more residents turn to streaming sources of entertainment. Environmental service fees are charged through the Township's private solid waste provider, Priority Waste. This revenue source funds four community-wide events throughout the year for household hazardous waste recycling and shredding, as well as education programs.

OTHER REVENUE: 2% of 2025 General Fund Revenue

Other revenue is budgeted to decrease 18% over the 2024 Budget. These revenue sources include sale of fixed assets, contra expenses, reimbursed insurance proceeds, and cell tower leases. In 2025, cell tower lease revenue will be decreased due to new contract negotiations. In addition, there are no insurance reimbursements budgeted in 2025 since the Township cannot count on this as a regular source of income.

FINES & FEES: 3% of 2025 General Fund Revenue

Revenue from fines and fees is expected to increase 5% in 2025 over the prior year as a result of increased caseloads at the 48th District Court. The overall caseload has increased which results in more fines and fees being generated. As a result, the increase for this revenue category is budgeted to increase 5%.

INVESTMENT EARNINGS: 5% of 2025 General Fund Revenue

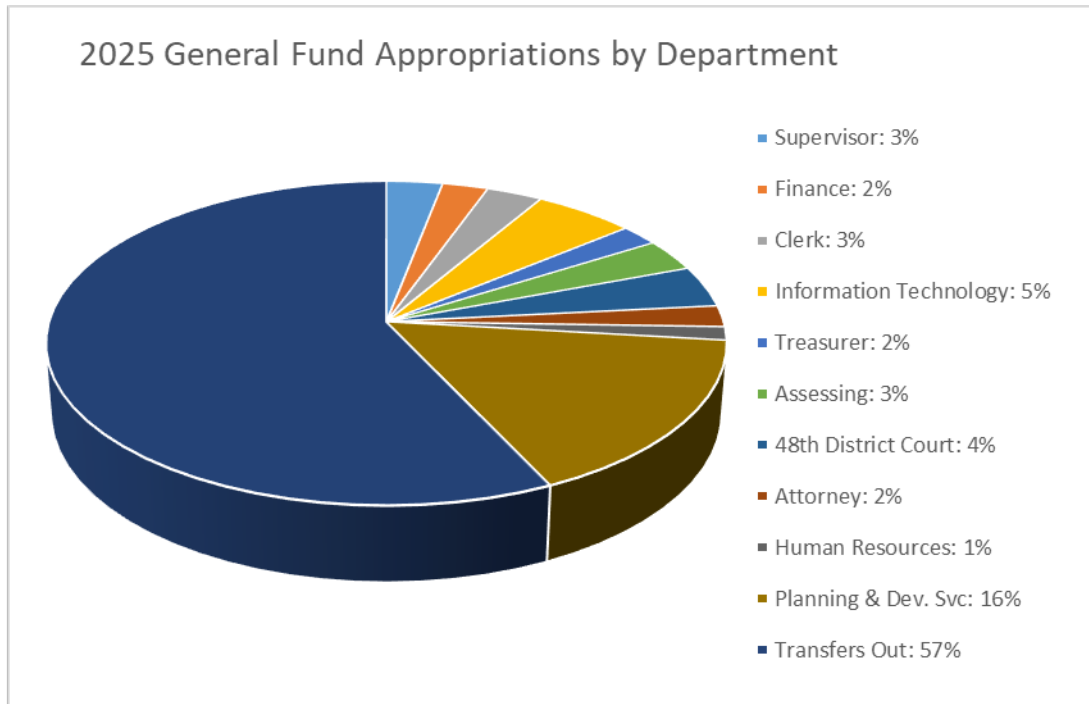
Investment earnings are budgeted to remain relatively flat in 2025 at the same level as budgeted in 2024. Investment income in 2024 is exceeding budgeted forecasts as interest rates did not begin decreasing until late 2024. In 2025, the Township anticipates several interest rate decreases which will impact investment earnings on pooled cash.

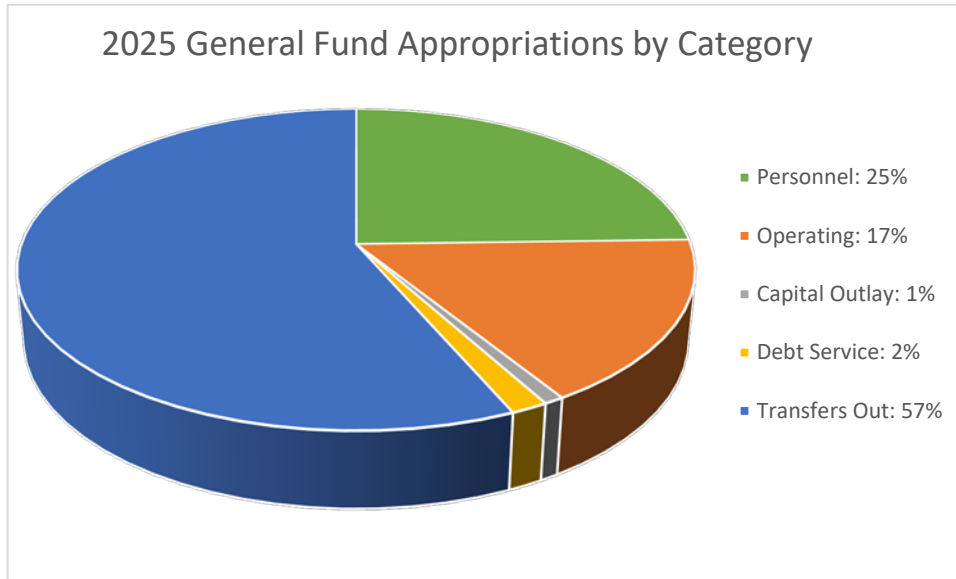


EXPENDITURE SUMMARY

Total General Fund expenditures are budgeted 17% higher than 2024 levels, which is \$6.1M more than budgeted the prior year.

| GENERAL FUND EXPENDITURES | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|
| | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Personnel | 8,607,219 | 10,419,320 | 10,439,709 | 10,249,296 | -2% | (170,024) |
| Operating | 4,250,860 | 5,607,922 | 6,411,487 | 6,898,613 | 23% | 1,290,691 |
| Capital Outlay | 25,151 | 85,000 | 92,595 | 349,500 | 311% | 264,500 |
| Debt Service | 651,785 | 645,300 | 645,300 | 644,100 | 0% | (1,200) |
| Transfers Out | 9,660,657 | 18,843,385 | 20,720,282 | 23,593,500 | 25% | 4,750,115 |
| TOTAL | \$ 23,195,672 | \$ 35,600,927 | \$ 38,309,373 | \$ 41,735,009 | 17% | \$ 6,134,082 |



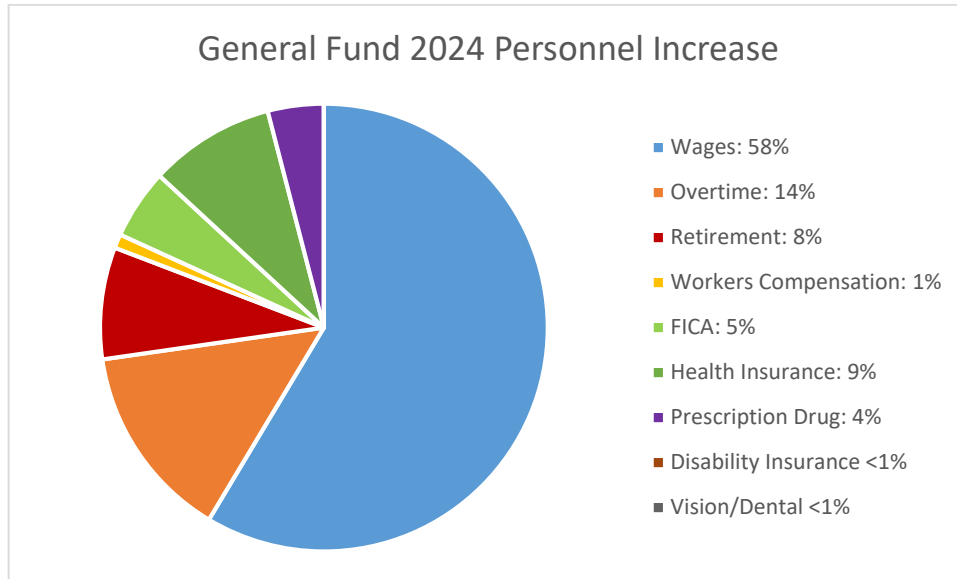


PERSONNEL COSTS: 25% of 2025 General Fund Expenditures

The 2025 Budget reflects a 2% decrease (\$170,000) in personnel costs over the 2024 Budget. The decrease in appropriations reflects the removal of temporary staffing for the three elections held in 2024 and staff turnover due to retirements. The General Fund funds 83.13 full-time equivalent positions and this category of expenditures includes the cost of salaries, overtime, retirement contributions, health, prescription, dental and vision insurances, workers' compensation insurance, and payroll taxes. The 2025 Budget personnel budget includes:

- Funding for 83.13 full-time equivalent (FTE) positions (an increase of 0.05 FTE over the prior year);
- step increases for eligible employees;
- merit increases of 3%;
- health insurance increase of 8%; and
- prescription drug coverage increase of 7%.

The \$170,000 decrease in General Fund personnel costs is distributed across wages (\$72,940) and overtime (\$231,000) due to lack of a major election in 2025. These decreases are offset by an increase of \$50,000 in retirement contributions, \$75,800 for health and prescription insurances.



OPERATING COSTS: 17% of 2025 General Fund Expenditures

The 2025 Budget reflects an increase in operating expenditures of \$1,284,700 or 23% over the 2024 budget level. The cost of services is increasing \$1.3M over 2024 levels, a 25% increase, while supplies are decreasing \$28,400, or 9%.

The major driver of this cost increase is due to a change in budget within the Information Technology Department. The cost of allocated hardware, software subscriptions, and contractual services are increasing by \$683,000. The Information Technology budget in the General Fund has increased in 2025 to reflect a change in how costs are initially charged through purchase orders, then allocated to various funds. Expenditures will be initially charged to the Information Technology General Fund account(s), then the Finance Department will be responsible for allocating out the Department’s expenditures each quarter to the appropriate funds within the IT Department. Because the services procured by the Information Department are renewed at various times throughout the year, the entire IT Budget will be appropriated in the General Fund for 2025.

In addition, legal fees for the Township are increasing by \$325,000 in 2025 over the prior year level. This reflects cost associated with negotiating new labor contracts with all seven (7) of the employee unions represented in the Township, and increases in legal fees charged to the Township.

The largest increases in this expense category are:

- Legal fees \$325,000;
- IT hardware \$200,000 (will be allocated out to Water Utilities and Public Safety);
- IT software support \$399,000 (will be allocated out to Water Utilities and Public Safety); and
- Contractual services in the Planning Division \$75,000.



CAPITAL OUTLAY: 1% of 2025 General Fund Expenditures

The 2025 General Fund Budget includes \$349,500 in capital, an increase of \$264,500 from the prior year. This increase reflects planned purchases from the Information Technology Department including computer workstation replacements (\$65,000), network switches (\$60,000), replacement laptops for all Township Trustees and advisory board members (\$54,000), and staff laptop replacements (\$30,000).

DEBT SERVICE: 2% of 2025 General Fund Expenditures

Debt service expenditures in 2025 are flat over the 2024 level, budgeted at \$644,100. Two debt service obligations are included in the 2025 Budget: 2022 Pension Refunding Obligation Bonds and 2019 OPEB Refunding Bonds.

TRANSFERS OUT: 57% of 2025 General Fund Expenditures

The General Fund, as the least restrictive of the Township funds, is used to subsidize operations in the Public Safety Fund and fund capital outlay in the Township's two Capital Project Funds. In 2025, transfers out are budgeted to increase 25% or \$4.7M. Budgeted transfers include:

- Public Safety Fund, \$16,000,000;
- Public Safety Capital Projects fund \$6,700,000;
- Capital Projects Fund \$800,000;
- Architectural Barriers Fund \$50,000;
- Senior services Fund \$25,000; and
- Water Utilities Fund \$18,500.

**PUBLIC SAFETY FUND
LONG RANGE FUND PROJECTION**

| | ACTUAL 2023 | BUDGET 2024 | ESTIMATED 2024 | BUDGET 2025 | 2025 vs 2024 Chg | | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|--------------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | % | \$ | | | | |
| Beginning Balance | \$ 1,200,812 | \$ 1,028,445 | \$ 1,660,093 | \$ 1,232,555 | | | \$ 791,937 | \$ 527,987 | \$ 600,392 | \$ 734,048 |
| FUNDING SOURCES | | | | | | | | | | |
| Taxes | 23,505,480 | 24,857,760 | 25,139,760 | 26,296,400 | 6% | 1,438,640 | 27,359,200 | 28,727,160 | 30,163,518 | 31,671,694 |
| Intergovernmental | 209,483 | 42,700 | 315,680 | 5,000 | -88% | (37,700) | 5,000 | 40,000 | 40,000 | 40,001 |
| Charges for Service | 3,392,403 | 3,260,355 | 3,250,355 | 3,461,502 | 6% | 201,147 | 3,461,502 | 3,513,425 | 3,566,126 | 3,619,618 |
| Licenses & Permits | 41,336 | 41,000 | 41,000 | 41,000 | 0% | - | 41,000 | 41,000 | 41,000 | 41,000 |
| Other Revenues | 1,378,317 | 736,733 | 649,933 | 219,306 | -70% | (517,427) | 224,301 | 750,000 | 750,000 | 750,000 |
| Investment Earnings | 286,513 | 175,000 | 290,000 | 194,650 | 11% | 19,650 | 136,000 | 125,000 | 100,000 | 100,000 |
| Transfers In | 9,524,787 | 17,750,000 | 15,750,000 | 16,000,000 | -10% | (1,750,000) | 17,500,000 | 17,500,000 | 18,000,000 | 18,500,000 |
| TOTAL | \$ 38,338,319 | \$ 46,863,548 | \$ 45,436,728 | \$ 46,217,858 | -1% | \$ (645,690) | \$ 48,527,003 | \$ 50,696,585 | \$ 52,660,644 | \$ 54,722,313 |
| FUNDING USES | | | | | | | | | | |
| Personnel | 32,087,851 | 35,672,602 | 35,781,425 | 38,845,143 | 9% | 3,172,541 | 40,978,245 | 42,617,375 | 44,322,070 | 46,094,953 |
| Operating | 4,064,755 | 5,066,404 | 5,788,305 | 5,951,733 | 17% | 885,329 | 5,970,808 | 6,135,005 | 6,303,718 | 6,477,070 |
| Capital Outlay | 316,133 | 1,101,500 | 885,089 | 455,200 | -59% | (646,300) | 435,600 | 463,300 | 493,200 | 525,500 |
| Debt Service | 1,407,996 | 1,409,550 | 1,409,447 | 1,406,400 | 0% | (3,150) | 1,406,300 | 1,408,500 | 1,408,000 | 1,409,000 |
| Transfers Out | 2,303 | 2,000,000 | 2,000,000 | - | -100% | (2,000,000) | - | - | - | - |
| TOTAL | \$ 37,879,038 | \$ 45,250,056 | \$ 45,864,266 | \$ 46,658,476 | 3% | \$ 1,408,420 | \$ 48,790,953 | \$ 50,624,180 | \$ 52,526,988 | \$ 54,506,523 |
| To / (From) fund balance | 459,281 | 1,613,492 | (427,538) | (440,618) | | | (263,950) | 72,405 | 133,656 | 215,790 |
| Ending Balance | \$ 1,660,093 | \$ 2,641,937 | \$ 1,232,555 | \$ 791,937 | | | \$ 527,987 | \$ 600,392 | \$ 734,048 | \$ 949,838 |

Future Year Assumptions (2027-2029)

| | |
|-------------------------|--|
| Taxes | Annual growth in property value of 5%, including new construction added to tax rolls |
| Intergovernmental | No change |
| Charges for Service | Annual growth of 1.5% based on review of Fee Schedule Ordinance every three years |
| Licenses & Permits | No change |
| Other Revenues | No change |
| Investment Earnings | Decreasing interest rate environment beginning in late 2024 |
| Transfers In | No anticipated changes |
| Other Financing Sources | Transfers in from General Fund to offset operating deficit |
| Personnel | Annual growth of 4% combined personnel costs inclusive of CBA for wages, retirement/pension contributions, and insurances. |
| Operating | Annual growth of 4% due to inflation, global supply chain pressures, and investment in technology |
| Capital Outlay | For fleet replacements as identified in CIP and smaller equipment replacements |
| Debt Services | Per established debt schedule |
| Transfers Out | Future transfers to the Public safety Fund will be funded directly from the General Fund as needed |



Public Safety Fund

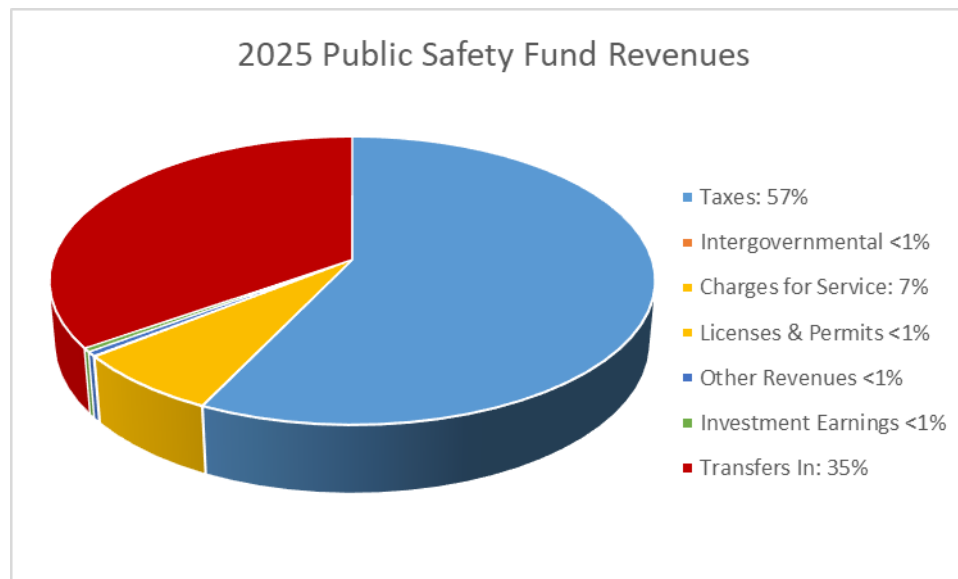
FUND BALANCE

The Public Safety Fund’s available fund balance is projected to decrease by \$440,000 during 2025. The Public Safety Fund funds police and fire operations through a combination of a dedicated public safety millage and transfers in from the General Fund. There is no fund balance reserve target for this fund because it is heavily subsidized by the General Fund, with 35% of revenues coming from the annual interfund transfer. Transferring more General Fund balance than is required to the Public Safety Fund on an annual basis restricts available general funds monies in their purpose and use.

REVENUE SUMMARY

Public Safety total revenue is budgeted 2% lower than the 2025 level, attributed to a reduction in transfers in from the General Fund compared to the prior year. Budgeted transfers into the Public Safety Fund are estimated annually during the budget process, so the decrease is not necessarily an adverse outcome. Public safety property tax revenue is projected to increase by \$1.4M to help offset this decrease.

| PUBLIC SAFETY FUND REVENUE | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|
| | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Taxes | 23,505,480 | 24,857,760 | 25,139,760 | 26,296,400 | 6% | 1,438,640 |
| Intergovernmental | 209,568 | 42,700 | 315,680 | 5,000 | -88% | (37,700) |
| Charges for Service | 3,392,403 | 3,260,355 | 3,250,355 | 3,261,502 | 0% | 1,147 |
| Licenses & Permits | 41,336 | 41,000 | 41,000 | 41,000 | 0% | - |
| Other Revenues | 1,378,317 | 736,733 | 649,933 | 219,306 | -70% | (517,427) |
| Investment Earnings | 286,513 | 175,000 | 290,000 | 194,650 | 11% | 19,650 |
| Transfers In | 9,524,787 | 17,750,000 | 15,750,000 | 16,000,000 | -10% | (1,750,000) |
| TOTAL | \$ 38,338,404 | \$ 46,863,548 | \$ 45,436,728 | \$ 46,017,858 | -2% | \$ (845,690) |





TAXES: 57% of 2025 Public Safety Fund Revenue

Current property taxes are budgeted to increase 6% over the 2024 Budget level. The Public Safety Fund has a dedicated voter-approved special millage to support police and fire services. This millage was last renewed in August 2019 and is in effect through the ten year period ending December 31, 2029. These taxes fund more than half of the fund’s revenues in 2025.

Revenue projections are based on the 2023 levied millage rates. The Public Safety Millage is currently at the maximum allowable rate of 5.5805 mills.

| West Bloomfield Township | 2023 Maximum Millage Rate (2024 Budget Year) | 2024 Maximum Millage Rate (2025 Budget Year) | Change |
|--------------------------|---|---|--------|
| Mills | 5.5805 | 5.5805 | 0.0 |

PUBLIC SAFETY FUND

| Tax year | Budget Year | Estimated TV | Projected Tax | \$ Change | % Change |
|----------|-------------|-----------------|---------------|-------------|----------|
| 2024 | 2025 | \$4,600,800,000 | \$25,546,402 | | |
| 2025 | 2026 | \$4,830,840,000 | \$26,609,233 | \$1,062,831 | 4.16% |

The 2024 Assessed and Taxable Values are originally established at the conclusion of the March Board of Review, with anticipated changes throughout the year as a result of Michigan Tax Tribunal decisions, qualified errors, assessor corrections, Principal Residence Exemption granted/denied, July/December Board of Review changes, Disabled Veteran’s Exemptions granted, Poverty Tax Exemptions, Personal Property Tax Exemptions, State Tax Commission Orders, and other types of changes.

The 2024 Taxable Value is the basis of the property tax revenue for the 2025 budget year. Pursuant to previous discussions with the Township Board, the Assessor’s Office periodically estimates property tax revenues. As cited in the General Fund discussion of taxes, tax revenue projections in the Public Safety Fund are based on the same 7 primary factors:

1. Residential Sales Information;
2. Inflation Rate Multipliers;
3. Transfers of Ownership – “Uncapping”;
4. New Construction and/or Additions to the Assessment Roll;
5. Current Millage Rates;
6. Property Tax Exemptions; and
7. Michigan Tax Tribunal Appeals.

INTERGOVERNMENTAL: Less than 1% of 2025 Public Safety Fund Revenue

Estimated 2025 revenue in this category is budgeted to decrease \$37,700 over 2024 budget levels. The Police Department participates in several state and federal initiatives that generate grant revenue including the F.B.I., U.S. Secret Service, Drug Enforcement Agency, and Oakland County Narcotics Enforcement Team. The current number of active cases approved for funding decreased dramatically from 2023 to 2025 and revenue is not anticipated in 2025. In addition, the Police Department has been the recipient of State of Michigan funding for the past several years to offset



CHARGES FOR SERVICES: 7% of 2025 Public Safety Fund Revenue

Charges for service are budgeted to remain relatively flat, increasing a modest \$1,100 over the 2024 budgeted amount. The largest revenue sources in this category are ambulance transport cost recovery fees (\$2M) and fire/rescue service fees for providing fire services to the three municipalities of Keego Harbor, Orchard Lake Village and Sylvan Lake (\$1,081,437). These charges are governed by interlocal agreements with municipal partners.

PERMITS & LICENSES: Less than 1% of 2025 Public Safety Fund Revenue

This revenue source is comprised of liquor license fees and is expected to remain flat in 2025, at the same level which was budgeted in 2024.

OTHER REVENUE: Less than 1% of 2025 Public Safety Fund Revenue

This revenue category is budgeted to decrease by 43% or \$317,000 in 2025 over the 2024 Budget level. Major revenue sources in this category include administrative fees charged to other local governments that utilize West Bloomfield Township central dispatch services (\$199,806). An interlocal agreement governs cost sharing and in 2024 \$195,000 will be received from the municipalities of Keego Harbor, Orchard Lake Village and Sylvan Lake. Additional revenue is derived from reimbursed salaries and benefits for Police personnel working special detail (\$200,000), as well as the sale of disposed fixed assets, and private donations.

The overall revenue decrease in this revenue category is attributable to removing budgeted amounts associated with reimbursements for workers' compensation personnel costs. Since these cases numbers and details vary each year, the Township does not find this to be a reliable and stable revenue stream that can be budgeted on an annual basis. Any workers' compensation reimbursements for public safety employees will be over and above the Township's conservative budget forecast.

INVESTMENT EARNINGS: 3% of 2025 Public Safety Fund Revenue

Investment earnings are budgeted to increase by almost \$20,000 over the 2024 Budget level. Investment income in 2024 is exceeding budgeted forecasts as interest rates did not begin decreasing until late 2024. In 2025, the Township anticipates several interest rate decreases which will impact investment earnings on pooled cash.

TRANSFERS IN: 35% of Public Safety Fund Revenue

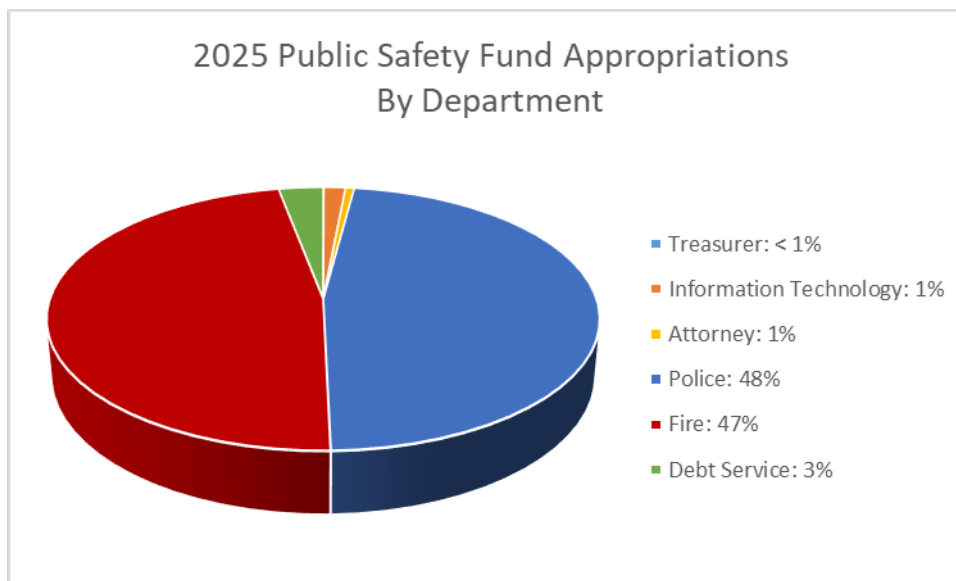
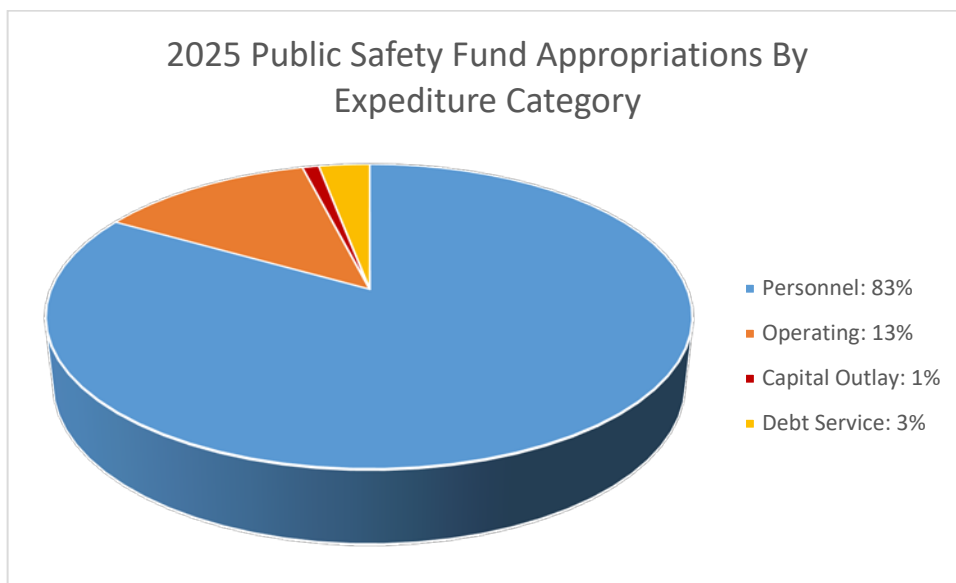
Transfers in from the General Fund are used to cover the difference between all other Public Safety revenues, including the dedicated Public Safety millage, and the cost of annual operations. The 2025 transfer is \$16M, a decrease of \$1.75M from 2024.



EXPENDITURE SUMMARY

Expenditures in the Public Safety Fund are budgeted to increase 3% in 2025 over the prior year.

| PUBLIC SAFETY FUND EXPENDITURES | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|
| | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Personnel | 32,087,851 | 35,537,602 | 35,781,425 | 38,845,143 | 9% | 3,307,541 |
| Operating | 4,064,755 | 5,201,404 | 5,788,305 | 5,951,733 | 14% | 750,329 |
| Capital Outlay | 316,133 | 1,101,500 | 885,089 | 455,200 | -59% | (646,300) |
| Debt Service | 1,407,996 | 1,409,550 | 1,409,447 | 1,406,400 | 0% | (3,150) |
| Transfers Out | 2,303 | 2,000,000 | 2,000,000 | 0 | -100% | (2,000,000) |
| TOTAL | \$ 37,879,038 | \$ 45,250,056 | \$ 45,864,266 | \$ 46,658,476 | 3% | \$ 1,408,420 |





PERSONNEL COSTS: 83% of 2025 Public Safety Fund Expenditures

The 2025 Budget reflects a 9% increase (\$3.1M) in personnel costs over the 2024 Budget. The Public Safety Fund funds more than 224 full-time equivalent (FTE) positions this category of expenditures includes the cost of salaries, overtime, retirement contributions, health, prescription, dental and vision insurances, workers' compensation insurance, and payroll taxes. The 2025 Budget personnel budget includes:

- Funding for 224.24 full-time equivalent (FTE) positions (an increase of 2.24 FTE over the prior year);
- step increases for eligible employees;
- merit increases of 3%;
- health insurance increase of 8%; and
- prescription drug coverage increase of 7%.

The addition of 2.24 FTE positions are part of the Fire Department's Paramedic Training Initiative designed to strategically increase the number of qualified paramedics serving the region. West Bloomfield Township is the recipient of a \$258,000 grant through the State of Michigan Department of Health & Human Services, which will fund more than 80% of personnel and operating costs to provide part-time employment to qualified candidates and scholarships for tuition and related educational expenses as candidates work toward EMT and paramedic certification. This exciting new initiative seeks to address the critical national shortage of first responders in our community and fill critical staff shortages in the Fire Department.

The \$3.1M increase in Public Safety Fund personnel costs is distributed as shown in the chart below with the largest contributing factors being retirement contributions and retiree health care (\$915,000), wages (\$642,000), workers' compensation insurance (\$608,000), health insurance and prescription coverage (\$480,000), and overtime (\$453,000).

OPERATING COSTS: 13% of 2025 Public Safety Fund Expenditures

The 2025 Budget reflects an increase in operating expenditures of \$885,000 or 17% over the 2024 budget level. The largest increases in this expense category are:

- Contractual services, including the Police Department's new Officer Safety Plan through Axon (\$283,000);
- Hardware and software support (\$257,000);
- Software support (\$185,000);
- Legal fees (\$100,500); and
- Property and liability insurance (\$63,000).

CAPITAL OUTLAY: 1% of 2025 Public Safety Fund Expenditures

The 2025 Public Safety Fund Budget includes \$455,200 for capital, a decrease of \$646,000 from the prior year. This is largely due to a decrease in the number of fleet replacements in 2025 in the Police Department.

DEBT SERVICE: 3% of 2025 Public Safety Fund Expenditures

Debt service expenditures in 2025 are decreasing a modest \$3,000 over the 2024. Debt service obligations included in the 2025 Budget are 2022 Pension Refunding Obligation Bonds and 2019 OPEB Refunding Bonds.

**WATER/SEWER ENTERPRISE FUNDS (COMBINED)
LONG RANGE FUND PROJECTION**

| | ACTUAL 2023 | BUDGET 2024 | ESTIMATED 2024 | BUDGET 2025 | 2025 vs 2024 Chg % | \$ | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Beginning Balance | \$ 18,756,546 | \$ 19,621,626 | \$ 15,171,751 | \$ 14,480,058 | | | \$ 13,444,980 | \$ 11,901,608 | \$ 9,389,128 | \$ 6,648,060 |
| FUNDING SOURCES | | | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | \$ - | \$ - |
| Intergovernmental | \$ 1,215,413 | \$ - | \$ 400 | \$ - | N/A | \$ - | \$ - | \$ - | \$ - | \$ - |
| Charges for Service | \$ 30,291,209 | \$ 33,842,442 | \$ 31,438,234 | \$ 34,525,662 | 2% | \$ 683,220 | \$ 35,446,800 | \$ 36,864,672 | \$ 38,339,259 | \$ 39,872,830 |
| Licenses & Permits | \$ - | \$ - | \$ - | \$ - | N/A | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Revenues | \$ 5,735,405 | \$ 1,258,025 | \$ 1,080,418 | \$ 659,050 | -48% | \$ (598,975) | \$ - | \$ - | \$ - | \$ - |
| Fines & Fees | \$ 452,673 | \$ 506,400 | \$ 506,400 | \$ 520,300 | 3% | \$ 13,900 | \$ 515,000 | \$ 515,000 | \$ 515,000 | \$ 515,000 |
| Investment Earnings | \$ 707,865 | \$ 482,000 | \$ 376,333 | \$ 244,616 | -49% | \$ (237,384) | \$ 390,000 | \$ 315,000 | \$ 315,000 | \$ 315,000 |
| Transfers In | \$ 18,585 | \$ 18,800 | \$ 1,000,000 | \$ 18,500 | -2% | \$ (300) | \$ 19,500 | \$ 19,500 | \$ 19,500 | \$ 19,500 |
| Other Financing Sources | \$ - | \$ - | \$ - | \$ - | N/A | \$ - | \$ - | \$ - | \$ - | \$ - |
| SUBTOTAL | \$ 38,421,150 | \$ 36,107,667 | \$ 34,401,785 | \$ 35,968,128 | 0% | \$ (139,539) | \$ 36,371,300 | \$ 37,714,172 | \$ 39,188,759 | \$ 40,722,330 |
| Elimination Of Debt Proceeds/ Donated Infrastructure | | \$ (1,190,025) | | \$ (650,000) | | | \$ (700,000) | \$ - | \$ - | \$ - |
| TOTAL | \$ 38,421,150 | \$ 37,297,692 | \$ 34,401,785 | \$ 36,618,128 | | | \$ 37,071,300 | \$ 37,714,172 | \$ 39,188,759 | \$ 40,722,330 |
| FUNDING USES | | | | | | | | | | |
| Personnel | 2,999,156 | 3,288,201 | 3,304,668 | 3,451,383 | 5% | 163,182 | 3,572,181 | 3,697,208 | 3,826,610 | 3,960,541 |
| Operating | 24,726,636 | 28,035,054 | 26,088,643 | 29,362,588 | 5% | 1,327,534 | 30,831,125 | 32,372,406 | 33,990,751 | 35,690,014 |
| Capital Outlay | 3,226,478 | 3,685,404 | 4,116,366 | 4,222,635 | 15% | 537,231 | 3,650,000 | 3,650,000 | 3,650,000 | 3,650,000 |
| Debt Service | 606,978 | 555,031 | 583,801 | 616,600 | 11% | 61,569 | 2,541,610 | 2,927,291 | 2,368,452 | 2,368,453 |
| Transfers Out | 4,668,682 | 0 | 1,000,000 | 0 | N/A | - | 0 | 0 | 0 | 0 |
| SUBTOTAL | \$ 36,227,930 | \$ 35,563,690 | \$ 35,093,478 | \$ 37,653,206 | 6% | \$ 2,089,516 | \$ 40,594,916 | \$ 42,646,905 | \$ 43,835,813 | \$ 45,669,008 |
| Elimination of Principal Debt | \$ - | \$ - | \$ - | \$ - | | | \$ (1,980,244) | \$ (2,420,252) | \$ (1,905,986) | \$ (1,905,985) |
| TOTAL | \$ 36,227,930 | \$ 35,563,690 | \$ 35,093,478 | \$ 37,653,206 | | | \$ 38,614,672 | \$ 40,226,653 | \$ 41,929,827 | \$ 43,763,024 |
| Net Revenue Less Expenses | \$ 2,193,220 | \$ 1,734,002 | \$ (691,693) | \$ (1,035,078) | | | \$ (1,543,372) | \$ (2,512,480) | \$ (2,741,068) | \$ (3,040,695) |
| Ending Balance | \$ 15,171,751 | \$ 21,355,628 | \$ 14,480,058 | \$ 13,444,980 | | | \$ 11,901,608 | \$ 9,389,128 | \$ 6,648,060 | \$ 3,607,365 |

Note: Fund Balance is calculated in enterprise funds as working capital (current assets-current liabilities)



FUND BALANCE

The Water and Sewer Utility Fund and Capital Improvement Replacement & Financing Fund (CIRFF) are enterprise funds which provides for a mechanism to account and track revenue and expenses associated with the operation and maintenance of the Township's water and wastewater utility. As enterprise funds, instead of looking at fund balance, focus is placed on working capital, which is the difference between current assets and current liabilities. Working capital represents cash on-hand, which is used for immediate needs.

Over the course of 2025, working capital (or available fund balance) is expected to decrease from \$14.5M to \$13.4M, a 7% decrease. The available working capital will be used to fund major infrastructure projects and studies identified in the CIP in 2025, including:

- Leak Detection Acoustical Study (\$400,000);
- Water Utilities Master Plan Update (\$275,000);
- Water Utilities Fleet Replacements (\$108,000);
- Water Utilities Rate Study (\$30,000);
- Completion of Greer Road Emergency Water Main Replacement (\$1M+);
- Lift Station No. 22 Capacity Improvements Construction (\$1M+); and
- MDEGLE 20-Year Water Master Plan Cast Iron Water Main Replacements Design (2026-2028: \$1.97M).

Additionally, available funds are required for future debt service expenditures associated with multiple Oakland County Water Resource Commission (OCWRC) improvement projects associated with the Evergreen-Farmington Sanitary Drain (ACO), Clinton River Water Resources Recovery Facility in Pontiac and Oakland-Macomb Interceptor Drain. The Township has long standing Drinking Water Revolving Fund (DWRF) and State Revolving Fund (SRF) loans through the state of Michigan. These 20-year term low interest rate loans are scheduled to be paid off in 2029 and 2030. As OCWRC sewer improvement projects move forward, debt is issued by the OCWRC to West Bloomfield Township, including the levying of debt to all other participating member municipalities, who are responsible for prorated shares of interest (during construction) and principal and interest repayment upon (project completions).

Current annual debt service expense for three (3) current OCWRC regional sewer system improvement projects is estimated to increase debt service costs in excess of \$1M per year. With respect to Great Lakes Water Authority (GLWA) drinking water system capital improvement projects, all costs associated with regional water supply system improvements are integrated and spread into each member community partner's annual rates and charges increases, effective July 1 every year.

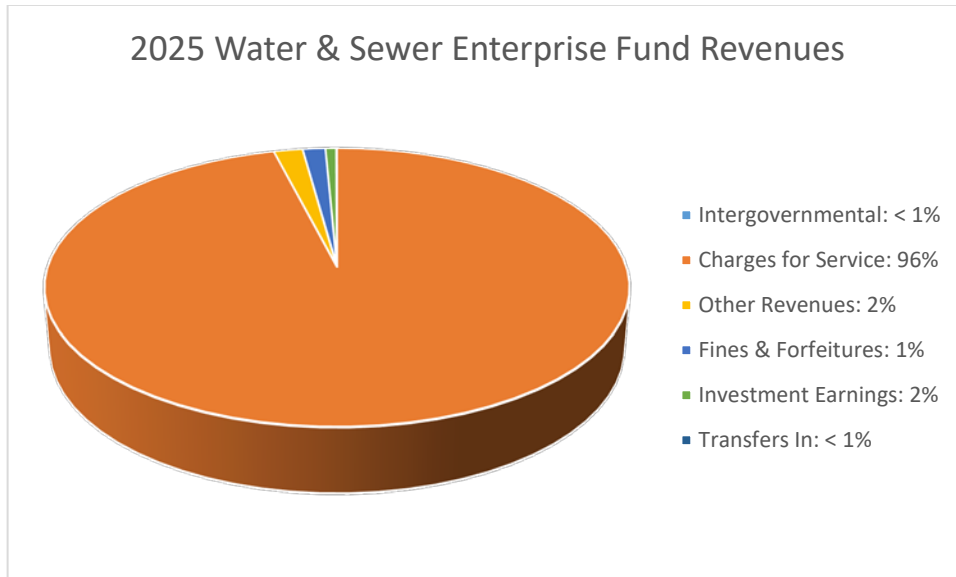
REVENUE SUMMARY

In 2025, revenues in the Water/Sewer enterprise funds are budgeted to decrease slightly by \$139,000 which is less than a 1% change overall from 2024 revenue levels.



Water & Sewer Enterprise Funds

| WATER UTILITY FUNDS | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|---------------------|---------------|---------------|---------------|---------------|------------------|--------------|
| REVENUE | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Taxes | 0 | 0 | 0 | | N/A | - |
| Intergovernmental | \$ 1,215,413 | \$ - | \$ 400 | \$ 300 | N/A | 300 |
| Charges for Service | \$ 30,291,209 | \$ 33,842,442 | \$ 31,438,234 | \$ 34,525,662 | 2% | 683,220 |
| Licenses & Permits | 0 | 0 | 0 | 0 | N/A | - |
| Other Revenues | 5,735,405 | 1,258,025 | 1,080,418 | 659,050 | -48% | (598,975) |
| Fines & Forfeitures | 452,673 | 506,400 | 506,400 | 520,300 | 3% | 13,900 |
| Investment Earnings | 707,865 | 482,000 | 376,333 | 244,616 | -49% | (237,384) |
| Transfers In | 18,585 | 18,800 | 1,000,000 | 18,500 | -2% | (300) |
| TOTAL | \$ 38,421,150 | \$ 36,107,667 | \$ 34,401,785 | \$ 35,968,428 | 0% | \$ (139,239) |



CHARGES FOR SERVICES: 96% of 2025 Water and Sewer Fund Revenues

In 2025, retail charges for water and sewer service accounts for 96% of Water and Sewer Fund revenues. This revenue category is budgeted to increase of 2% or \$683,000 over the prior year.

The Township bills retail customers on a lagging quarterly basis compared to the bills received for wholesale water and sewer. Wholesale water rates increased 3.06% and wholesale sanitary sewer rates increased 2.2% Evergreen Farmington (75% of system) while Clinton Oakland (representing 25% of our system) went up 2.53% for the fiscal year rate season of 2024-2025. West Bloomfield approved a 2024-2025 retail water and sewer rate increase at 4.9%. The makeup of retail rate components are audited and new rates are established on an annual basis, effective with all July 1 meter readings.

A preliminary projected increase for 2024-2025 water and sewer retail rates is anticipated to remain relatively consistent at 4.8% for water and 5.15% for sanitary sewer. These projected retail increases are expected to



Water & Sewer Enterprise Funds

hold, given no unforeseen emergencies or substantial rate increases are received from the wholesale water and sewer services for the 2024-2025 rate season.

OTHER REVENUE: 2% of 2025 Water Sewer Funds Revenue

This revenue category is budgeted to decrease by \$598,000 over 2024 levels. The largest source in this category is donated water and sewer infrastructure which is conveyed from private development to the Township. As a result, the budget reflects known development activity and estimated completion/dedication dates. In 2025, this is estimated to be \$659,000 in assets.

FINES AND FORFEITURES: 1% of 2025 Water Sewer Funds Revenue

Fines and forfeitures are estimated to increase by 3% or \$13,900 over the prior year. This revenue source represents penalty fees for accounts and is a very small portion of revenue.

INVESTMENT EARNINGS: 1% of 2025 Water Sewer Funds Revenue

Investment earnings are budgeted to decrease \$237,000 over the 2024 Budget. The Township expects interest rates to continue to decrease in 2025 as fund balance or working capital decreases. As a result, the 2025 Budget reflects less earnings than in 2024.

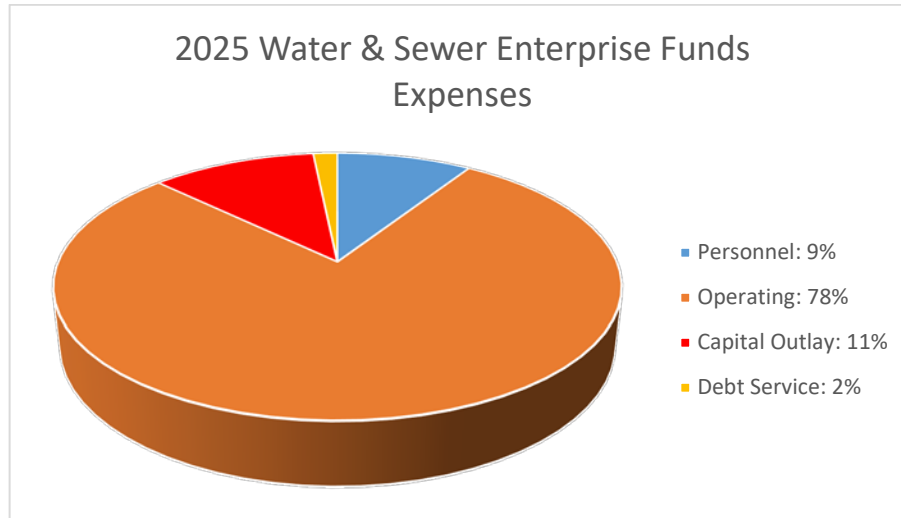
TRANSFERS IN: Less than 1% of 2025 Water Sewer Funds Revenue

Transfers in from the General Fund cover the cost of required water system fire hydrant maintenance, which the Water Utilities Department addresses. This amount remains flat over 2024 levels.

EXPENSE SUMMARY

In 2025, expenses in Water/Sewer Funds are expected to increase by \$2.1M or 6%.

| WATER UTILITY FUNDS | 2023 | 2024 | 2024 | 2025 | 2025 VS 2024 Chg | |
|---------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------|
| EXPENDITURES | ACTIVITY | BUDGET | PROJECTED | PROPOSED | % | \$ |
| Personnel | 2,999,156 | 3,288,201 | 3,304,668 | 3,451,383 | 5% | 163,182 |
| Operating | 24,726,636 | 28,035,054 | 26,088,643 | 29,362,588 | 5% | 1,327,534 |
| Capital Outlay | 3,226,478 | 3,685,404 | 4,116,366 | 4,222,635 | 15% | 537,231 |
| Debt Service | 606,978 | 554,631 | 583,801 | 616,600 | 11% | 61,969 |
| Transfers Out | 4,668,682 | 0 | 1,000,000 | 0 | N/A | - |
| TOTAL | \$ 36,227,930 | \$ 35,563,290 | \$ 35,093,478 | \$ 37,653,206 | 6% | \$ 2,089,916 |



PERSONNEL COSTS: 9% of 2025 Water Sewer Funds Expenses

Personnel costs are budgeted to increase 5% in the 2025 Budget. There are 28.725 full-time equivalents funded by the Water/Sewer Funds, which represents 9% of total Township staffing. This category of expenditures includes the cost of salaries, overtime, retirement contributions, health, prescription, dental and vision insurances, workers’ compensation insurance, and payroll taxes. The 2025 Budget personnel budget includes:

- Funding for 28.725 full-time equivalent (FTE) positions;
- step increases for eligible employees;
- merit increases of 3%;
- health insurance increase of 8%; and
- prescription drug coverage increase of 7%.

OPERATING COSTS: 78% of 2025 Water Sewer Funds Expenses

The 2025 Budget reflects an increase in operating expenses of 5% or \$1.3M over the 2024 budget level. This is due to anticipated increases in the cost of services of wholesale water and sewer services, as well as increases in operating materials and supplies, including a long-range water meter change out program.

CAPITAL OUTLAY: 11% of 2025 Water Sewer Funds Expenses

The 2025 Water Sewer Fund Budget includes nearly \$4.2M in the capital expenses. In accordance with government accounting standards, capital outlay and infrastructure is not budgeted, but depreciation is recorded as a capital expense.

DEBT SERVICE: 2% of 2025 Water Sewer Funds Expenses

Debt service expenditures in 2025 are increasing by 11% or \$61,000 over the 2024 as new OCWRC sewer debt service schedules have started repayment. In accordance with government accounting standards, only interest payments are recorded as expenses.

**CAPITAL PROJECTS FUND
LONG RANGE FUND PROJECTION**

| | ACTUAL 2023 | BUDGET 2024 | ESTIMATED 2024 | BUDGET 2025 | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|--------------------------|-------------------|---------------------|-------------------|---------------------|---------------------|-------------------|-------------------|-------------------|
| Beginning Balance | \$ 3,339,455 | \$ 2,787,891 | \$ 2,592,566 | \$ 2,143,174 | \$ 1,255,792 | \$ 1,266,170 | \$ 1,250,770 | \$ 1,282,270 |
| FUNDING SOURCES | | | | | | | | |
| Investment Earnings | 149,942 | 65,000 | 90,373 | 58,742 | 41,120 | 40,000 | 40,000 | 40,000 |
| Transfers In | - | 500,000 | 50,000 | 800,000 | 2,000,000 | 600,000 | 175,000 | 150,000 |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| TOTAL | \$ 149,942 | \$ 565,000 | \$ 183,748 | \$ 858,742 | \$ 2,041,120 | \$ 640,000 | \$ 215,000 | \$ 190,000 |
| FUNDING USES | | | | | | | | |
| Operating | 5,709 | 48,940 | 33,940 | 8,994 | 9,042 | 9,100 | 9,100 | 9,100 |
| Capital Outlay | 738,948 | 1,157,800 | 565,000 | 1,702,330 | 1,987,400 | 611,300 | 140,000 | 140,000 |
| Debt Service | 152,174 | 34,200 | 34,200 | 34,800 | 34,300 | 35,000 | 34,400 | 34,400 |
| TOTAL | \$ 896,830 | \$ 1,240,940 | \$ 633,140 | \$ 1,746,124 | \$ 2,030,742 | \$ 655,400 | \$ 183,500 | \$ 183,500 |
| To / (From) fund balance | (746,889) | (675,940) | (449,392) | (887,382) | 10,378 | (15,400) | 31,500 | 6,500 |
| Ending Balance | \$ 2,592,566 | \$ 2,111,951 | \$ 2,143,174 | \$ 1,255,792 | \$ 1,266,170 | \$ 1,250,770 | \$ 1,282,270 | \$ 1,288,770 |

| Capital Projects | | BUDGET 2025 | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|------------------|---|---------------------|---------------------|-------------------|-------------------|-------------------|
| Project No. | Project | | | | | |
| 183 | Fleet Replacements: Town Hall | \$ 228,300 | \$ 147,000 | \$ 113,400 | \$ - | \$ - |
| 217 | Town Hall Landscape & Drainage Improvements | \$ 20,000 | \$ 175,000 | \$ - | \$ - | \$ - |
| 214 | Town Hall Carpet, Ceiling Tiles, Furniture | \$ 150,000 | \$ - | \$ - | \$ - | \$ - |
| 215 | Town Hall HVAC & Plumbing | \$ 50,000 | \$ 150,000 | | | |
| 178 | Town Hall Roof Replacement | \$ 538,000 | \$ - | \$ - | \$ - | \$ - |
| 207 | Town Hall Lobby Renovation | \$ 375,000 | \$ - | \$ - | \$ - | \$ - |
| 188 | Town Hall Fire Alarm System | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| 168 | Wireless Environment | \$ 50,250 | \$ - | \$ - | \$ - | \$ - |
| 169 | Town Hall Computer Room UPS | \$ 15,600 | \$ - | \$ - | \$ - | \$ - |
| 182 | WAN Redundancy | \$ 45,300 | \$ - | \$ - | \$ - | \$ - |
| 213 | Server & Data Storage | \$ 74,880 | \$ - | \$ - | \$ - | \$ - |
| 202 | Civic Center Dr & Pkg Lot Mill & Overlay | \$ - | \$ 1,100,000 | \$ - | \$ - | \$ - |
| 220 | Town Hall Restroom Renovations | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| 218 | Phone System Replacement | \$ - | \$ 72,800 | \$ - | \$ - | \$ - |
| 219 | Township Copier Replacements | \$ - | \$ 91,000 | \$ - | \$ - | \$ - |
| 221 | Firewall Replacement | \$ - | \$ 11,600 | \$ - | \$ - | \$ - |
| 222 | Town Hall Window Replacements | \$ - | \$ - | \$ 300,000 | \$ - | \$ - |
| 223 | Network Switch Replacements | \$ - | \$ - | \$ 57,900 | \$ - | \$ - |
| | Oakland County Tri-Party Roadway Projects | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 |
| | TOTAL CAPITAL OUTLAY | \$ 1,702,330 | \$ 1,987,400 | \$ 611,300 | \$ 140,000 | \$ 140,000 |



Capital Projects Fund

FUND BALANCE

Fund balance in the Capital Projects Fund is budgeted to decrease by \$887,000 in 2025, from \$2.1M to \$1.2M. This is due to planned spending for previously identified capital improvement plan (CIP) projects. Since fund balance is accumulated to spend on CIP projects, changes in fund balance are not considered an adverse outcome.

REVENUE SUMMARY

Revenue in the Capital Projects Fund is budgeted to increase by 52% or 320,000 over the prior year budget level.

INVESTMENT EARNINGS: 7% of 2025 Capital Projects Fund Revenue

Investment earnings are budgeted at \$58,700 in 2025. The Township expects interest rates to continue to decrease in 2025. As a result, the 2025 Budget reflects decreased investment income.

TRANSFERS IN: 93% of 2025 Capital Projects Fund Revenue

Transfers in from the General Fund are budgeted at \$800,000 in 2025. While this is higher than the prior year's transfer amount, these funds function to balance revenue with expenditures on an annual basis in the Capital Projects Fund.

EXPENSE SUMMARY

Expenditures within the Capital Projects Fund are budgeted at \$1.7M, a increase of \$500,000 over the prior year.

OPERATING COSTS: 1% of 2025 Capital Projects Expenditures

Operating expenses account for 1% of 2025 spending in the Capital Project Funds. These expenses are associated with the financial audit, banking fees, and paying agent fees for debt service within the Capital Projects Fund.

CAPITAL OUTLAY: 97% of 2025 Capital Projects Fund Expenditures

Funding of \$1.7M in capital outlay is budgeted for 2025, which represents a \$550,000 increase over the prior year.

Major initiatives funded in 2025 include:

- Town Hall Roof Replacement (\$538,000);
- Town Hall Lobby Renovations (\$375,000); and
- Town Hall Fleet Replacements (\$228,300).

DEBT SERVICE: 2% of 2025 Capital Projects Expenditures

Debt service expenditures in 2025 will total \$34,800 in for the installation of the Township's Wide Area Network.

**PUBLIC SAFETY CAPITAL PROJECTS FUND
LONG RANGE FUND PROJECTION**

| | ACTUAL 2023 | BUDGET 2024 | ESTIMATED 2024 | BUDGET 2025 | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Balance | \$ 1,708,459 | \$ 3,667,222 | \$ 232,163 | \$ 2,588,832 | \$ 1,374,965 | \$ 1,293,874 | \$ 1,294,435 | \$ 1,306,796 |
| FUNDING SOURCES | | | | | | | | |
| Investment Earnings | 59,551 | 45,000 | 40,000 | 26,787 | 18,751 | 37,500 | 37,500 | 37,500 |
| Debt Proceeds | 5,533,809 | - | - | - | - | - | - | - |
| Transfers In | - | 2,000,000 | 6,750,000 | 6,700,000 | 1,500,000 | 2,000,000 | 2,400,000 | 1,250,000 |
| TOTAL | \$ 5,593,360 | \$ 2,045,000 | \$ 6,790,000 | \$ 6,726,787 | \$ 1,518,751 | \$ 2,037,500 | \$ 2,437,500 | \$ 1,287,500 |
| FUNDING USES | | | | | | | | |
| Operating | 2,537 | 5,940 | 5,440 | 5,994 | 6,042 | 6,000 | 6,000 | 6,000 |
| Capital Outlay | 6,602,346 | 2,331,250 | 6,016,314 | 7,142,760 | 801,500 | 1,205,000 | 1,593,200 | 455,000 |
| Debt Service | 464,773 | 786,200 | 786,200 | 791,900 | 792,300 | 825,939 | 825,939 | 825,939 |
| TOTAL | \$ 7,069,656 | \$ 3,123,390 | \$ 6,807,954 | \$ 7,940,654 | \$ 1,599,842 | \$ 2,036,939 | \$ 2,425,139 | \$ 1,286,939 |
| To / (From) fund balance | (1,476,296) | (1,078,390) | (17,954) | (1,213,867) | (81,091) | 561 | 12,361 | 561 |
| Ending Balance | \$ 232,163 | \$ 2,588,832 | \$ 214,209 | \$ 1,374,965 | \$ 1,293,874 | \$ 1,294,435 | \$ 1,306,796 | \$ 1,307,357 |

| Capital Projects | | PROJECTED 2025 | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|--------------------|---|---------------------|-------------------|---------------------|---------------------|-------------------|
| Project No. | Project | | | | | |
| 168 | Wireless Environment | \$ 19,500 | \$ - | \$ - | \$ - | \$ - |
| 188 | Town Hall Fire Alarm System | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| 187 | Fire Station #5 Roof | \$ 470,000 | \$ - | \$ - | \$ - | \$ - |
| 186 | Fire Station Fire Alarm Systems | \$ 175,000 | \$ - | \$ - | \$ - | \$ - |
| 170 | Fire Station #2 Generator | \$ 65,000 | \$ - | \$ - | \$ - | \$ - |
| 182 | WAN Redundancy | \$ 116,600 | \$ - | \$ - | \$ - | \$ - |
| 201 | Car and Body Worn Camera Systems | \$ 589,200 | \$ - | \$ - | \$ - | \$ - |
| 213 | Server & Data Storage | \$ 192,960 | \$ - | \$ - | \$ - | \$ - |
| 216 | Patrol Vehicle Light Bar Control Panels | \$ 35,000 | \$ - | \$ - | \$ - | \$ - |
| 169 | Town Hall Computer Room UPS | \$ 40,200 | \$ - | \$ - | \$ - | \$ - |
| 137 | Fleet Replacements: Fire Rescue | \$ 495,800 | \$ 441,200 | \$ 1,205,000 | \$ 593,200 | \$ 455,000 |
| 129 | Fire Station #1 Renovation | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - |
| 218 | Phone System Replacement | \$ - | \$ 187,500 | \$ - | \$ - | \$ - |
| 219 | Township Copier Replacements | \$ - | \$ 26,000 | \$ - | \$ - | \$ - |
| 221 | Firewall Replacement | \$ - | \$ 30,200 | \$ - | \$ - | \$ - |
| 199 | SCBA Replacements | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ - |
| | IT Replacements | \$ 110,000 | \$ 116,600 | \$ - | \$ - | \$ - |
| | TOTAL CAPITAL OUTLAY | \$ 7,124,260 | \$ 801,500 | \$ 1,205,000 | \$ 1,593,200 | \$ 455,000 |



Public Safety Capital Projects Fund

FUND BALANCE

Fund balance in the Public Safety Capital Projects Fund is budgeted to decrease by \$1.2M in 2025, from \$2.6M to \$1.4M. This is due to planned spending for previously identified capital improvement projects. Since fund balance is accumulated to spend on CIP projects, changes in fund balance are not considered an adverse outcome.

REVENUE SUMMARY

Revenue in the Public Safety Capital Projects Fund is budgeted to increase by \$4.7M over the prior year budget level.

INVESTMENT EARNINGS: Less than 1% of 2025 Public Safety Capital Projects Fund Revenue

Investment earnings are budgeted at \$26,000 in 2025. The Township expects interest rates to continue to decrease in 2025. As a result, the 2025 Budget reflects decreased investment income.

TRANSFERS IN: More than 99% of 2025 Public Safety Capital Fund Revenue

Transfers in from the General Fund are budgeted at \$6.7M in 2025. While this is significantly higher than the prior year's transfer amount, these funds function to balance revenue with expenditures on an annual basis. Since 2025 spending will be higher, the required transfer from the Public Safety Fund is also lower.

EXPENDITURE SUMMARY

Expenditures within the Public Safety Capital Projects Fund are budgeted at \$7.9M, a \$4.8M increase over the prior year.

OPERATING COSTS: Less than 1% of 2025 Public Safety Capital Projects Fund Expenses

Operating expenses account for less than 1% of 2025 spending in this fund. These expenses are associated with the financial audit, banking fees, and paying agent fees for debt service within the Public Safety Capital Projects Fund.

CAPITAL OUTLAY: 90% of 2025 Public Safety Capital Fund Expenses

Funding of \$7.9M in capital outlay is budgeted for 2025, which represents a \$4.8M increase over the prior year. Major initiatives funded in 2025 include:

- Fire Station #1 Renovations (\$4,800,000);
- Car and Body Worn Cameras for Police (\$589,000); and
- Fire Station #5 Roof (\$470,000).

DEBT SERVICE: 10% of 2025 Public Safety Capital Fund Expenses

Debt service expenditures in 2025 will total \$791,900. This is due to debt service for Police Department Renovations issued in 2023, along with existing debt service for the Township's Wide Area Network and Fire Station #3 Renovations.



Non-Major Funds

Financial information presented for Non-major funds includes nine (9) special revenue funds and fifteen (15) Special Assessment District (SAD) funds.

DESCRIPTION OF NON-MAJOR FUNDS

Opioid Settlement Fund Accounts for the distribution of the national opioid settlement with pharmaceutical companies. Proceeds from the settlement are used for substance abuse prevention programs, naloxone or other FDA approved drugs to reverse opioid overdoses, or programs to address the impact the opioid crisis has had on our community.

Drains At Large Fund Accounts for the levy against all property owners to cover the costs associated with the maintenance of legally established drainage districts. These drainage districts are improved natural storm water conveyance systems that allow runoff to move safely through, and to, streams, watercourses, ditches and pipes to reduce and eliminate flooding events and situations. These drainage districts are established by petition of the township pursuant to the Michigan Drain Code via the Oakland County Water Resource Commissioner's Office. There are approximately seventeen Chapter 20 Drainage Districts of various sizes throughout the township.

Safety Path Fund Accounts for the levy against all property owners to maintain the approximately seventy-five (75) miles of existing safety paths in the Township.

Senior Services Fund Accounts for grant revenues and expenditures through Community Development Block (CDBG) to fund Oakland County's Meals on Wheels program.

Architectural Barriers Fund Accounts for grant revenues and expenditures through Community Development Block (CDBG) to support accessibility features in public facilities and our transportation network.

EECBG Fund Accounts for grant revenues and expenditures through the Energy Efficiency Community Block Grant (EECBG) to support energy efficiency upgrades.

Forfeiture Funds (Federal Treasury, Federal Justice, State of Michigan) Forfeiture funds exist as the result of criminal investigations in which assets are seized from criminal suspects. Pursuant to state and federal laws, forfeiture programs remove the tools of crime from criminal organizations, deprive wrongdoers of the proceeds of their crimes, recover property that may be used to compensate victims, and deter crime. Asset forfeiture funds are used to enhance the capabilities of law enforcement agencies.

Cable Fund This fund accounts for revenues and expenditures of the Greater West Bloomfield Cable Commission, a component unit of West Bloomfield Township. The Commission has four member communities: West Bloomfield, Keego Harbor, Orchard Lake, and Sylvan Lake. These local governments charge a Public, Education, and Government channel fee (PEG fee) to cable subscribers, which is collected by their provider and paid to the local government. The member communities use a portion of those revenues to fund the Commission's operations that bring local, community-centered programming to residents through cable channels and web based on-demand programming.



Non-Major Funds

Special Assessment District (SAD) Funds The Public Improvement Act, Public Act 188 of 1954, as amended, authorizes the establishment of Special Assessment Districts (SADs) to assess a group of property owners for a public improvement that confers a special benefit to the property owner that is distinct from the benefit enjoyed by the general public. Improvements such as streetlights, sidewalks, bridges, road improvements, and drainage improvements have been funded through SADs.

The West Bloomfield Code of Ordinances and SAD Policy governs the process of establishing and administering SADs. The Township has authorized several SADs, funded through an Improvement Revolving Fund, as opposed to issuing bonds. This funding mechanism provides economic benefit to residents by eliminating bond issuance costs and reducing interest rates. The 2025 Budget appropriates 15 SAD Funds in addition to the SAD Improvement Revolving Fund.

FUND BALANCE

In aggregate, the fund balance from the beginning of 2025 to the close of the fiscal year is planned to decrease fund balances in aggregate for non-major funds by \$148,104.

| 2025 ADOPTED BUDGET | | | | | | | | | | | | |
|--|------------------|-------------------|-------------------|------------------|-------------------|-------------------|-----------------|-------------------|------------------|-------------------|-------------------|---------------------|
| Estimated Fund Balance | | | | | | | | | | | | \$ 5,918,507 |
| | NON-MAJOR FUNDS | | | | | | | | | | | |
| ESTIMATED REVENUES | | | | | | | | | | | | |
| Taxes | - | 551,615 | 843,787 | - | - | - | - | - | - | - | - | 1,395,402 |
| Intergovernmental | - | - | - | 35,870 | 268,017 | 122,750 | - | 40,000 | 25,000 | - | - | 491,637 |
| Charges for Service | - | - | - | - | - | - | - | - | - | 519,500 | 13,700 | 533,200 |
| Licenses & Permits | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenues | 35,000 | - | - | - | - | - | - | - | - | - | 162,880 | 197,880 |
| Fines & Fees | - | - | - | - | - | - | - | - | - | - | - | - |
| Investment Earnings | - | 8,400 | 19,800 | - | - | - | 2,900 | 10,500 | 3,500 | 4,000 | 108,600 | 157,700 |
| Transfers In | - | - | - | 25,000 | 50,000 | - | - | - | - | 117,000 | 63,000 | 255,000 |
| Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUES | \$ 35,000 | \$ 560,015 | \$ 863,587 | \$ 60,870 | \$ 318,017 | \$ 122,750 | \$ 2,900 | \$ 50,500 | \$ 28,500 | \$ 640,500 | \$ 348,180 | \$ 3,030,819 |
| <i>Percent of Total Revenues</i> | | | | | | | | | | | | 2% |
| APPROPRIATIONS | | | | | | | | | | | | |
| Personnel | - | - | - | - | - | - | - | - | - | 22,700 | - | 22,700 |
| Operating | 35,000 | 242,868 | 733,470 | 35,870 | 268,017 | - | 9,320 | 233,400 | 80,160 | 606,207 | 85,858 | 2,330,170 |
| Capital Outlay | - | 50,000 | 28,500 | - | - | 122,750 | - | 41,000 | - | 48,000 | - | 290,250 |
| Debt Services | - | 337,600 | - | - | - | - | - | - | - | - | - | 337,600 |
| Transfers Out | - | - | - | 25,000 | 50,000 | - | - | - | - | - | 63,000 | 138,000 |
| TOTAL APPROPRIATIONS | \$ 35,000 | \$ 630,468 | \$ 761,970 | \$ 60,870 | \$ 318,017 | \$ 122,750 | \$ 9,320 | \$ 274,400 | \$ 80,160 | \$ 676,907 | \$ 148,858 | \$ 3,118,720 |
| <i>Percent of Total Appropriations</i> | | | | | | | | | | | | 2% |



REVENUE SUMMARY

Non-Major Funds account for 2% of 2025 total revenue (\$3,030,819). Revenues for Non-Major Funds in 2025 are budgeted 8.4% higher than 2024 budget levels. Tax revenue from growth in property value and increases in transfers-in are the primary factors in the increased revenues.

TAXES

Property taxes are assessed for the Safety Path Fund and Drains At Large Fund. The millage rate (tax rate) remains unchanged from the prior year but an additional \$83,000 will be generated over the prior year due to growth in property value in the Township.

INTERGOVERNMENTAL

The Township anticipates \$491,000 in federal and state funds during 2025. While forfeiture funding is decreasing in 2025, additional revenue in the Architectural Barriers and EECBG Funds is increasing revenues overall in this category.

CHARGES FOR SERVICES

This revenue category includes approximately \$500,000 from cable franchise fees dedicated to providing funding to the West Bloomfield Cable Commission, which delivers local community programming and services. In addition to West Bloomfield Township, the Cable Commission is funded by these fees from the following municipalities: Keego Harbor, Sylvan Lake, and the Village of Orchard Lake.

OTHER REVENUE

Special assessment fees for neighborhood roadways, drainage, and streetlight projects will total more than \$197,000 in 2025. Additional 2025 funding of \$35,000 from the State's Opioid Settlement which will address substance abuse in the community, is also budgeted.

INVESTMENT EARNINGS

Investment earnings are budgeted at \$157,700 for non-major funds. While the aggregate fund balance will remain flat and stable, the Township expects interest rates to decrease in 2025.

TRANSFERS IN

Various inter-fund transfers are budgeted in 2025 totaling \$255,000. Approximately half of these budgeted funds are from Special Assessment District funds, repaying the Improvement Revolving Fund as revenues are collected from property-owners. In addition, \$117,000 is budgeted from the General Fund to the Cable Fund.



EXPENSE SUMMARY

Non-Major Funds, including nine (9) special revenue funds and fifteen (15) special assessment district funds account for 2% of 2025 total expenses (\$3,118,720).

PERSONNEL COSTS

Personnel costs, budgeted at \$22,700, account for less than one percent of Non-Major Fund expenses in 2025. These funds are to provide wages for Cable Commission members during business activities.

OPERATING COSTS

Operating costs of \$2.3M are budgeted for repair and maintenance of the Safety Path network (\$733,000) and drainage infrastructure (\$242,000), and to fund operations of Civic Center TV (\$606,000), a service of the Greater West Bloomfield Cable Communications Commission.

CAPITAL OUTLAY

Budgeted capital expenses in non-major funds of \$290,250 is included in the 2025 Budget. One-time costs for grant funds and forfeiture funds are budgeted. In addition, \$48,000 is budgeted in the Cable Fund for equipment replacement.

DEBT SERVICE

Debt service expenditures in 2025 of \$337,600 are comprised of payments from the Drains At Large Fund.

TRANSFERS OUT

Budgeted inter-fund transfers include special assessment districts (\$63,000) which are repaying the Improvement Revolving Fund. In addition, appropriations in the CDBG Fund (\$50,000) and Senior Services Fund (\$25,000) will reimburse the General Fund through transfers when grant reimbursements are received.

DEPARTMENT BUDGETS





DEPARTMENT OVERVIEW

West Bloomfield Township’s mission is for the Township to provide high quality, efficient services, while promoting the health and safety of the community, and protecting its natural and fiscal assets.

The Township Supervisor is an elected official, serving a four-year term, with no term limitations. The Supervisor manages the daily operations, and oversees many departments, including Fire, Police, Water Utilities, Assessing, Planning & Development Services, Code Enforcement, Information Technology, and Human Resources. Not under the Supervisor’s purview is the Clerk’s Office, the Treasurer’s Office, or the Finance Department. The Township Supervisor’s Office is responsible for ensuring operating departments are performing optimally and in accordance with established policies.

The Supervisor chairs the Board of Trustee Meetings in accordance with Township board policies and resolutions. The agendas and minutes from the board meetings are maintained by the Clerk’s Office and are available on the Township’s website. Members of the Township Board of Trustees serve on various boards and commissions, such as the Zoning Board of Appeals, Planning Commission, and the Environment Commission.

The Supervisor’s Office is responsible for presenting a proposed budget to the Township Board each year. Upon adoption, this office monitors year-to-date activity against the budget to check for significant variances to ensure spending is within the legal limit. Staff in the Supervisor’s Office are responsible for procurement and retirement system administration.

BUDGET SUMMARY

| SUPERVISOR'S OFFICE | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| BY FUND | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| General Fund | 718,631 | 826,867 | 859,509 | 874,753 | 47,886 | 6% |
| Capital Projects Funds | 660,565 | 934,240 | 306,540 | 368,894 | (565,346) | -61% |
| Total | \$ 1,379,196 | \$ 1,761,107 | \$ 1,166,049 | \$ 1,243,647 | \$ (517,460) | -29% |

| SUPERVISOR'S OFFICE | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| BY PROGRAM | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| Supervisor's Office | 584,580 | 633,928 | 635,939 | 648,567 | 14,639 | 2% |
| General Servicesa | 794,616 | 1,127,179 | 530,110 | 595,080 | (532,099) | -47% |
| Total | \$ 1,379,196 | \$ 1,761,107 | \$ 1,166,049 | \$ 1,243,647 | \$ (517,460) | -29% |

2025 GOALS

- ❖ Procure grant writing services to maximize funding opportunities and enable Township staff to focus on mission critical duties.
- ❖ Enhance communication with stakeholders through various modes, presenting a unified brand and centralized messaging.



DEPARTMENT OVERVIEW

The Township Clerk has specific statutory duties and responsibilities outlined in Michigan Compiled Laws. By law, a Township Clerk represents an equal vote on the Township Board and is elected to serve a 4-year term. The Township Clerk is responsible for conducting all elections with a cooperative arrangement with the Oakland County Elections Division and the State of Michigan Bureau of Elections. The Township Clerk also oversees the Finance Department and maintains township records including general ledger, book of oaths, ordinances, and legal contracts. The Clerk reviews Township checks and publishes information for the public as required by law. The West Bloomfield Clerk is the member representative for the MMRMA (Michigan Municipal Risk Management Authority), coordinating Township insurance claims and signing MMRMA RAP grant requests. Additionally, the Township Clerk in West Bloomfield acts as the Freedom of Information Act (FOIA) coordinator.

The Clerk’s Office is often the public’s point-of-contact with the Township, disseminating inquiries or request for material(s) to the appropriate department. This office sets the agenda for all meetings of the Township Board. This office creates and procures materials for the Township Board meeting agendas, creates the synopses/minutes, ensure departments are made aware of board action taken, and assist with follow-up on pertinent documents. In addition, the Clerk’s Office provides other services to meet our residents’ needs such as Passport Acceptance Agency services, as well as passport photo and notary services. The Clerk’s Office is the hub for many licensing and permit processes in the Township and offers Township maps for a nominal fee.

In 2017, the entire State of Michigan received new election equipment with Help America Vote Act (HAVA) grant money. While the State provided money for most of the initial purchase of the required equipment and a warranty for the first five years, the Clerk’s Department has had to absorb ancillary costs for support materials and equipment, as well as plan for warranty fees in years 6-10. Elections conducted since then have provided an opportunity for evaluation and analysis as we consider our needs to securely and effectively administer all future elections. We kept this information in mind when establishing a budget for 2024, recognizing that personnel and increased postage remain some of the largest expenditures when administering an election. The State has also indicated grant money will not be available the next time election equipment needs to be replaced, so we are attempting to set money aside on an annual basis, figuring a large capital expenditure will need to be made in approximately four to six yeears, as determined by the State and County.

BUDGET SUMMARY

| CLERK’S OFFICE | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|----------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| BY CATEGORY | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| Personnel | 910,081 | 1,603,215 | 1,603,215 | 1,044,845 | (558,370) | -35% |
| Operating | 81,550 | 211,774 | 216,849 | 134,427 | (77,347) | -37% |
| Transfer Out | 0 | 100,000 | 50,000 | 50,000 | (50,000) | -50% |
| Total | \$ 991,631 | \$ 1,914,989 | \$ 1,870,064 | \$ 1,229,272 | \$ (685,717) | -36% |

| CLERK’S OFFICE | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|----------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| BY FUND | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| General Fund | \$ 991,631 | \$ 1,914,989 | \$ 1,870,064 | \$ 1,229,272 | (685,717) | -36% |
| Total | \$ 991,631 | \$ 1,814,989 | \$ 1,819,589 | \$ 1,179,272 | \$ (635,717) | -35% |



BUDGET HIGHLIGHTS

The decrease of \$635,000 in the Clerk’s Office Budget reflects decreased costs in the Elections program of more than \$700,000 which were budgeted due to the Presidential Election in 2024.

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

- ❖ Processed 90 Freedom of Information (FOIA) requests.
- ❖ Increased number of registered voters over 2022 election by 2.43% (measured November even years).
- ❖ Registered 4,893 new voters in 2024.
- ❖ Held four elections in 2024 (February Presidential Primary, May Walled Lake Schools Bond, August Presidential Primary, November General Presidential).
- ❖ Successfully launched early voting with 10,562 votes cast in four 2024 elections.
- ❖ Early voting totaled 20% of voter turnout in the November Presidential General Election.

2025 GOALS

The Clerk’s Office will be looking at redistricting the Township in response to new Election Law changes and increased participation in Early and Absentee Voting.

The Clerk’s Office will be looking to update election equipment, especially voting booths and secrecy sleeves.

The Clerk’s Office will be looking to recruit and train additional Election Inspectors in preparation for the 2026 election cycle.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|



PERFORMANCE MEASURES

| | Performance Indicators | Actual 2023 | Actual 2024 | Projected 2025 |
|----------------------|-------------------------------|--------------------|--------------------|-----------------------|
| Service Level | Voter Registration | 3,468 | 4,893 | 3,500 |
| | Passports Processed | 826 | 433 | 425 |

| | Election Performance Indicators * | Actual 2020 | Actual 2022 | Actual 2024 |
|----------------------|---|-----------------------|-----------------------|--------------------|
| Service Level | Total Registered Voters | 56,626 | 57,299 | 58,656 |
| | Change in Registered Voters from Prior Year | 8.92% | 1.13% | 2.43% |
| | Voter Turnout | 79% | 23% | 76% |
| | Total Votes Cast for All Elections | 86,324 | 55,451 | 78,905 |
| | Early Voting | Not legally available | Not legally available | 20% |
| | Absentee Ballot | 75% | 53% | 50% |
| | In-Person at Poll | 25% | 47% | 30% |
| | Election Inspectors Trained | 1,019 | 581 | 1,085 |

* Measured in Presidential and Gubernatorial election years.



DEPARTMENT OVERVIEW

The Township Treasurer has specific statutory duties and responsibilities outlined in Michigan Compiled Laws. The Township Treasurer represents an equal vote on the Township Board and is elected to serve a 4-year term. The Treasurer also serves as the Chair of the West Bloomfield Employees' Pension Board.

With a staff of seven full-time employees, the Treasurer's Office bills, collects, and distributes property taxes; bills and collects for City services; issues payment for Township expenditures, is the custodian of all City monies and investments; oversees bond payments and paying agent fees; manages and bills all Special Assessment Districts (including filing/releasing liens); refunds closed Special Assessment Districts that meet state refund guidelines, and transfers funding for payroll and benefit payments for all Township employees.

The Treasurer's office also collects and distributes property tax revenues for the following entities:

- State of Michigan;
- Oakland Community College;
- School Districts of West Bloomfield, Walled Lake, Farmington, Birmingham, Pontiac, Waterford and Bloomfield Hills; and
- Oakland County.

BUDGET SUMMARY

| TREASURER'S OFFICE BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|-------------------------------------|-------------------|---------------------|---------------------|---------------------|------------------|-----------|
| | | | | | \$ CHG | % CHG |
| Personnel | 733,813 | 799,112 | 805,086 | 806,900 | 7,788 | 1% |
| Operating | 159,282 | 232,396 | 221,576 | 244,603 | 12,207 | 5% |
| Total | \$ 893,095 | \$ 1,031,508 | \$ 1,026,662 | \$ 1,051,503 | \$ 19,995 | 2% |
| | | | | | | |
| TREASURER'S OFFICE BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| General Fund | 826,000 | 919,028 | 914,902 | 938,523 | 19,495 | 2% |
| Public Safety Fund | 9,547 | 18,500 | 18,500 | 18,500 | 0 | 0% |
| Safety Path Fund | 1,372 | 3,000 | 3,000 | 3,000 | 0 | 0% |
| Cable Fund | 274 | 700 | 700 | 700 | 0 | 0% |
| Forefeiture Funds | 1,058 | 1,880 | 1,160 | 1,880 | 0 | 0% |
| Opioid Fund | 33 | 100 | 100 | 100 | 0 | 0% |
| Drains At Large Fund | 523 | 1,100 | 1,100 | 1,100 | 0 | 0% |
| Capital Projects Fund | 5,209 | 7,400 | 7,400 | 7,400 | 0 | 0% |
| Public Safety Capital Projects Fund | 1,662 | 4,400 | 4,400 | 4,400 | 0 | 0% |
| SAD Improvement Revolving Fund | 3,921 | 8,000 | 8,000 | 8,500 | 500 | 6% |
| Water/Sewer Fund | 42,067 | 64,800 | 64,800 | 64,800 | 0 | 0% |
| CIRRF Fund | 1,429 | 2,600 | 2,600 | 2,600 | 0 | 0% |
| Total | \$ 893,095 | \$ 1,031,508 | \$ 1,026,662 | \$ 1,051,503 | \$ 19,995 | 2% |



| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|----------------|-------------------------------------|--------------|--------------|----------------|
| Service Levels | Active Special Assessment Districts | 17 | 16 | 15 |
| | | | | |
| Effectiveness | Tax collection rate | 97% | 96% | 96% |
| | Special Assessment Districts active | 17 | 16 | 15 |
| | Tax payments made: | | | |
| | In-person | 13,163 | 12,909 | 11,500 |
| | Mail | 11,037 | 10,328 | 10,000 |
| | Online | 5,839 | 6,497 | 7,000 |
| | Via Escrow | 19,787 | 19,967 | 20,000 |
| | Investment Income | \$22,524,425 | \$28,005,089 | \$17,752,160 |



DEPARTMENT OVERVIEW

Michigan Statute requires that all Real and Personal Property, subject to taxation, shall be assessed annually. The Assessing Department conducts a sales study mandated by the State Tax Commission in determining Market Value of a property within a valuation neighborhood. The Township is divided into more than 288 neighborhoods that share similar characteristics, such as square footage, construction type, location, school district, and other similar features. From this study, our office will validate and verify all sales that will influence the economic conditions for that neighborhood. In addition, our team will annually review vacant land sales to determine land values for real property parcels. The goal of the Assessing Department is to make sure that every parcel is uniformly and equally assessed.

Our West Bloomfield Township Appraisers conduct frequent property reviews (both Residential and Commercial) to verify and update the assessment record. Anytime there are changes to a property such as an addition or removal of structure(s), fire and/or water damage, newly issued building permit, recent transfer of ownership, etc., the Assessing Department will make a site inspection of the property and update the property record. Our department finds it imperative that all information is accurate and up to date in our assessment database. The data collected is utilized daily at the counter for residents, real estate agents, and independent appraisers. The Chief Appraisers oversee daily office operations, work on preparation of valuation disclosures for the Michigan Tax Tribunal, processing split and combination applications, reviewing sales, maintaining office budget, and special projects.

Our administrative staff assists customers at the counter and over the phone regarding assessment information. Other duties performed include entering sales information, validating Principal Residence Exemptions, entering appraiser's fieldwork into database, processing Michigan Tax Tribunal paperwork, updating the permit spreadsheet, running deed reports, and other assigned duties. The Assessing Department prepares required forms for the State Tax Commission, generates tax rates forms for school districts, library, and Parks and Recreation, processes poverty applications, and prepares special reports in preparation of the Assessment Roll and for the March Board of Review. The staff also assists in defining and establishing SADs and providing estimates for balanced budgeting.

Our township Assessor is responsible for the preparation and signing of the Assessment Roll. The Assessor oversees the daily operations and staff of the Assessing Department and collaborates with other departments in forecasting the Township budget for multiple years. The Assessor prepares projections of value, which are presented to the Township Board annually or bi-annually.

The Assessing Department works diligently to provide substantial customer service to current and prospective residents of West Bloomfield. Our office will continue to provide exceptional and professional services to all departments and the Charter Township of West Bloomfield.

The Assessing Department generates income for services such as copies, maps, and reports. Additionally, some of the typical fee-based requested information is now available online. Our office has received an increase in FOIA requests in 2023, and 2024.

The Assessing Department continuously examines Principal Residence Exemption (PRE) claims within the township of more than 27,000 parcels. Additionally, the department works in conjunction with the State of Michigan's Department of Treasury in validating Principal Residence Exemption discrepancies within and outside



Assessing Department

of the State of Michigan. The State of Michigan’s involvement, along with enhancements in technologies and resources, have provided the department efficient methods for approving and denying PREs. It is projected that the fees assigned to the denial of a PRE will increase for the upcoming budget year.

BUDGET SUMMARY

| ASSESSING DEPARTMENT BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|-----------|
| | | | | | \$ CHG | % CHG |
| Personnel | 1,024,944 | 1,163,834 | 1,163,834 | 1,175,142 | 11,308 | 1% |
| Operating | 49,337 | 140,224 | 140,224 | 145,844 | 5,620 | N/A |
| Total | \$ 1,074,281 | \$ 1,304,058 | \$ 1,304,058 | \$ 1,320,986 | \$ 16,928 | 1% |
| | | | | | | |
| ASSESSING DEPARTMENT BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| General Fund | 1,074,281 | 1,304,058 | 1,304,058 | 1,320,986 | 16,928 | 1% |
| Total | \$ 1,074,281 | \$ 1,304,058 | \$ 1,304,058 | \$ 1,320,986 | \$ 16,928 | 1% |

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

- ❖ Completion of education courses through the State Tax Commission.
- ❖ Completion of Renew certifications.
- ❖ Utilizing Aerial Imagery (Sanborn) to identify properties requiring review.
- ❖ BSA Assessing Online provides assessment data through the internet.
- ❖ Maintain current requirements for AMAR.
- ❖ Conducted the July Board of Review.
- ❖ One certified Michigan Master Assessing Officer (MMAO)
- ❖ Five certified Michigan Advanced Assessing Officers (MAAO)
- ❖ Four certified Michigan Certified Assessing Officers (MCAO)
- ❖ Six certified Personal Property Examiners (PPE)
- ❖ Assessing staff active members of the Michigan Assessors Association.
- ❖ Staff member on Oakland County Association of Assessing Officers Board.
- ❖ Assessing staff active members of the Oakland County Association of Assessing Officers.
- ❖ Updated Assessing Database to new CAMA Data Standards with new property class codes, assessor change reasons, and adjustment change reasons.
- ❖ Updated Poverty Exemption to comply with new State of Michigan guidelines.



2025 GOAL

The Assessing Department has been diligently working to increase the number of residential parcels with sketches in the property record database. By the end of 2025, the Department anticipates 100% of residential properties will have sketches attached to the property record. This will be the first time the Department has achieved this milestone in 15 years.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|

PERFORMANCE MEASURES

| | Performance Indicators | Actual 2023 | Actual 2024 | Projected 2025 |
|----------------------|--|-------------|-------------|----------------|
| Service Level | Principal Residence Exemptions (PRE) processed | 1,334 | 1,267 | 1,300 |
| | Property Transfer Affidavits processed | 1,624 | 2,123 | 1,870 |
| | Properties inspected | 6,411 | 12,579 | 9,490 |
| Efficiency | % of residential parcels with photos in database | 91% | 96% | 98% |
| | % of residential parcels with sketches in database | 87% | 94% | 100% |
| Effectiveness | Appeals for Board of Review | 225 | 147 | 180 |
| | In person hearings for Board of Review | 54 | 82 | 60 |



DEPARTMENT OVERVIEW

The Code Enforcement Department (CED) plays a major role in keeping West Bloomfield Township as a desired place to reside and conduct business. Our goal is always compliance with our residents and business owners through mutual cooperation and education. Enforcement of local ordinances and building codes ensures that the safety, health, and welfare of a community are upheld.

Functions of The Department

The CED has a wide array of responsibilities, including, but not limited to:

- Enforcement of all local Municipal Code of Ordinances
- Address complaints from the public concerning possible code violations
- Administer and inspect rental properties
- Administer and inspect vacant properties
- Develop enforcement policies and procedures to align with ordinance provisions
- Create departmental reports to Township Board
- Responsible for licensing of waste haulers and vehicle inspections
- Conduct certificate of occupancy inspections
- Liquor License Inspections
- Manage the contract for the Grass and Weed Program
- Perform inspections for Water/Sewer Grease Trap Program

Legal Aspects of Code Enforcement

The CED utilizes many legal remedies, through its enforcement efforts, to obtain compliance. Proper handling of all legal matters substantially reduces the Townships liability, and potentially reduces the number of lawsuits instituted against the township. The following legal actions are commonly utilized:

- Issue misdemeanor and civil infraction citations
- Attend court hearings
- Obtain administrative search warrants
- Condemn dangerous or uninhabitable structures
- Assist legal counsel with drafting/adopting new and amended ordinances



BUDGET SUMMARY

| CLERK'S OFFICE BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|-------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 910,081 | 1,603,215 | 1,603,215 | 1,044,845 | (558,370) | -35% |
| Operating | 81,550 | 211,774 | 216,849 | 134,427 | (77,347) | -37% |
| Transfer Out | 0 | 100,000 | 50,000 | 50,000 | (50,000) | -50% |
| Total | \$ 991,631 | \$ 1,914,989 | \$ 1,870,064 | \$ 1,229,272 | \$ (685,717) | -36% |

| CLERK'S OFFICE BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|---------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| | | | | | \$ CHG | % CHG |
| General Fund | \$ 991,631 | \$ 1,914,989 | \$ 1,870,064 | \$ 1,229,272 | (685,717) | -36% |
| Total | \$ 991,631 | \$ 1,814,989 | \$ 1,819,589 | \$ 1,179,272 | \$ (635,717) | -35% |

SIGNIFICANT ACCOMPLISHMENTS 2024

- ❖ Solid Waste Management Ordinance reviewed and updated with legal counsel.
- ❖ Mobile Food Vending Ordinance amended with legal counsel.
- ❖ Civil Infraction amendment to Zoning Ordinance.
- ❖ Member of the Michigan Association of Code Enforcement Officers
- ❖ Property Maintenance and Housing Inspector Certification through the International Code Council (ICC) and American Association of Code Enforcement (AACE).

2025 GOALS

- ❖ Work with Township attorney to identify, review and amend ordinances that will enhance and preserve property values and desirability of the community.
- ❖ Identify community and County resources for residents that may need assistance.
- ❖ Proactively address signage violations along Orchard Lake Rd. corridor.
- ❖ Proactively identify residential and commercial buildings that require vacant property registration with the Township.
- ❖ Notify subdivisions with community code violations to begin dialogue to come into compliance.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOALS

| | | |
|--|--------------------------|--|
| | Preservation | Protect the Township's unique natural features |
| | Business Friendly | Foster relationships to ensure the long-term success of the business community |

| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|---------------|------------------------------------|----------------|----------------|-------------------|
| Service Level | On-site Inspections/Investigations | 4,989 | 6,339 | 6,000 |
| | Rental/Property Inspections | 991 | 1,385 | 1,300 |
| | Citations issued | 70 | 70 | 70 |
| | Code Enforcement Cases | 1,447 | 1,680 | 1,600 |



DEPARTMENT OVERVIEW

The Finance Department prepares and maintains the Township's, Pension and OPEB Financial Statements in compliance with the requirements of the Governmental Accounting Standards Board (GASB). The Finance Department is responsible for maintaining a financial management system to track funds and prepare financial reports to compare actual financial results with budgeted amounts to assess financial condition and results of operations. Financial statements and schedules are compiled at year-end for review by Plante Moran, an independent accounting firm, in preparation for the required annual audit.

The objective of the Finance Department is to support the activities of all Township departments, thus providing the Township Board with the information needed to make informed and transparent financial decisions.

The Finance Department reports to the township Clerk and provides three key functions:

- Accounting/Financial Reporting as required by Financial Accounting Standards Board Rules, regulations, and other Federal, State, and filing mandates
- Accounts payable
- Payroll

The Clerk's Office is required to keep a separate account for each of the funds belonging to the township and must prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township.

Accounting

- Maintain compliance with all generally accepted governmental accounting procedures
- Provide financial reporting, forecast reporting, bank reconciliations, transaction entries, supplementary reports, and record keeping
- Provide fixed asset management
- Work with department heads and elected officials to gather information to help in the preparation and maintenance of the annual financial statements, audits, and policies

Accounts Payable

- Maintain records
- Provide 1099s
- Record and make payments of expenditures for each department and each fund
- Submit reports of checks to the board for approval

Payroll

- Maintain payroll records
- Process payroll for all employees, trustees and board members
- Report and process payroll taxes to federal, state, and local agencies
- Administration of employee benefits for seven union contracts, non- union Directors, confidential employees, and Township Trustees

Additional Responsibilities of Finance Director

- Co-Investment Officer with Treasurer, Deputy Treasurer: responsible for oversight of Township Operating Cash, cash flow requirements



- Special District Assessment (SAD): Member of SAD Committee
- Capital Improvements Plan (CIP): Member of CIP committee
- Pension Board – oversight for Pension, Retiree Health Care, 401a and 457 plans.
- Outside Relationships: Coordinate with actuary, investment consultant, investment manager, auditors, bond consultant, and others.

BUDGET SUMMARY

| FINANCE BY CATEGORY | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|------------------------|-------------------|-------------------|-------------------|---------------------|------------------|-----------|
| | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| Personnel | 803,006 | 897,405 | 899,158 | 957,450 | 60,045 | 7% |
| Operating | 28,582 | 60,456 | 60,456 | 60,859 | 403 | 1% |
| Capital | 0 | 2,000 | 2,000 | 2,000 | 0 | 0% |
| Total | \$ 831,588 | \$ 959,861 | \$ 961,614 | \$ 1,020,309 | \$ 60,448 | 6% |

| FINANCE BY FUND | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|--------------------|-------------------|-------------------|-------------------|---------------------|------------------|-----------|
| | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| General Fund | 831,588 | 959,861 | 961,614 | 1,020,309 | 60,448 | 6% |
| Total | \$ 831,588 | \$ 959,861 | \$ 961,614 | \$ 1,020,309 | \$ 60,448 | 6% |

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

- ❖ Audit 2023: **Unqualified Audit** for the Township’s 2023 Financial Statements, Pension and OPEB Financial Statements.
- ❖ The bond rating of the township was maintained at AAA.
- ❖ Provided financial information and assistance to complete the sale of 2024 Bonds for the purpose of funding the Parks and Recreation improvements.
- ❖ Completed the implementation of GASB 96, Subscription-Based Information Technology Arrangements.
- ❖ Began the implementation of GASB 101, Compensated Absences, which the Township is required to implement by the end of fiscal year 2024.

2025 GOALS

- ❖ Audit 2024: Maintain an Unqualified Audit for the Township’s 2023 Financial Statements, Pension and OBEB Financial Statements.
- ❖ Implement GASB 101, which modifies accounting and financial reporting for compensated absences.
- ❖ Work with Treasurer’s Department to increase electronic payments and reduce printing and mailing of paper checks.



- ❖ Assist the West Bloomfield Parks Commission in securing funding if the referendum for expansion of the Recreation Center is approved by voters in August 2024. This would require the Township to secure the bond proceeds, which would be paid back by the West Bloomfield Parks Commission through a dedicated millage.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|

| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|------------------|---|---------------------|---------------------|---------------------|
| Service Measures | General Journal Entries Processed | 511 | 437 | 500 |
| | Payroll Direct Deposit Payments | 8,588 | 8,646 | 8,800 |
| | Payroll Checks Issued <small>*2024 included election workers</small> | 233 | 1,282* | 250 |
| Efficiency | Finance Department Expenses as a % of Annual Township Expenses | 0.71% | 0.75% | 0.75% |
| | Accounts Payable EFT/ACH vs. Checks Issued % Paid Using ACH/EFT | 460 to 4,178 11% | 476 to 4,195 11% | 525 to 4,200 13% |
| | Accounts Payable Voided Payments | 2.1% | 1.8% | <2% |
| Effectiveness | Township Bond Rating – Standard & Poor’s | AAA | AAA | AAA |
| | GFOA Distinguished Budget Award (# of years awarded) | 0 | 1 | 2 |
| | Unqualified Audit | Yes | Yes | Yes |
| | Pension Fund Funded Ratio | 91.8% | 89.5% | 90.0% |
| | Retiree Health Care Fund Funded Ratio | 103.55% | 120.8% | >100.0% |



DEPARTMENT OVERVIEW

The West Bloomfield Fire Department protects life, property, and the environment across West Bloomfield, Orchard Lake, Keego Harbor, and Sylvan Lake. Responding to all hazards—fire, rescue, medical emergencies, and other hazardous conditions—our department remains dedicated to ensuring the safety and security of our community. The 2025 budget represents a proactive, fiscally responsible investment in sustaining high service standards while addressing the evolving needs of our residents and the well-being of our personnel. This plan underscores our commitment to operational excellence and our communities’ continued safety and resilience.

BUDGET SUMMARY

| FIRE DEPARTMENT BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 16,700,261 | 17,627,071 | 18,321,967 | 19,890,165 | 2,263,094 | 13% |
| Operating | 1,834,070 | 1,955,250 | 2,406,570 | 2,075,987 | 120,737 | 6% |
| Capital | 1,085,380 | 1,913,500 | 5,445,907 | 5,961,000 | 4,047,500 | 212% |
| Debt Service | 226,550 | 228,800 | 228,800 | 226,000 | (2,800) | -1% |
| Total | \$ 19,846,261 | \$ 21,724,621 | \$ 26,403,244 | \$ 28,153,152 | \$ 6,428,531 | 30% |

| FIRE DEPARTMENT BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|-------------------------------------|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Public Safety Fund | 18,569,593 | 19,650,321 | 20,811,404 | 22,095,852 | 2,445,531 | 12% |
| Federal Grants Fund | 21,110 | 0 | 4,222 | 0 | 0 | N/A |
| Public Safety Capital Projects Fund | 1,255,558 | 2,074,300 | 5,587,618 | 6,057,300 | 3,983,000 | 192% |
| Total | \$ 19,846,261 | \$ 21,724,621 | \$ 26,403,244 | \$ 28,153,152 | \$ 6,428,531 | 30% |

BUDGET HIGHLIGHTS

Fire Apparatus

The Capital Improvement Plan (CIP) allocates funds for 2025 for essential apparatus replacements and upgrades to maintain operational readiness and efficiency. The 2025 fire engine purchase was accelerated to 2024 due to an unexpected engine loss from a collision, underscoring the township’s commitment to sustaining response capabilities without interruption.

The CIP also includes replacing an administrative vehicle and a utility pick-up truck for station use. Additionally, the plan outlines remounting a 2018 ambulance patient care box onto a new chassis, a strategic decision that offers significant cost benefits and sustainability advantages over purchasing a new ambulance. By preserving the existing medical module and transferring it onto a modern, reliable chassis, the department can achieve substantial savings—often around 30–40% of the cost of a new ambulance—without compromising service quality. This approach also supports faster deployment, as remounting can generally be completed more quickly than the build cycle for a new ambulance.



Emergency Medical Services

In 2025, the EMS Division will enhance its capabilities by integrating the Handtevy mobile application and implementing the Rusch® QuickTrach® Emergency Cricothyrotomy Kits. The Handtevy app provides EMS professionals with immediate access to accurate, patient-specific medication dosages and equipment sizes, thereby improving the precision and efficiency of emergency care. The QuickTrach® kits offer a reliable solution for establishing an emergency airway in severe upper airway obstruction, ensuring rapid and safe ventilation during critical situations. These advancements reflect our commitment to adopting innovative tools that enhance patient outcomes and support our personnel in delivering high-quality emergency medical services.

Fire Stations

Several key projects are planned to enhance the functionality and longevity of our fire stations, supporting operational efficiency for years to come. With the architectural design contract assigned in 2024, design and construction documents for the Fire Station 1 renovation will be completed in the first quarter, paving the way for a comprehensive upgrade to strengthen the station's capability to meet future demands. The roof replacement at Fire Station 5 also will be synchronized with the town hall roof project, allowing for streamlined project management and resource efficiency. A glass privacy wall will be installed to improve functionality within the fire administration office, creating enhanced meeting spaces and supporting privacy in administrative operations. Routine maintenance projects will also continue, ensuring all facilities remain in excellent working order, ultimately contributing to the safety and preparedness of our personnel and community access to our buildings.

Rescue Equipment

The department will upgrade rescue equipment, fitness resources, and protective gear to bolster safety, operational readiness, and firefighter well-being. Replacing our four-gas monitors will equip crews to assess air quality in homes and businesses after fires or hazardous material incidents, detecting oxygen, carbon monoxide, hydrogen sulfide, and explosive gases to ensure safe re-entry for occupants. Expanding our training capabilities, we plan to acquire adult, child, and infant rescue mannequins, enhancing readiness for various emergency scenarios requiring life-saving skills across age groups. New thermal imaging cameras will also be added, providing greater visibility in low-visibility conditions and helping crews locate heat signatures of trapped individuals or hot spots within structures. In fitness resources, adding a stair climber will aid firefighters in developing the cardiovascular and muscular endurance needed for physically demanding operations. Finally, replacing our Mustang cold-water rescue suits will ensure firefighters remain protected with thermal insulation and buoyancy during cold-water rescues, enabling safe performance in extreme environments.

Training

The Training Division will maintain its focus on essential firefighter skill development while advancing initiatives that support professional growth and team specialization. Skill maintenance remains a top priority, ensuring our personnel are prepared to meet the demands of complex, evolving emergencies. The division will continue refining officer professional development programs to cultivate effective leadership within the department. A key focus will be recruiting members for specialty teams, such as the Honor Guard, Technical Rescue, and Hazardous Materials teams, strengthening our response capabilities across various specialized situations. The bachelor's degree completion program will also continue, offering educational advancement opportunities that support career growth and service excellence. Additionally, the Training Division oversees new hire onboarding, providing foundational training and support for a smooth transition into department culture and operations. By engaging with firefighter recruits and EMS students, the division promotes career opportunities with WBFD, inspiring future talent to join our ranks.



| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|------------------|------------------------------|-------------|-------------------------|----------------|
| Service Measures | Calls for Service | 9,176 | 9,644 | 9,700 |
| | Structure Fires | 31 | 47 | 50 |
| | Commercial Fire Inspections | 1,004 | 1,012 | 1,100 |
| | Training Hours | 18,918 | 21,500 | 22,000 |
| Efficiency | EMS Cost Recovery * | \$2,257,311 | \$2,348,778 (projected) | \$2,400,000 |
| Effectiveness | EMS Patient Experience Score | 96.43 | 96.04 | > 96.00 |

* 2025 EMS cost recovery increase based on increased fees in Q4 2024.

* Fiscal year runs from March to February with billing contractor.

SIGNIFICANT ACCOMPLISHMENTS 2024

- ❖ Awarded the design services contract for the Fire Station #1 Renovation. CIP Project 129
- ❖ Completed CIP Project 138: Replacement of Vehicle Extrication Equipment.
- ❖ Grant for six paramedic and six EMT education scholarships.

2025 GOALS

- ❖ Complete CIP Project 137: Procure 2025 Fire Department fleet replacements
- ❖ Complete the design and bid the construction phase for CIP Project 129: Fire Station #1 Renovation
- ❖ Complete CIP Project 170: Fire Station #2 Generator Replacement
- ❖ Complete CIP Project 187: Fire Station #5 Roof Replacement
- ❖ Completion of annual business fire safety inspections.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOALS

| | | |
|--|--------------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
| | Business Friendly | Foster relationships to ensure the long-term success of the business community |



Human Resources Department

DEPARTMENT OVERVIEW

The Human Resources Department is responsible for the appropriate staffing in the Township. This includes internal transfers and promotions, recruitment, selection, interviewing, coordinating required testing, onboarding, and processing the hiring of all employees of the Township. In conjunction with the hiring process, the HR Department coordinates and prepares for the necessary approvals that are presented in the Personnel Committee and Township Board Meetings. Also, develops job descriptions and conducts wage and salary surveys. Coordinates training in key areas such as Diversity, Employee Conduct, Harassment, Supervisory Training, and Investment Services.

The HR Department coordinates all employee health insurance programs, the enrollment process, and administration of the benefit programs. Works closely with third-party providers to achieve sound benefit programs that are cost effective, competitive, and provide excellent coverage for Township employees. The Department also consults with third-party workers' compensation, disability and FMLA providers to ensure effective approaches are ongoing.

The HR Department is also responsible for recommending, developing and the proper administration of the West Bloomfield Township Employee Manual, personnel policies, pay plans, employee appraisal process, employee counselling, and assisting in corrective action matters.

The HR Department is responsible for the collective bargaining process for the Township's seven collective bargaining agreements, which includes the negotiations process, responding to employee concerns, administration of the grievance procedure, and maintaining effective relationships with bargaining unit employees and their representatives.

BUDGET SUMMARY

| HUMAN RESOURCES BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 380,923 | 396,266 | 398,066 | 415,406 | 19,140 | 5% |
| Operating | 59,119 | 117,185 | 142,185 | 138,054 | 20,869 | N/A |
| Total | \$ 440,042 | \$ 513,451 | \$ 540,251 | \$ 553,460 | \$ 40,009 | 8% |
| | | | | | | |
| HUMAN RESOURCES BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| General Fund | 440,042 | 513,451 | 540,251 | 553,460 | 16,928 | 1% |
| Total | \$ 440,042 | \$ 513,451 | \$ 540,251 | \$ 553,460 | \$ 40,009 | 8% |



| | Performance Indicators | Actual 2023 | Actual 2024 | Projected 2025 |
|---------------|-----------------------------------|-------------|-------------|----------------|
| Service Level | New Hires | 29 | 34 | 31 |
| | Interviews Held | 34 | 126 | 118 |
| | Resignation/Terminations | 23 | 18 | 14 |
| | Retirements | 13 | 14 | 15 |
| Efficiency | Applications Received | 295 | 367 | 380 |
| | Promotions/Transfers | 137 | 37 | 33 |
| Effectiveness | Grievances Filed | 3 | 0 | 2 |
| | Workers' Compensation Cases | 34 | 42 | 30 |
| | Lost Work Days Due to WC Injuries | 938 | 758 | 750 |

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

❖ For recruiting costs, continued to effectively control advertising expenditures by posting all approved positions to key cost-effective sites. Have also advertised in areas to develop a diversified talent pool from which to select qualified candidates. Other cost effective approaches include the continued use of college Placement/Alumni offices, which places our name out in the market as an employer of choice – which will provide longer-term benefits. In addition, all external openings are shared with the HR Departments of Oakland County and selected surrounding areas. During this period, the hiring policies have continued to be revised to expedite the establishment of developing candidate pools. The hiring process has been revised to expedite the hiring process.

In addition, we continue to utilize selected career fairs to assist in the recruitment process. Also, we have attended and made presentations at the Oakland Dispatch Academy and established a relationship with its Director. Diversity efforts have had positive results in five (5) key staff areas.

Harassment training was initiated in the Supervisory Groups, with emphasis in Public Safety Groups. This will continue through all levels of the organization.

❖ Improvements have been made in the Hiring Policies for Dispatchers, Police Service Aids, Fire Department and the Police Department. These improvements allow us to respond quicker to available openings, establish timelier candidate pools and meet the competition of other communities who are also searching for these hard-to-find candidates.



Human Resources Department

- ❖ Worker’s Compensation – Our Experience Modification Factor (MOD), which determines costs, continued to receive attention as it has for the last three recording periods. Prior to that, for seven periods it was 1.0 or higher. We analyze the cause of accidents, with the assistance of our Worker’s Compensation Representative through the Michigan Municipal League, in an effort to further reduce accidents and cost. Plans are to further expand the function of the safety committees in the three (3) Public Service areas, where most of the incidents occur.
- ❖ We are continuing to use the Critical Testing procedure to help find candidates. It is designed to improve our selection process for candidates to be hired for these key positions, and the early results have been successful. Process has been further modified to allow candidates to take the test remotely, which will facilitate the process, providing for improved timing for testing.
- ❖ Designed and continued a training program for a more effective Performance Appraisal Process.
- ❖ Years of Service Recognition Ceremony - Recognition ceremony was held and awards were individually distributed.

2025 GOALS

- ❖ Continuous improvements to Public Safety Recruitment Web Sites for effectiveness.
- ❖ Continue Harassment Training in 2025 for the balance of the organization.
- ❖ Prepare for an effective series of contract negotiations with our 7 unions, which will take place in 2025.
- ❖ Conduct Interview training for key management personnel
- ❖ Have started a review of the West Bloomfield Employee Township Manual to update key provisions. This will continue in 2025.
- ❖ Continue to review Job Descriptions to update changing conditions.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|



Information Technology Department

DEPARTMENT OVERVIEW

The Information Systems department (also known as Information Technology department) is responsible for strategic planning, maintenance, and security oversight of technology, especially digital technology. Digital technology in the township usually communicates on township networks and may connect back to the internet. The township computers, telephones, cameras, door access, fire department tone-out, and even the postage meter are all examples of digital technology in the township.

Cyber security is a very significant focus of the IT department because of the increasing level of connectedness of systems as more and more transition to digital and more information systems rely on the internet.

Cloud based solutions are increasingly necessary for optimal security and connectedness. The department’s approach to cloud services has been a conservative one. We adopt cloud solutions only when there is strong justification for a cloud approach. Most modern software solutions are cloud based, so as we update and buy new applications, they are converting to cloud solutions. West Bloomfield uses Microsoft for server and desktop systems. Therefore, we now are operating in a hybrid on-premise-cloud Microsoft environment to allow us to integrate smoothly with cloud based security systems. At this time, most of our security systems are transitioning to cloud deployments since security, integration, and flexible access needs have increased and moving the security perimeter out into the cloud increases security.

BUDGET SUMMARY

| INFORMATION TECHNOLOGY | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| BY CATEGORY | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| Personnel | 810,148 | 917,019 | 917,019 | 947,727 | 30,708 | 3% |
| Operating | 636,614 | 949,238 | 1,119,934 | 1,828,776 | 879,538 | 93% |
| Capital | 162,069 | 1,018,100 | 435,866 | 1,255,925 | 237,825 | 23% |
| Debt Service | 5,923 | 0 | 0 | 0 | 0 | N/A |
| Total | \$ 1,614,754 | \$ 2,884,357 | \$ 2,472,819 | \$ 4,032,428 | \$ 1,148,071 | 40% |

| INFORMATION TECHNOLOGY | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| BY FUND | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| General Fund | 1,026,612 | 1,303,593 | 1,373,593 | 2,263,346 | 959,753 | 74% |
| Public Safety Fund | 382,096 | 467,804 | 568,000 | 681,414 | 213,610 | 46% |
| Capital Projects Fund | 78,883 | 214,100 | 95,000 | 201,030 | (13,070) | -6% |
| Public Safety Capital Proj. Fund | 71,216 | 486,250 | 100,000 | 687,760 | 201,510 | 41% |
| Water Utilities Fund | 55,947 | 412,610 | 336,226 | 198,878 | (213,732) | -52% |
| Total | \$ 1,614,754 | \$ 2,884,357 | \$ 2,472,819 | \$ 4,032,428 | \$ 1,148,071 | 40% |

BUDGET HIGHLIGHTS

The Information Technology budget in the General Fund has increased in 2025 to reflect a change in how costs are charged then allocated to various funds. Expenditures will be initially charged to the Information Technology General Fund account(s), then the Finance Department will be responsible for allocating out the Department’s expenditures each quarter to the appropriate funds within the IT Department.



Information Technology Department

Because the services procured by the Information Department are renewed at various times throughout the year, the entire IT Budget will be appropriated in the General Fund for 2025. Actual expenditures in the General Fund will be \$700,000 less as costs are allocated on a quarterly basis.

The itemized General Fund Information Technology budget shows the projected allocation of each service, software, and hardware purchase that will stay in the General Fund; however, the budget increase is to enable the IT Department to make purchases throughout the year without concern of exceeding the annual appropriation before Finance can allocate costs out to other departments. Net of this \$700,000 reduction in expenses, the IT Budget is increasing 15% or \$429,571 over the 2024 level.

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

- ❖ Continuing to move endpoint & email security to AI cloud-based products.
- ❖ Conversion to new cloud-based web security, eliminating old proxy system.
- ❖ Implemented surveillance and door access upgrades.
- ❖ Implemented Police Live911 system.
- ❖ Implemented new VPN system.
- ❖ Implemented hybrid cloud/on-premise Azure environment.
- ❖ Implemented water department security upgrades.
- ❖ Implemented new Kace IT management system, including new helpdesk.

2025 GOALS

- ❖ Implement Windows 11 on desktop computers.
- ❖ Upgrading the Township core switch stack with redundancy.
- ❖ Complete CIP Project 168: Upgrade Wireless Environment
- ❖ Complete CIP Project 169: Town Hall Computer Room UPS
- ❖ Complete CIP Project 186: Fire Stations Fire Alarm Replacements
- ❖ Complete CIP Project 188: Town Hall Fire Alarm Replacement
- ❖ Complete CIP Project 197: Critical Power Redundancy for Town Hall & Police Dept.
- ❖ Complete CIP Project 208: Water Administration Fire Alarm Replacement
- ❖ Evaluate new replacement phone system for township
- ❖ Transition to new server and storage system

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|



Planning & Development Services Department

DEPARTMENT OVERVIEW

The Planning & Development Services (PDS) Department consists of several divisions including: Building, Planning and Zoning, Buildings & Grounds, Engineering, and Environmental Services. In addition, the following activities also fall within the purview of the PDS Department: Community Development Block Grant (CDBG), safety path maintenance, road projects (in coordination with Road Commission of Oakland County), drainage (Drains at Large), and hazardous household waste and household recycling.

Department Goals

- Deliver services through collaborated efforts & coordinated actions.
- Focus on reducing the cost of doing business.
- Provide excellent customer service.
- Communicate with stakeholders.
- Operate as a team.
- Have technical & professional knowledge.
- Exhibit initiative.
- Act as environmental stewards.

The Building Division is responsible for administrating the Michigan Building Code and assisting applicants with the building construction process and provide them the opportunity to complete their building goals and ideas within the community.

The Planning Division provides support and recommendations to the Planning Commission, Township Board, and the Zoning Board of Appeals to assist in making land use and development decisions for the Township. The Planning Department is primarily responsible for:

- Review of site plans, subdivisions, rezoning and planned unit developments;
- Review of wall signs, ground signs, community special event signs, temporary signs, contractor signs;
- Administration and amendments to the Zoning Ordinance;
- Development and implementation of the Townships Master Plan
- Administration of the Community Development Block Grant Program (CDBG); and
- Review of variance requests, zoning appeals, and zoning interpretation requests.

The Buildings & Grounds Division is responsible for the maintenance of the Civic Center Campus common grounds and Town Hall. The Division provides support service to other township facilities including the Police Department, five Fire Stations, and Water Utilities Department.

The Engineering Division ensures all new infrastructure and related activities including, but not limited to, stormwater management, grading and soil and sedimentation control, and public and private sanitary and water utilities adhere to our environmental, federal, state, county, and ordinance requirements. The Division is responsible for the design and construction of Special Assessment District (SAD) projects, safety paths, water supply, sanitary sewers, storm drainage, paving and any other municipal infrastructure. Engineering also is responsible for ensuring the Township is compliant with their MS4-NPDES permit.



Planning & Development Services Department

The Environmental Division is committed to protecting, restoring and enhancing the natural resources of West Bloomfield Township for current and future generations using approaches and solutions based on science, best management practices, collaboration and respect for all stakeholders involved. Activities include woodland conservation, grading and soil erosion sedimentation control, hazardous waste, wetland and watercourse protection.

BUDGET SUMMARY

| PLANNING & DEVELOPMENT SVCS BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 2,673,493 | 3,268,134 | 3,279,349 | 3,476,232 | 208,098 | 6% |
| Operating | 2,048,354 | 3,125,526 | 3,837,370 | 3,620,291 | 494,765 | 16% |
| Capital | 796,960 | 51,000 | 332,105 | 1,262,500 | 1,211,500 | 2375% |
| Total | \$ 5,518,807 | \$ 6,444,660 | \$ 7,448,824 | \$ 8,359,023 | \$ 1,914,363 | 30% |
| | | | | | | |
| PLANNING & DEVELOPMENT SVCS BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| General Fund | 4,176,821 | 5,352,093 | 5,846,762 | 5,749,648 | 397,555 | 7% |
| Safety Path Fund | 1,103,970 | 740,200 | 773,323 | 758,970 | 18,770 | 3% |
| Senior Services Fund | 23,854 | 0 | 22,891 | 35,870 | 35,870 | N/A |
| Architectural Barriers Fund | 117,285 | 125,407 | 8,150 | 268,017 | 142,610 | 114% |
| EECBG Grant Fund | 0 | 0 | 0 | 122,750 | 122,750 | N/A |
| Drains At Large Fund | 96,877 | 226,960 | 607,698 | 290,768 | 63,808 | 28% |
| Capital Projects Fund | 0 | 0 | 190,000 | 1,133,000 | 1,133,000 | N/A |
| Total | \$ 5,518,807 | \$ 6,444,660 | \$ 7,448,824 | \$ 8,359,023 | \$ 1,914,363 | 30% |
| | | | | | | |
| PLANNING & DEVELOPMENT SVCS BY PROGRAM | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| Buildings & Grounds | 499,446 | 590,051 | 820,130 | 1,795,145 | 1,205,094 | 204% |
| Building | 1,235,633 | 1,693,037 | 2,093,137 | 1,711,829 | 18,792 | 1% |
| Public Works | 0 | 0 | 0 | 122,750 | 122,750 | N/A |
| Drains | 96,877 | 226,960 | 607,698 | 290,768 | 63,808 | 28% |
| Household Recycling | 256,940 | 422,500 | 294,800 | 422,500 | 0 | 0% |
| Planning | 619,205 | 874,461 | 908,075 | 1,139,360 | 264,899 | 30% |
| Engineering | 286,094 | 391,734 | 415,339 | 451,755 | 60,021 | 15% |
| Development Services | 714,228 | 912,670 | 934,699 | 1,051,788 | 139,118 | 15% |
| Environmental | 168,593 | 198,906 | 206,982 | 204,517 | 5,611 | 3% |
| Community Assistance | 537,821 | 394,141 | 394,641 | 409,641 | 15,500 | 4% |
| Safety Path | 1,103,970 | 740,200 | 773,323 | 758,970 | 18,770 | 3% |
| Total | \$ 5,518,807 | \$ 6,444,660 | \$ 7,448,824 | \$ 8,359,023 | \$ 1,914,363 | 30% |



Planning & Development Services Department

| | Performance Indicators | Actual 2023 | Actual 2024 | Projected 2025 |
|-----------------------|--|------------------------|------------------------|---------------------------|
| Service Levels | Site Plan reviews | 34 | 49 | 30 |
| | Safety Path Maintenance Orders | 213 | 141 | 150 |
| | ROW Permits | 201 | 215 | 200 |
| | Special Assessment Districts Active | 1 | 0 | 0 |
| | Wetland & Woodland Permits | 61 | 71 | 50 |
| | Sign Applications | 102 | 86 | 100 |
| | Engineering Construction Plan Applications | 10 | 6 | 5 |
| | Grading/SESC Permit Applications | 453 | 467 | 450 |
| | Building Permit Applications | 1,995 | 1,963 | 1900 |
| | Trade Permit Applications | 3,533 | 4,327 | 3500 |
| | New address applications | 9 | 46 | 50 |
| | Zoning Permits | 331 | 329 | 300 |
| | Land Division Applications | 12 | 8 | 10 |
| | Liquor License Applications | 8 | 12 | 12 |
| | Massage License Applications | 7 | 6 | 6 |
| | Temporary Use/Structure Permits | 5 | 4 | 4 |
| | Smoking Lounge Licenses | 4 | 4 | 4 |
| Effectiveness | Zoning Board of Appeals Applications | 51 | 75 | 50 |
| | Zoning Ordinance Amendments | 3 | 2 | 2 |
| | Household Hazardous Waste Participants | 2,626 | 4 | 3 |
| | Shredding Participants | 1,382 | 2,294 | 2,000 |

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

Master Plan

The Planning and Development Services Department initiated a long overdue update to the Township’s Master Plan. The Township contracted with McKenna Associates to work with the department and Township in the summer of 2024. The project is expected to be completed by 2026.



Planning & Development Services Department

Ordinance Amendments

The Planning and Development Services Department is actively working with Township consultants, attorney, and representatives from the Code Enforcement, Building, and Development Services Departments to address inconsistencies and improve zoning and use regulations to streamline the development review and approval process.

- ❖ **Floodplain, Floodway, Watercourse and Wetland Protection Ordinance Update** – The Department has been working with the Township Attorney to update the township’s “wetland ordinance” in an effort to provide more clear regulations and processes. One of the main goals of the update is to ensure public hearing notices are consistent with other ordinances, there is a more streamlined administrative review and approval process for minor projects and generally make the ordinance more user friendly to use and interpret.
- ❖ **Woodland Overlay District Update** – The Department has been working with the Township Attorney to update the Woodland Ordinance. The goal of the woodland ordinance update is to eliminate conflicting and confusing language, clarify regulations and processes, and provide for administrative review and approval of minor projects.
- ❖ **Personal Service Uses in I-OP – CZ24-01** – There are a few areas of the Township that are zoned I-OP. These areas are along our major corridors that consist of a variety of non-residential uses. In order to ensure the viability of the buildings in the district and encourage their occupancy with uses compatible to the I-OP district and surrounding land uses, a text amendment to permit personal services uses was proposed. The Planning Commission held a public hearing on the amendment at their August 13, 2024, meeting and recommended approval to the Town Board. The text amendment was adopted at the September 9, 2024, regular Town Board meeting.
- ❖ **Municipal Civil Infractions—CZ 24-02**—The proposed text amendment was suggested by the Township Attorney to assist the Code Enforcement Department with getting property owners to comply with Zoning Ordinance regulations. The Planning Commission held a public hearing on the amendment at their August 27, 2024, meeting and recommended approval to the Town Board. The text amendment was adopted at the September 23, 2024, regular Town Board meeting.

CDBG Grant Funding

- ❖ A request for bids for ADA compliant improvements to the safety path/sidewalk on the north side of 14 Mile Road, between Hillside Drive and Green Farm Road has been issued and is expected to be awarded in 2024 for 2025 construction.
- ❖ ADA improvements to Karner Farm Dog Park are planned for 2025.

Safety Path

- ❖ During 2024, the township replaced segments of safety path as needed.
- ❖ A new safety path segment is currently being designed to complete a network gap on the east side of Drake Road, north of 14 Mile.



Planning & Development Services Department

Roads

- ❖ In 2023, the Township implemented the first ever comprehensive seasonal right-of-way cleanup program. This successful program was implemented again in 2024. The Township hired two full-time seasonal employees under the Facilities Manager’s supervision to clean up the rights-of-way throughout the Township. This program was very well received by residents and is planned to continue in 2025.
- ❖ In 2024, the Township continued to participate in the Road Commission of Oakland County’s Gravel Overlay Program. Halsted and Walnut Lake Road were included in the 2024 program.
- ❖ In 2024, the Township continued to participate in the Road Commission of Oakland County’s Gravel Road Dust Control Program. This dust control program includes applying a mineral-well brine to Halsted, Walnut Lake and Oakley Park roads five times throughout the spring and summer.
- ❖ In 2024, Walnut Lake Road from Haggerty to Inkster roads, with the exception of the gravel portions and the area between Orchard Lake Road and Middlebelt, received a preservation overlay. This project was funded with Tri-Party funds. The portion between Orchard Lake and Middlebelt will require the replacement of a culvert before doing the overlay. The culvert replacement is anticipated in late 2025 or 2026.


Environmental

- ❖ The Environmental Division manages the Township’s West Nile Virus Control program. This program is funded by the Oakland County Board of Commissioners and West Bloomfield Township. In 2024, 3,400 catch basins were treated with Larvicide briquettes.

2025 GOALS


- ❖ Complete construction for ADA compliant improvements to the safety path/sidewalk on north side of 14 Mile Road, between Hillside Drive and Green Farm Road, as well as ADA improvements to Karner Farm Dog Park.
- ❖ Complete Safety Path bridge improvements on Bridge 17.
- ❖ Remove and replace pathways at various locations throughout the safety path network focusing on areas with a Business Risk Evaluation (BRE) score above 9 that have experienced significant damage since the 2020 safety path network condition assessment.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|---|------------------|--|
|  | Connected | Maintain a safe and connected multimodal transportation system |
|---|------------------|--|

- ❖ Complete the Township’s Master Plan.
- ❖ Complete amendments to the Township’s wetland and woodland ordinances.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL


| | | |
|---|--------------------------|--|
|  | Business Friendly | Foster relationships to ensure the long-term success of the business community |
|---|--------------------------|--|



Planning & Development Services Department

- ❖ Complete CIP Project 133: Town Hall Breakroom Renovations.
- ❖ Complete CIP Project 207: Town Hall Lobby Renovation.
- ❖ Complete CIP Project 196: Town Hall LED Upgrades.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|---|-------------------|---|
|  | Excellence | Offer the highest quality community services and facilities for Township residents and businesses |
|---|-------------------|---|



DEPARTMENT OVERVIEW

The West Bloomfield Police Department (WBPD) is a full-time police department that provides comprehensive law enforcement services to all community members living in, working in, or visiting West Bloomfield Township. The Department’s mission is to improve the safety and quality of life by working side by side with our community partners while focusing on professionalism and customer service. The WBPD is committed to making West Bloomfield Township one of the safest communities in Michigan by maintaining the highest standards of law enforcement service.

The Patrol Division is comprised of all uniformed officers responsible for responding to all emergencies and other calls for police service. Their primary responsibilities are to enforce state laws and local ordinances, traffic enforcement, preliminary case investigations, arresting offenders, prisoner processing, and community caretaking.

The Investigations Division is comprised of Detectives who are responsible for investigating criminal activity with a nexus to West Bloomfield Township. Detectives are generally assigned cases where a patrol officer took the initial report. They are responsible for completing all aspects of the case to ensure a thorough investigation is completed through adjudication if necessary.

The Administration Division is comprised of Support Services, Dispatchers, and the Records Bureau. Support Service officers are responsible for administrative matters such as department training and firearm returns. The Dispatchers receive incoming calls for service and are responsible for dispatching police, fire, and ambulance service for the communities of West Bloomfield Township, the City of Orchard Lake, the City of Sylvan Lake, and the City of Keego Harbor. The Records Bureau is responsible for the storage and retention of all official police documents. They also process all police Freedom of Information Act (FOIA) requests.

BUDGET SUMMARY

| POLICE DEPARTMENT BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 15,387,590 | 17,910,531 | 17,459,458 | 18,954,978 | 1,044,447 | 6% |
| Operating | 2,031,580 | 2,864,880 | 2,713,772 | 3,222,926 | 358,046 | 12% |
| Capital | 5,768,127 | 1,213,250 | 1,548,281 | 990,200 | (223,050) | -18% |
| Debt Service | 0 | 447,600 | 447,600 | 454,000 | 6,400 | 1% |
| Total | \$ 23,187,297 | \$ 22,436,261 | \$ 22,169,111 | \$ 23,622,104 | \$ 1,185,843 | 5% |
| | | | | | | |
| POLICE DEPARTMENT BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
| | | | | | \$ CHG | % CHG |
| Public Safety Fund | 17,347,618 | 21,528,881 | 20,781,915 | 22,180,810 | 651,929 | 3% |
| Forfeiture Funds | 200,304 | 458,740 | 381,060 | 362,000 | (96,740) | -21% |
| General Debt Service | 136,377 | 0 | 0 | 0 | 0 | N/A |
| Public Safety Capital Projects Fund | 5,502,998 | 448,640 | 1,006,136 | 1,079,294 | 630,654 | 141% |
| Total | \$ 23,187,297 | \$ 22,436,261 | \$ 22,169,111 | \$ 23,622,104 | \$ 1,185,843 | 5% |



| POLICE DEPARTMENT BY PROGRAM | 2023 | 2024 | 2024 | 2025 | 2024 to 2025 | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|-----------|
| | ACTIVITY | BUDGET | PROJECTED | BUDGET | \$ CHG | % CHG |
| Police | 21,820,295 | 20,419,490 | 20,351,768 | 21,602,348 | 1,182,858 | 6% |
| Task Force Activities | 77,713 | 86,600 | 67,100 | 86,600 | 0 | 0% |
| Dispatch Center | 1,253,644 | 1,892,171 | 1,750,243 | 1,933,156 | 40,985 | 2% |
| Liquor Law Enforcement | 35,645 | 38,000 | 0 | 0 | (38,000) | -100% |
| Total | \$ 23,187,297 | \$ 22,436,261 | \$ 22,169,111 | \$ 23,622,104 | \$ 1,185,843 | 5% |

BUDGETARY HIGHLIGHTS

Records Division

The Records Department will purchase an additional software license (\$6,000) for the records redaction system called CaseGuard to streamline the records redaction process. The software shortens the amount of time that a Records Clerk has to physically spend redacting an in vehicle or body worn camera video related to Freedom of Information (FOIA) requests. The additional license will allow up to two Records Clerks to use the software at the same time. This will help the Records Clerks to continue fulfilling FOIA requests in the proper time frame. Records Division added a third employee (approved by the budget) to assist with the numerous FOIA requests that are applied for. This brings staffing up to three records clerks and one records supervisor.

Patrol Division

Evidence Technician Officers assigned to the Patrol Division process crime scenes using a combination of investigative skills and specialized equipment. The Evidence Technician Officers replaced five of their team’s outmoded digital cameras and accessories last year and will replace one more for 2025. This will fully equip their entire team. The Evidence Technician Division has been upgraded with a Chevrolet Tahoe (\$53,000). This new vehicle greatly increases storage and transport of sensitive evidence. This replaces an older Ford Explorer with limited capacity.

Two K9 Officers are assigned to the Patrol Division with their canines Lonzo and Doss. They primarily serve the West Bloomfield residents, but at times will also lend mutual aid assistance to area police departments. They have also assisted the Michigan State Police (MSP) and Federal agencies such as the Drug Enforcement Administration (DEA), the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the United States Secret Service (USSS), and the Federal Bureau of Investigations (FBI). One K9 Doss specializes in drugs and one K9 Lonzo specializes in explosives. The Police Department will replace explosive training materials (\$5,000) that are end of shelf life and a fortified collapsible crate they can temporarily house their canine (\$1,700). In addition to continuing to assist other agencies and updating training material, the K-9 Division has been upgraded to Chevrolet Tahoe’s (\$54,000). This will enhance and maximize storage of equipment, space for the canines and overall safety during the constant Michigan weather changes.

The Traffic Safety Officer in the Patrol Division will coordinate the replacement of five outmoded and failing in-vehicle radar units in the patrol fleet (\$11,550). This purchase will be the last one for updating these units. This budgeted money will not be needed for the foreseen future and can be utilized elsewhere.

The most significant advancement to our police force was the purchase of new firearms with a new optics system. CIP Project 200 was completed, and we upgraded the agency with Gen 5 Glock handguns with Red Dot Technology.



This upgrade will improve ergonomics, shot placement, and improved reliability. We are pleased to announce that with our trade-ins and working with CMP Distributors, we came in under the original budget of \$119,790.

Training Division

The training division has added a virtual reality training simulator which satisfies CIP Project 154. We will now be able to train for the most difficult real-world situations with more efficiency and state-of-the-art equipment. The project was originally budgeted at \$180,250 from a forfeiture fund and we are pleased to announce that we were well under budget at the end of researching and purchasing this system.

Investigation Division

The Detectives in the Detective Bureau leverage technology in their investigations. They can often process digital evidence in house. However, DNA evidence can be collected in house, but needs to be processed utilizing outside resources. The Police Department will fund \$15,000 in 2024 for annual DNA testing. We have also purchased three additional Flock cameras to assist with our detective bureau in developing suspect information.

Special Response Team

The Special Response Team will replace a Throw-bot device, which is a micro-robot platform that enables users to obtain instantaneous video and audio reconnaissance within indoor and outdoor environments. This new unit will have more maneuverability than our current device. The new device is ultra-quiet, is equipped with a low light camera and has an infrared illumination system. The cost of this purchase is \$17,000 and will be funded from the Federal Justice Forfeiture Fund.

In addition, the Special Response Team will replace their marksman rifles that have reached end of service life. The current (3) rifles are ten years old and have 7,500, 8,500, and 10,500 rounds fired. The new rifles will have improved operational capabilities which include range and reliability. The (3) rifles (\$15,000) will be funded from the Federal Justice Forfeiture Fund.

The Special Response Team will use \$27,000 in funding for the following annual training from the Federal Justice Forfeiture Fund:

- Alpena Readiness Center (Full Team) of weeklong training;
- Ohio Tactical Officers Association training for (4) Officers;
- National Tactical Officers Association for (2) Officers;
- Crisis Negotiation Team training for (5) Officers;
- Close Quarter Live Fire Shoot House in Shelby Township for full team;
- CREST Center in Auburn Hills for full team training;
- Individual training classes for officers; and
- Recertification's for less lethal munitions and distraction devices.



| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|----------------|---|-------------|-------------|----------------|
| Service Levels | Complaints | 21,963 | 23,019 | 24,256 |
| | Investigations | 954 | 1,417 | 1,289 |
| | Part 1 Crimes | 1,453 | 1,400 | 1,425 |
| | Part 2 Crimes | 335 | 402 | 375 |
| | Part 3 Crimes | 20,175 | 21,971 | 3,115 |
| | Citations | 2,304 | 2,820 | 2,675 |
| Efficiency | Annual Overtime Costs | \$535,018 | \$581,529 | \$600,000 |
| | Reimbursed Salary Cost from Special Assignment Duties | \$210,286 | \$270,058 | \$270,000 |
| | Overtime Cost Recovery Rate | 39% | 46% | 45% |

SIGNIFICANT ACCOMPLISHMENTS DURING 2024

- ❖ The Records Department will be equipped with the new Axon system to streamline the records redaction process.
- ❖ IN PROGRESS - The Patrol Division needs to replace five patrol vehicles in its fleet due to a combination of age, mileage, and time in service.
- ❖ 20 Flock cameras are currently in use and an additional three more cameras will be purchased before years end to be placed in crucial locations to gather evidence.
- ❖ Replaced five in-car vehicle radar units for the Traffic Safety Bureau that reached end of life due to a combination of age, mileage, and time in service.
- ❖ Replacement of Flock LPR Cameras for Detective Bureau, including 27 more LPR’s to be quipped in each patrol vehicle thanks to our Axon Systems contract.
- ❖ Dispatch center is fully functional, and minor issues are being located and addressed to enhance the work area.
- ❖ SRT has added a “Throw-bot” device to assist their elite team during active assailant encounters. This device will provide enhanced safety for officers and allow them to investigate areas to determine if the area is clear.
- ❖ SRT has received new rifle replacements for their sniper team. These replace 10-year-old models and will have improved operational capabilities which include range and reliability (\$15,000).
- ❖ \$15,000 has been secured to assist with DNA testing to confirm or clear a suspect in a cold case investigation that is currently ongoing. DNA testing for other investigations will also be needed throughout the year.
- ❖ The purchase of three new Ford Explorers for our patrol division (\$131,000). We currently have four Dodge Chargers and three Ford Explorer’s for scheduled replacements in 2024-2025.



2025 GOALS

- ❖ Eliminate the current sworn officer staffing shortage by hiring and retaining 12 officers that will bring the department up to the full authorized amount of 82 officers.
- ❖ Focus on mental health awareness and continue investing in training.
- ❖ Renovation of the building is complete, focus on minor repairs.
- ❖ Continue hosting training classes within our new training room. Estimated approx. 18 training classes in 2024 which include outside agencies (Center Mass, Legal Update, and other weeklong trainings). Goal for this year is to double this number and finish décor. With each outside agency that utilizes our training room, complimentary spots are provided for this department. This also provides great networking with other agencies.
- ❖ Improve recruiting, hiring, and retention efforts to address staffing shortages caused by retirements and the natural ebb and flow of police personnel to ensure the exceptional safety and customer service is maintained in the Township.
- ❖ Introduce the Axon System into the many facets of our agency. This five-year program will enhance the efficiency of the patrol division, investigations, records and report writing.
- ❖ Finish replacing the radar units in our fleet along with fully updating our 20-year-old control panels in our patrol vehicles.
- ❖ Full refurbish of our generator that has been examined and confirmed to have numerous mechanical issues.
- ❖ Assess storage facilities on site by repairing and organizing them for maximum usage.
- ❖ Complete CIP Project 216: Replace our 20-year-old control panels in our patrol cars.
- ❖ Complete CIP Project 201: install and implement Axon system into the entire agency.
- ❖ Continue with CIP Project 202: Police Fleet Replacements.
- ❖ Complete CIP 211: Purchase a utility vehicle “side-by-side” for special events.
- ❖ Continue with CIP 224: Evaluate and coordinate with other inter-department heads to find the optimal build and use for an outbuilding building at the Water Department.

ALIGNMENT WITH TOWNSHIP STRATEGIC GOAL

| | | |
|--|-------------------|--|
| | Excellence | Offer the highest quality community services and facilities for Township residents and businesses. |
|--|-------------------|--|



DEPARTMENT OVERVIEW

Established in 1964, the West Bloomfield Water Utilities Department is responsible for the operation, maintenance, and replacement of an extensive water distribution and sanitary sewer collection system. The Township receives treated drinking water from the Great Lakes Water Authority (GLWA) at seven master feed locations situated around its perimeter. Additionally, 23 sanitary sewage lift stations pump sewage to Oakland County interceptor mains, where it is transported for treatment at the GLWA Clean Water Resources Recovery Facility in Detroit (EFSDd) and the Clinton River Water Resources Recovery Facility in Pontiac (COSD). The Department provides 24/7/365 emergency response services for the local water and sewer systems.

BUDGET SUMMARY

| WATER UTILITIES BY CATEGORY | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Personnel | 2,999,156 | 3,288,201 | 3,304,668 | 3,451,383 | 163,182 | 5% |
| Operating | 29,306,831 | 27,868,394 | 25,921,383 | 29,218,945 | 1,350,551 | 5% |
| Capital | 3,215,522 | 3,372,654 | 3,880,000 | 4,100,000 | 727,346 | 22% |
| Debt Service | 606,978 | 587,111 | 583,801 | 616,600 | 29,489 | 5% |
| Total | \$ 36,128,487 | \$ 35,116,360 | \$ 33,689,852 | \$ 37,386,928 | \$2,270,568 | 6% |

| WATER UTILITIES BY FUND | 2023 ACTIVITY | 2024 BUDGET | 2024 PROJECTED | 2025 BUDGET | 2024 to 2025 | |
|--|--------------------------|------------------------|---------------------------|------------------------|---------------------|--------------|
| | | | | | \$ CHG | % CHG |
| Water Utilities Fund | 31,026,577 | 34,671,150 | 33,249,402 | 36,910,578 | 2,239,428 | 6% |
| Capital Imp. Replacement & Revolving Fund | 5,101,910 | 445,210 | 440,450 | 476,350 | 31,140 | 7% |
| Total | \$ 36,128,487 | \$ 35,116,360 | \$ 33,689,852 | \$ 37,386,928 | \$2,270,568 | 6% |

BUDGET HIGHLIGHTS

The 2025 operating budget covers projected revenues, operational, maintenance and administrative expenses, including capital improvement projects, equipment, fleet vehicles, specialized machinery, and obligational debt service expenses. Most noticeable is an increase of expenses for water operating materials, which is necessary to provide repairs to existing water infrastructure, and replacement of end of service life water meters and associated meter reading devices. In moving forward, there is also a budget increase in 2025 for sewer operating material and contractual service expenses to address replacement of sanitary sewer lift station pumps and associated appurtenances.

The operating budget increase of \$1.35 million reflects a 4.4% wholesale water rate increase from GLWA, resulting in an additional \$400,000 in expenses, as well as a 3.8% increase in sewer treatment costs from EFSDS and a 5.2% increase from COSDS, contributing to a \$135,800 rise in expenses.

Additionally, the 2025 operating budget includes the following capital improvement projects (CIP):

- CIP WS 124: Acoustical Study - \$400,000
- CIP WS 125: Water Utilities Master Plan Update - \$275,000
- CIP WS 126: Water and Sewer Utilities Rate Study - \$30,000



Depreciation expenses have increased by \$727,000 over the prior year.

2024 SIGNIFICANT ACCOMPLISHMENTS

- ❖ Departmental re-organization

- ❖ Water Utilities Department Building Renovation & Addition Project
 - 2021/22 Design
 - 2023/24 Construction
 - 2023/24 Construction Admin/InspectionProject to be substantially completed in late 2023 with full completion in fall of 2024

- ❖ Simsbury Subdivision – Phase-II & III Water Main Replacement Project
 - 2022 Design
 - 2023 Construction
 - 2023 Construction Admin/ InspectionProject completed summer 2024

- ❖ Greer Road Emergency Water Main Replacement Project
 - 2022/23 Design
 - 2024 Construction
 - 2024 Construction Admin/InspectionProject to be substantially completed in 2024 with final restoration in spring of 2025

2025 GOALS

- ❖ Train new staff in required safety programs and field protocols, and enroll them in commercial driving school to obtain their CDL certifications, which are federally mandated for operating heavy equipment vehicles used in sanitary sewer maintenance.

- ❖ In 2024 the EPA & EGLE rolled out changes to the Lead & Copper rule which required all public water systems to perform a complete distribution system material inventory (CDSMI). With over 19,000 water accounts, West Bloomfield had only 448 service lines of unknown materials In 2025 we will perform investigations to determine these service line materials.

- ❖ Launch a system-wide gate valve exercising program to ensure proper valve function and repair any leaking valves. This program will be managed in-house by Township staff.

- ❖ Conduct an updated rates study with Plante Moran, covering water and sewer rates for the periods 2025-2026, 2026-2027, and 2027-2028.

- ❖ Update the Department Master plan which was last performed in 2014. This is the twenty year master plan which needs to be looked at every 10 years for projects completed, projects planned and project pushed off to a later date.



Water Utilities Department

- ❖ Sanitary Sewage Lift Station Facility No. 22 Capacity Improvements Project (14 Mile Rd.) 2022- Design, 2024- Construction did not happen due to contractual issues with lowest reasonable bidder. Project to be fully completed in 2025
- ❖ Acoustical Study for Leak Detection and Rehabilitation: The project is scheduled to begin in 2025 and be completed in 2026. This study will assess the entire water distribution system to identify leaks in the mains. Given that our water loss has grown to a double-digit percentage, this effort aims to reduce losses by locating and addressing leaks throughout the system.

| | Performance Indicators | 2023 Actual | 2024 Actual | 2025 Projected |
|-------------------------|---|--------------------|--------------------|-----------------------|
| Service Measures | Number of Delinquent Accounts | 1,219 | 1,224 | 1,225 |
| | Average Delinquent Account | \$406.46 | \$441.90 | \$480.98 |
| | Linear feet of easements jetted | 71,958 | 20,319 | 64,485 |
| | Annual linear feet of sewer pipe jetted | 659,992 | 684,721 | 628,750 |
| | Water meter installations (new) | 35 | 101 | 68 |
| | Utility location requests | 7,892 | 8,109 | 8,200 |
| | Manhole locates | 8 | 6 | 12 |
| | Grinder pump service calls | 23 | 14 | 25 |
| | Manholes raised or sealed | 58 | 13 | 12 |
| Efficiency | Percent of payments made by credit card | 9.4% | 10.0% | 10.5% |
| | Linear feet of targeted problem areas jetted | 139,587 | 152,090 | 146,000 |
| | Water meter replacements (proactive) | 1,357 | 1,632 | 2,000 |
| | Linear feet of sewer line evaluated through CCTV | 13,133 | 8,367 | 10,750 |
| | Manholes raised or sealed | 58 | 13 | 12 |
| Effectiveness | Sewer Backup incidents | 10 | 2 | 6 |
| | Water main breaks | 12 | 14 | 13 |
| | Water lost from system (reported in April for prior year) | 10.73% | 11.07% | 11.1% |
| | Water service line leaks | 9 | 20 | 25 |

CAPITAL IMPROVEMENTS PLAN





Capital Improvements Plan

Capital expenses are defined as items with an expected life of more than one year and a value of more than \$4,000. In 2025, more than 80% of the \$14M in capital outlay approved in the 2025 Budget was identified in the Capital Improvements Plan (CIP). The CIP identifies projects which are estimated to cost \$25,000 or more in non-recurring expenses over the next five fiscal years. Examples of CIP projects include:

- Studies and plans;
- Physical improvements to buildings and grounds;
- Infrastructure Improvements to Water, Sewer, or Drainage Systems;
- Roadway Improvements;
- Servers and/or Software Systems
- Furnishings, equipment affixed to the ground and/or attached to a building;
- Specialized vehicles and equipment; and
- Vehicles in Departmental Fleet Replacement Plans.

The CIP is updated for a five-year planning window before the annual budget is developed. Department heads submit CIP project forms projects within the five-year planning window. During this timeframe Department Heads are also expected to review their existing projects and update cost estimates. In addition, Department Heads will complete a departmental Ranking & Project Evaluation Form for their project submissions.

The CIP Committee, a multi-disciplinary team of Township staff, review and evaluate each project. Financial impact, timing or project readiness, and future operating costs or potential savings are all considered and discussed. As part of the committee review and scoring process, previously approved projects not in the current year’s budget, may be re-prioritized based on current township needs and funding.

A draft Capital Improvements Plan, as recommended by the CIP Committee, will be prepared and presented to the Township Board at a Special Budget Meeting. Any changes directed by the Township Board will be incorporated into the CIP and the document will become a part of the annual budget.

Impact on Future Operating Budget

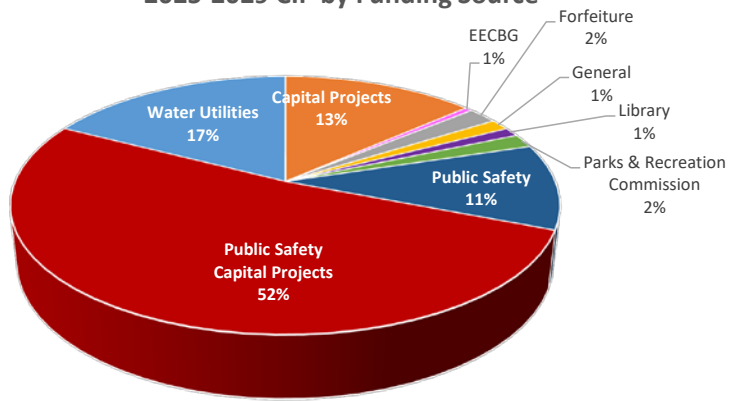
Projects for the current year are projected to increase annual operating costs by an estimated \$284,500. The most significant driver of the total increase is the \$287,700 per year for the new Axon Body-Worn and In-Vehicles Cameras in the Police Department. The state of the art software and services associated with these CIP projects is an equal amount each year for the five-year contract. Some projects will reduce future operating costs through efficiencies and reductions in future maintenance costs. Operating impacts are incorporated into future long range financial plans.

| CIP Project | Project Name | Annual Operating Impact |
|-------------|---|-------------------------|
| 201, 212 | Replacement of Body-Worn and In-Vehicle Cameras, Officer Safety Program / Fleet Unlimited 3 | \$287,700 |
| 129 | Fire Station #1 Renovation | (\$14,000) |
| 182 | WAN Redundancy | \$5,000 |
| 169 | Town Hall Computer Room UPS | \$5,000 |
| 168 | Wireless Environment | \$7,500 |
| 196 | Town Hall Energy Efficiency Upgrades | (\$6,700) |
| | TOTAL ANNUAL OPERATING IMPACT | \$284,500 |

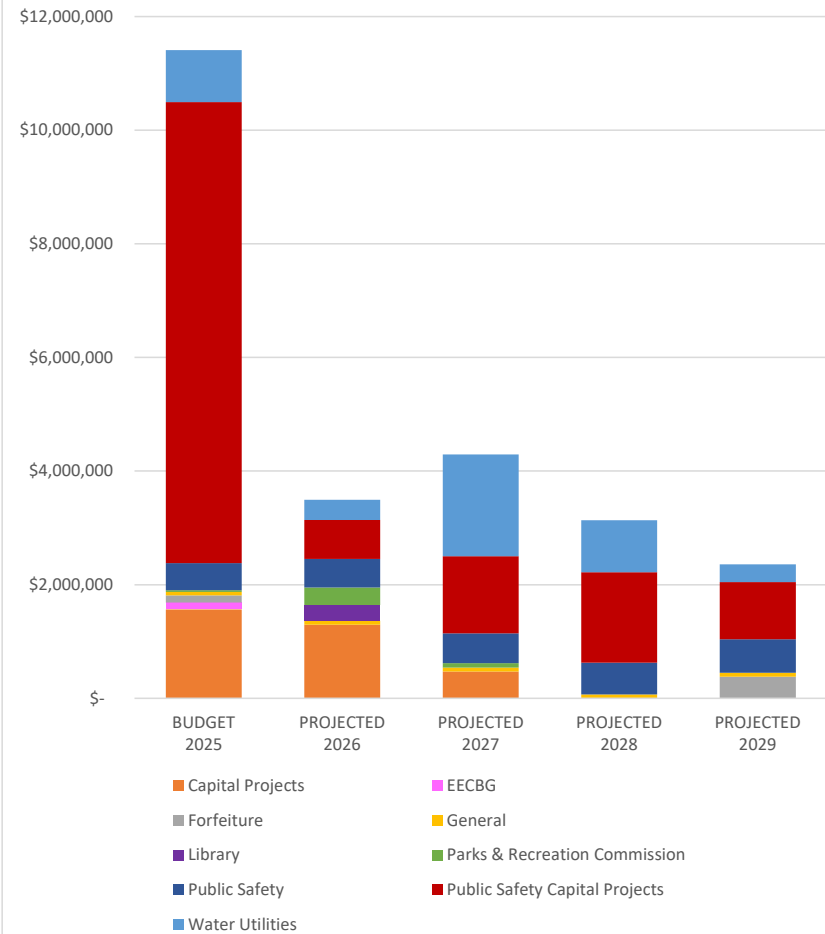
2025-2029 Capital Improvements Plan

| NO. | PROJECT | DEPT | BUDGET 2025 | PROJECTED 2026 | PROJECTED 2027 | PROJECTED 2028 | PROJECTED 2029 |
|-------|--|-----------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| 157 | Elections Equipment | Clerk | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| 183 | Fleet Replacements: Town Hall | Gen. Svcs. | \$ 228,300 | \$ 147,000 | \$ 113,400 | \$ - | \$ - |
| 129 | Fire Station #1 Renovation | Fire | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - |
| 170 | Fire Station #2 Generator | Fire | \$ 65,000 | \$ - | \$ - | \$ - | \$ - |
| 137 | Fleet Replacements: Fire | Fire | \$ 1,595,800 | \$ 441,200 | \$ 1,205,000 | \$ 593,200 | \$ 455,000 |
| 199 | SCBA Replacements | Fire | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ - |
| 187 | Fire Station #5 Roof Replacement | Fire | \$ 470,000 | \$ - | \$ - | \$ - | \$ - |
| 213 | Server & Data Storage | IT | \$ 320,000 | \$ - | \$ - | \$ - | \$ - |
| 186 | Fire Station Fire Alarm Systems | IT | \$ 180,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 182 | WAN Redundancy | IT | \$ 179,100 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 188 | Town Hall Fire Alarm System | IT | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| 208 | Water Utilities Fire Alarm System | IT | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| 169 | Town Hall Computer Room UPS | IT | \$ 65,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 168 | Wireless Environment | IT | \$ 75,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 |
| 218 | Phone System Replacement | IT | \$ - | \$ 311,000 | \$ - | \$ - | \$ - |
| 219 | Township Copier Replacements | IT | \$ - | \$ 130,000 | \$ - | \$ - | \$ - |
| 221 | Firewall Replacement | IT | \$ - | \$ 50,000 | \$ - | \$ - | \$ - |
| 223 | Network Switch Replacements | IT | \$ - | \$ - | \$ 300,000 | \$ - | \$ - |
| 178 | Town Hall Roof Replacement | PDS | \$ 538,000 | \$ - | \$ - | \$ - | \$ - |
| 207 | Town Hall Lobby Renovation | PDS | \$ 375,000 | \$ - | \$ - | \$ - | \$ - |
| 214 | Town Hall Furniture, Carpet & Ceiling Tiles | PDS | \$ 150,000 | \$ - | \$ - | \$ - | \$ - |
| 215 | Town Hall HVAC and Plumbing Replacements | PDS | \$ 50,000 | \$ 150,000 | \$ - | \$ - | \$ - |
| 196 | Town Hall Energy Efficiency Upgrades | PDS | \$ 122,750 | \$ - | \$ - | \$ - | \$ - |
| 217 | Town Hall Landscape and Drainage | PDS | \$ 20,000 | \$ 175,000 | \$ - | \$ - | \$ - |
| 210 | Civic Center Drive & Town Hall Parking Lot M/O | PDS | \$ - | \$ 1,100,000 | \$ - | \$ - | \$ - |
| 220 | Town Hall Restroom Renovations | PDS | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| 222 | Town Hall Window Replacements | PDS | \$ - | \$ - | \$ 300,000 | \$ - | \$ - |
| 201 | Body Worn & In Vehicle Cameras | Police | \$ 689,200 | \$ - | \$ - | \$ - | \$ - |
| 212 | Officer Safety / Fleet Unlimited | Police | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| 202 | Fleet Replacements: Police | Police | \$ 320,000 | \$ 345,600 | \$ 373,300 | \$ 403,200 | \$ 435,500 |
| 216 | Patrol Vehicle Light Bar Control Panels | Police | \$ 35,000 | \$ - | \$ - | \$ - | \$ - |
| 211 | Utility Vehicle | Police | \$ 26,000 | \$ - | \$ - | \$ - | \$ - |
| 224 | Storage Out Building | Police | \$ - | \$ - | \$ - | \$ - | \$ 550,500 |
| 203 | Bearcat Replacement | Police | \$ - | \$ - | \$ - | \$ - | \$ 380,000 |
| WS124 | Leak Detection Acoustical Study | Water Utilities | \$ 400,000 | \$ - | \$ - | \$ - | \$ - |
| WS125 | Water Utilities Master Plan Update | Water Utilities | \$ 275,000 | \$ - | \$ - | \$ - | \$ - |
| WS121 | Fleet Replacements: Water Utilities | Water Utilities | \$ 108,000 | \$ 135,000 | \$ 141,750 | \$ 727,000 | \$ 312,400 |
| WS126 | Water Utilities Rate Study | Water Utilities | \$ 30,000 | \$ - | \$ - | \$ 35,000 | \$ - |
| WS123 | Cast Iron Water Main Replacements | Water Utilities | \$ - | \$ 185,000 | \$ 1,635,000 | \$ 150,000 | \$ - |
| | TOTAL FUNDING | | \$ 11,409,150 | \$ 3,494,300 | \$ 4,292,950 | \$ 3,132,900 | \$ 2,357,900 |

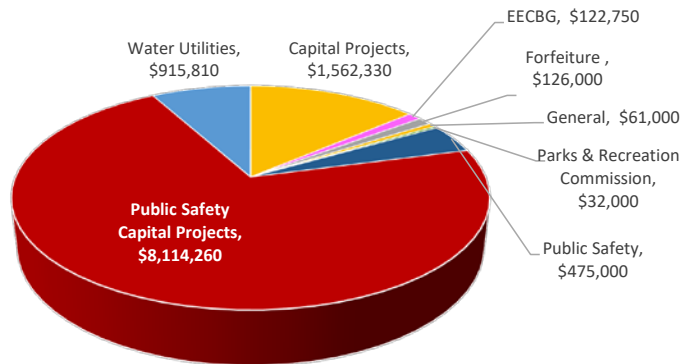
2025-2029 CIP by Funding Source



CIP Spending by Funding Source and Year



2025 CIP by Funding Source



Election Equipment**CIP #****157****PROJECT LEAD**
EMAILDebbie Binder
dbinder@wbtownship.org**DEPARTMENT**
STATUSClerk
Existing**PROJECT DESCRIPTION**

This project provides for annual contributions from the General Fund to the Capital Projects Fund for new election equipment to meet State mandates. The estimated cost of new equipment will be \$500,000 in 2026 or 2027.

REVISIONS FROM PRIOR YEAR

None.

LIFE EXPECTANCY10 years**DATE OF COST ESTIMATE**N/A

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Transfer-Out | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| TOTAL EXPENSES | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| General Fund | | | | | | |
| 101-999-995.401 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| TOTAL FUNDING | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

ESTIMATED FINANCIAL IMPACT

Annual transfers from the General Fund will reduce the fiscal impact of the purchase of new equipment when required by the State of Michigan.

Town Hall Fleet Replacements

CIP #

183

PROJECT LEAD
EMAIL

Catherine Ellerson
cellerson@wbtownship.org

DEPARTMENT
STATUS

Purchasing
Revised

PROJECT DESCRIPTION

This project identifies and funds the replacement of vehicles in the Town Hall pool. Currently the Town Hall fleet is composed of 28 vehicles, six (6) trucks and twenty-two (22) sedans. In accordance with direction from the Township Board, new vehicle purchases will be consistent with the Township's Environmental Policy and be a hybrid.

REVISIONS FROM PRIOR YEAR

In 2025, an additional two vehicles are scheduled for replacement. Both exceed the regular life expectancy of 8-10 years. This increased 2025 scheduled costs from \$147,000 to \$228,300. Both 2026 and 2027 scheduled costs were decreased and 2028 costs were eliminated. The cost escalator is based on 2024 pricing with an 8% annual escalator for future years.

LIFE EXPECTANCY 8-10 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| VEHICLE | | | | | | |
| 2014 Ford Focus #10 | 34,000 | - | - | - | - | 34,000 |
| 2014 Ford Focus #14 | 34,000 | - | - | - | - | 34,000 |
| 2014 Ford Focus #6 | 34,000 | - | - | - | - | 34,000 |
| 2014 Ford Focus #1 | 34,000 | - | - | - | - | 34,000 |
| 2008 Ford F-150 #29 | 58,300 | - | - | - | - | 58,300 |
| 2013 Dodge Ram #26 | 34,000 | - | - | - | - | 34,000 |
| 2016 Ford Focus #22 | - | 36,750 | - | - | - | 36,750 |
| 2016 Ford Focus #16 | - | 36,750 | - | - | - | 36,750 |
| 2016 Ford Focus #17 | - | 36,750 | - | - | - | 36,750 |
| 2016 Ford Focus #18 | - | 36,750 | - | - | - | 36,750 |
| 2016 Ford Focus #21 | - | - | 39,700 | - | - | 39,700 |
| 2007 Chevy Silverado #28 | - | - | 34,000 | - | - | 34,000 |
| 2016 Ford Explorer #25 | - | - | 39,700 | - | - | 39,700 |
| TOTAL EXPENSES | \$ 228,300 | \$ 147,000 | \$ 113,400 | \$ - | \$ - | \$ 488,700 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-261-970.000 | 228,300 | 147,000 | 113,400 | - | - | 488,700 |
| | \$ 228,300 | \$ 147,000 | \$ 113,400 | \$ - | \$ - | \$ 488,700 |

ESTIMATED FINANCIAL IMPACT

Replacement of existing vehicles on a regular cycle helps to minimize costly repairs for aging vehicles and maximizes resale value of existing vehicles. All planned purchases within the five-year planning period are replacements, therefore no net impact on the operating budget is anticipated.

Fire Station #1 Renovation

CIP # 129

| | | | |
|---------------------|---|-------------------|-----------------|
| PROJECT LEAD | <u>Greg Flynn</u> | DEPARTMENT | <u>Fire</u> |
| EMAIL | <u>gflynn@wbtownship.org</u> | STATUS | <u>Existing</u> |

PROJECT DESCRIPTION

Fire Station #1 was built in 1972. The station has navigated through many use transitions over the years. According to the 2020 Facility Assessment Report, the building has many strong features that will last for years into the future.

In 2023, an architectural study was conducted to begin the process of outlining the project scope, funding, and timeline for renovations. The design phase of the project was budgeted in 2024 at \$275,000 and a solicitation was issued for architectural services. Award of this contract was completed in Q4 of 2024 with a budget amendment for owners costs and permit and plan review fees. Construction is anticipated to begin in 2025 when final design is approved by the Township Board.

REVISIONS FROM PRIOR YEAR

None.

| | | | |
|------------------------|-----------------|------------------------------|-------------|
| LIFE EXPECTANCY | <u>50 years</u> | DATE OF COST ESTIMATE | <u>2023</u> |
|------------------------|-----------------|------------------------------|-------------|

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Building Improvement | 4,800,000 | - | - | - | - | \$ 4,800,000 |
| TOTAL EXPENSES | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,800,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund | | | | | | |
| 403-336-975.000 | 4,800,000 | - | - | - | - | \$ 4,800,000 |
| TOTAL FUNDING | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,800,000 |

ESTIMATED FINANCIAL IMPACT

This one-time capital outlay will reduce future repair and maintenance costs, as well as extend the useful life of the building.

Fire Fleet Replacements

CIP # 137

PROJECT LEAD Asst. Chief Mark Lawry **DEPARTMENT** Fire
EMAIL mlawry@wbtownship.org **STATUS** Revised

PROJECT DESCRIPTION

This project identifies and funds the replacement of administrative vehicles and major apparatus within the Fire Department. Currently the fleet is composed of 13 administrative vehicles, 17 major apparatus, and 10 utility/special response vehicles.

The estimated lifecycle schedule for Fire Department fleet vehicles is as follows: Engines: 20 years (15 frontline status, 5 reserve status); Rescues: 14 years (7 years frontline status, 7 years after refurbishment); Administrative vehicles: 10 years; and Utility/Special Response: replaced as needed.

REVISIONS FROM PRIOR YEAR

In 2025, the cost of the 2003 Pierce Pumper replacement was increased from \$840,000 to \$1.1M and vehicle 06-2 was decreased from \$84,700 to 77,500 and 13-1 was decreased from \$84,700 to \$70,300 based on less expensive trim package for Ford F-150. Also, new in 2025 is the refurbishment of a 2018 Rescue. This was changed from the previous plan to avoid having two Rescue's offline for refurbishment in 2026. Scheduled 2029 fleet replacements were added to the plan.

LIFE EXPECTANCY See above **DATE OF COST ESTIMATE** 2024

| | | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|---------|---------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| PROJECT COST | | | | | | | |
| VEHICLE | ASSET # | | | | | | |
| R-2004 Pierce Pumper | 04-1 | 1,100,000 | - | - | - | - | \$ 1,100,000 |
| 2006 Ford F-350 Utility | 06-2 | 77,500 | - | - | - | - | \$ 77,500 |
| 2013 Chevy Tahoe Admin | 13-1 | 70,300 | - | - | - | - | \$ 70,300 |
| 2018 Ford Rescue-Refurb | 18-4 | 348,000 | - | - | - | - | \$ 348,000 |
| 2019 Ford Rescue-Refurb | 19-4 | - | 348,000 | - | - | - | \$ 348,000 |
| 2015 Ford Explorer Admin | 15-1 | - | 93,200 | - | - | - | \$ 93,200 |
| 2015 HME Pumper | 15-3 | - | - | 682,500 | - | - | \$ 682,500 |
| 2020 Rescue-Refurb | 20-2 | - | - | 420,000 | - | - | \$ 420,000 |
| 2016 Explorer Admin | 16-1 | - | - | 102,500 | - | - | \$ 102,500 |
| 2021 Ford Rescue-Refurb | 21-1 | - | - | - | 500,000 | - | \$ 500,000 |
| 2018 Ford F-250 Utility | 15-2 | - | - | - | 93,200 | - | \$ 93,200 |
| 2018 Rosenbauer Pumper | 18-3 | - | - | - | - | 350,000 | \$ 350,000 |
| 2017 Ford Expedition | 17-1 | - | - | - | - | 105,000 | \$ 105,000 |
| TOTAL EXPENSES | | \$ 1,595,800 | \$ 441,200 | \$ 1,205,000 | \$ 593,200 | \$ 455,000 | \$ 4,290,200 |
| FUNDING SCHEDULE | | | | | | | |
| FUNDING SOURCE | | | | | | | |
| Public Safety Capital Projects Fund | | | | | | | |
| 403-336-971.000 | | 1,595,800 | 441,200 | 1,205,000 | 593,200 | 455,000 | \$ 4,290,200 |
| TOTAL FUNDING | | \$ 1,595,800 | \$ 441,200 | \$ 1,205,000 | \$ 593,200 | \$ 455,000 | \$ 4,290,200 |

ESTIMATED FINANCIAL IMPACT

Replacement of existing vehicles on a regular cycle helps to minimize costly repairs for aging vehicles and maximizes resale value. All vehicles to be purchased are planned replacements within the five-year planning period, therefore no net impact on the operating budget is anticipated.

PROJECT LEAD
EMAIL

Asst. Chief Mark Lawry
mlawry@wbtownship.org

DEPARTMENT
STATUS

Fire
Revised

PROJECT DESCRIPTION

The life cycle of self-contained breathing apparatus (SCBA) air bottles is 15 years before mandatory disposal. The purchase of bottles alone is cost prohibitive as all associated packs and masks would need to be updated with the change. Complete changeover to a updated SCBA system is most cost effective. The change would also parallel (in manufacturer) our local partners to ensure similar, if not identical air packs for use during large mutual aid responses and support to our community. The 2028 year purchase will allow enough time to receive and train on the updated equipment prior to our mandatory disposal date in 2030.

Complete changeover of the SCBA system for the fire department based on current usage:

- 60 individual air packs with regulators;
- 120 air bottles compliant with current year NFPA/OSHA standards;
- 120 individual masks in various size ;
- 10 complete Rapid Intervention Team (RIT) bags with associated mask/regulator/tools/rope; and 1 complete set of annual testing equipment and associated software package.

REVISIONS FROM PRIOR YEAR

The anticipated cost of this project was updated in 2024 from \$750,000 to \$1M.

LIFE EXPECTANCY

15 years

DATE OF COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|-------------|-------------|-------------|--------------|-------------|--------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | - | - | - | 1,000,000 | - | \$ 1,000,000 |
| TOTAL EXPENSES | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ - | \$ 1,000,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund | | | | | | |
| 403-336-970.000 | - | - | - | 1,000,000 | - | \$ 1,000,000 |
| TOTAL FUNDING | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ - | \$ 1,000,000 |

ESTIMATED FINANCIAL IMPACT

SCBA tanks are mandated to be replaced every 15 years in accordance with NFPA. The purchase of bottles alone is cost prohibitive as all associated packs and masks would need to be updated with the change.

Fire Station #5 Roof Replacement

CIP #

187

PROJECT LEAD Chief Greg Flynn
EMAIL gflynn@wbtownship.org

DEPARTMENT Fire
STATUS Revised

PROJECT DESCRIPTION

A 2020 Facility Assessment conducted by an outside consultant identified the need for a roof replacement at Fire Station #5.

REVISIONS FROM PRIOR YEAR

This project was budgeted in 2024 at \$100,000 and a Request for Proposals was conducted in conjunction with CIP Project 178: Town Hall Roof Replacement. The solicitation process of combining the two projects enabled the Township to save on both staff time and efforts, as well as hard costs.

The bid for this project came in at \$450,000 with an additional \$20,000 required to complete ventilation ductwork for the oven hood to the exterior of the building. The existing \$100,000 included in the 2024 Budget will be re-budgeted in 2025 with the additional \$370,000, for a total project budget of \$470,000.

LIFE EXPECTANCY 15 years **DATE OF COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 470,000 | - | - | - | - | \$ 470,000 |
| TOTAL EXPENSES | \$ 470,000 | \$ - | \$ - | \$ - | \$ - | \$ 470,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund | | | | | | |
| 403-336-970.000 | 470,000 | - | - | - | - | \$ 470,000 |
| TOTAL FUNDING | \$ 470,000 | \$ - | \$ - | \$ - | \$ - | \$ 470,000 |

ESTIMATED FINANCIAL IMPACT

This project will reduce future repair costs at Fire Station #5.

Fire Station #2 Generator**CIP #****170****PROJECT LEAD**
EMAILChief Greg Flynn
gflynn@wbtownship.org**DEPARTMENT**
STATUSFire
Revised**PROJECT DESCRIPTION**

A 2020 facility assessment identified the existing generator at Fire Station #2 as original to the building (dating to 1983) and beyond its normal life expectancy. In order to ensure critical operations, this unit will be replaced in 2025.

REVISIONS FROM PRIOR YEAR

This project was budgeted for 2024 but has been rebudgeted for 2025.

LIFE EXPECTANCY20 years**DATE OF COST ESTIMATE**2023

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 65,000 | - | - | - | - | \$ 65,000 |
| TOTAL EXPENSES | \$ 65,000 | \$ - | \$ - | \$ - | \$ - | \$ 65,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund | | | | | | |
| 403-336-970.000 | 65,000 | - | - | - | - | \$ 65,000 |
| TOTAL FUNDING | \$ 65,000 | \$ - | \$ - | \$ - | \$ - | \$ 65,000 |

ESTIMATED FINANCIAL IMPACT

This generator has reached the end of its life expectancy and requires replacement.

Fire Station Fire Alarm System

CIP #

186

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

A 2020 facility assessment study identified the existing fire alarm systems at various West Bloomfield fire stations as being deficient and/or not compliant with existing NFPA 72 requirements. This project provides for updates to bring all five (5) systems into compliance.

Some fire stations don't even have a fire alarm system. All township building are being standardized to a single vendor for cost savings and simplicity of support.

REVISIONS FROM PRIOR YEAR

The project was budgeted for 2024 but has been rebudgeted for 2025. The cost of fire alarm monitoring has been identified as a future operating cost.

LIFE EXPECTANCY

15 years

DATE OF COST ESTIMATE

2023

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|-------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | 175,000 | - | - | - | - | \$ 175,000 |
| Operating Costs | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL EXPENSES | \$ 180,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 200,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund, Public Safety Fund | | | | | | |
| 403-228-970.000 | 175,000 | - | - | - | - | \$ 175,000 |
| 205-228-803.000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL FUNDING | \$ 180,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 200,000 |

ESTIMATED FINANCIAL IMPACT

The cost of monitoring fire alarms for all six stations will be approximately \$5,000 annually.

Town Hall Fire Alarm System

CIP #

188

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

A 2020 facility assessment study identified the existing fire alarm system at Town Hall is in need of additional horns and strobes to meet ADA and NFPA 72 requirements.

The Township is also standardizing all fire alarms to one vendor, National Time & Signal. The Town Hall fire alarm components are over 20 years old.

REVISIONS FROM PRIOR YEAR

The project was budgeted for 2024 but has been rebudgeted for 2025, operating costs were also added.

LIFE EXPECTANCY 15 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | 45,000 | - | - | - | - | \$ 45,000 |
| Operating Costs | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | \$ 5,000 |
| TOTAL EXPENSES | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 50,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects, Public Safety Capital Projects, Water Utilities, General Funds | | | | | | |
| 401-228-970.000 | 15,000 | - | - | - | - | \$ 15,000 |
| 403-228-970.000 | 15,000 | - | - | - | - | \$ 15,000 |
| 592-228-970.000 | 15,000 | - | - | - | - | \$ 15,000 |
| 101-228-803.000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | \$ 5,000 |
| TOTAL FUNDING | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 50,000 |

ESTIMATED FINANCIAL IMPACT

The cost of monitoring the fire alarm will be approximately \$1,000 annually.

Water Fire Alarm System

CIP #

208

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

A 2020 facility assessment study identified the existing fire alarm system at the Water Administration Building is in need of additional horns and strobes to meet ADA and NFPA 72 requirements.

There is not currently a fire alarm system at this facility. All Township buildings are being standardized to one common vendor for cost savings and support.

REVISIONS FROM PRIOR YEAR

The project was budgeted for 2024 but has been rebudgeted for 2025, operating costs were added.

LIFE EXPECTANCY

15 years

DATE OF COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | 45,000 | - | - | - | - | \$ 45,000 |
| Operating Costs | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | \$ 5,000 |
| TOTAL EXPENSES | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 50,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Water Utilities Fund | | | | | | |
| 592-228-970.000 | 45,000 | - | - | - | - | \$ 45,000 |
| 592-228-803.000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | \$ 5,000 |
| TOTAL FUNDING | \$ 46,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 50,000 |

ESTIMATED FINANCIAL IMPACT

The cost of monitoring the fire alarm will be approximately \$1,000 annually.

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

This project is for wireless point to point communications connections at two spur location on the fiber ring. A spur is a node location where both sides of the ring leave the node and travel along the same path. This make the ring vulnerable if it is damaged in the spur area and a wireless redundant connection will protect it.

The ring also has the capacity to isolate Parks and Township communications from each other. A component of this project is to re-splice some of the fiber pairs to separate Parks and Township traffic.

REVISIONS FROM PRIOR YEAR

The project was budgeted for \$100,000 in 2024 but has been rebudgeted for 2025. The project cost was increased to \$174,100 with \$5,000 annual operating costs based on updated quotes.

LIFE EXPECTANCY

10 years

DATE OF COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|-------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | 174,100 | - | - | - | - | \$ 174,100 |
| Operating Costs | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL EXPENSES | \$ 179,100 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 199,100 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund, Public Safety Capital Projects, Water Utilities, and General Funds | | | | | | |
| 401-228-970.000 | 45,300 | - | - | - | - | \$ 45,300 |
| 403-228-970.000 | 116,600 | - | - | - | - | \$ 116,600 |
| 592-228-970.000 | 12,200 | - | - | - | - | \$ 12,200 |
| 101-228-803.000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL FUNDING | \$ 179,100 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 199,100 |

ESTIMATED FINANCIAL IMPACT

Annual license costs of \$5,000 per year are anticipated.

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

The uninterpretable power system is a critical system for the township infrastructure. It provides power to all systems in a power outage. It works in tandem with the generator but is even more critical than the generator since it maintains power to systems even during a transition from utility power to generator power. It also keeps power supplied to the servers and switches when the generator isn't running.

The current system is 17 years old. The newer system will provide better notifications to IT during status changes, is smaller and more efficient. The new system may have a shorter life span because of its increased complexity but should easily last 7 years and may last as long as 12 years. Regardless of the UPS generation, batteries are usually replaced on a 3-4 year time cycle.

REVISIONS FROM PRIOR YEAR

The project was budgeted for \$50,000 in 2024 but has been rebudgeted for 2025. The project cost was increased to \$60,000 with \$5,000 annual operating costs based on updated quotes.

LIFE EXPECTANCY

8-12 years

DATE OF COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 60,000 | - | - | - | - | \$ 60,000 |
| Operating Costs | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL EXPENSES | \$ 65,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 85,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund, Public Safety Capital Projects, Water Utilities, and General Funds | | | | | | |
| 401-228-970.000 | 15,600 | - | - | - | - | \$ 15,600 |
| 403-228-970.000 | 40,200 | - | - | - | - | \$ 40,200 |
| 592-228-970.000 | 4,200 | - | - | - | - | \$ 4,200 |
| 101-228-803.000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | \$ 25,000 |
| TOTAL FUNDING | \$ 65,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 85,000 |

ESTIMATED FINANCIAL IMPACT

Annual license costs of \$5,000 per year are anticipated.

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
Revised

PROJECT DESCRIPTION

The current wireless environment was purchased as part of the networking infrastructure approved in 2014. Prior to 2014, wireless was provided at very few locations and it was provisioned with residential wireless routers that were not centrally managed or highly secure. The current system has centralized our wireless and provided some modest security. This system is now at end-of-life. The new system will further enhance our cyber security protections.

IT is seeking to replace the existing system with a more secure and higher speed system as part of cyber security upgrades. Wireless access points are located throughout all Township buildings and some parks facilities. The wireless access points use 802.11 n protocol which is outdated and slow. The new system would be at least 802.11 ac.

REVISIONS FROM PRIOR YEAR

This project was budgeted for \$45,000 in 2024 but has been rebudgeted for 2025. The project cost was increased to \$7,000 with \$7,500 future annual operating costs based on updated quotes.

LIFE EXPECTANCY

7-9 years

DATE OF COST ESTIMATE

2024

| | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|---|------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 75,000 | 7,500 | 7,500 | 7,500 | 7,500 | \$ 105,000 |
| TOTAL EXPENSES | \$ 75,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 105,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund, Public Safety Capital Projects, Water Utilities, and General Funds | | | | | | |
| 401-228-970.000 | 50,250 | - | - | - | - | \$ 50,250 |
| 403-228-970.000 | 19,500 | - | - | - | - | \$ 19,500 |
| 592-228-970.000 | 5,250 | - | - | - | - | \$ 5,250 |
| 101-228-804.000 | - | 7,500 | 7,500 | 7,500 | 7,500 | \$ 30,000 |
| TOTAL FUNDING | \$ 75,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 105,000 |

ESTIMATED FINANCIAL IMPACT

Annual license costs of \$5,000 per year are anticipated.

PROJECT LEAD Harry Palmer **DEPARTMENT** IT
EMAIL hpalmer@wbtownship.org **STATUS** New

PROJECT DESCRIPTION

The server and data storage system is the hardware that Township virtual servers run on. Any file server, application server, or data server that we use is, with very few exceptions, configured and run as a virtual server in this server and storage environment.

The Township's current storage environment was purchased in 2020 for \$146,000. The system has a useful life of 5 years. The estimated cost in 2025 to replace will be \$320,000.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 7 years **DATE OF COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 320,000 | - | - | - | - | \$ 320,000 |
| TOTAL EXPENSES | \$ 320,000 | \$ - | \$ - | \$ - | \$ - | \$ 320,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects, Public Safety Capital Projects, Water Utilities Funds, Parks Commission | | | | | | |
| 401-228-970.000 | 74,880 | - | - | - | - | \$ 74,880 |
| 403-228-970.000 | 192,960 | - | - | - | - | \$ 192,960 |
| 592-228-970.000 | 20,160 | - | - | - | - | \$ 20,160 |
| Parks Commission | 32,000 | | - | | | \$ 32,000 |
| TOTAL FUNDING | \$ 320,000 | \$ - | \$ - | \$ - | \$ - | \$ 320,000 |

ESTIMATED FINANCIAL IMPACT

None, replacement of existing infrastructure.

Township Copier Replacements

CIP #

219

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
New

PROJECT DESCRIPTION

Replace eleven (11) copiers throughout the Township. All copiers were last replaced in 2019 at a cost of approximately \$9,820 per unit. The useful life of this equipment is seven (7) years. Replacement of all eleven units is scheduled again for 2026.

REVISIONS FROM PRIOR YEAR

None.

LIFE EXPECTANCY

7 years

DATE OF COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|-------------|-------------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | - | 130,000 | - | - | - | \$ 130,000 |
| TOTAL EXPENSES | \$ - | \$ 130,000 | \$ - | \$ - | \$ - | \$ 130,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects, Public Safety Capital Projects, Water Utilities Funds | | | | | | |
| 401-228-970.000 | - | 91,000 | - | - | - | \$ 91,000 |
| 403-228-970.000 | - | 26,000 | - | - | - | \$ 26,000 |
| 592-228-970.000 | - | 13,000 | - | - | - | \$ 13,000 |
| TOTAL FUNDING | \$ - | \$ 130,000 | \$ - | \$ - | \$ - | \$ 130,000 |

ESTIMATED FINANCIAL IMPACT

Depending on the contract negotiated with the new equipment provider, operational expenses such as the cost per print per page will be negotiated. This will impact all operating departments.

Network Switch Replacements

CIP #

223

PROJECT LEAD
EMAIL

Harry Palmer
hpalmer@wbtownship.org

DEPARTMENT
STATUS

IT
New

PROJECT DESCRIPTION

Network switches are the backbone of Township communications. Each computer, printer, phone, or other network device is connected to an edge switch which then connects back to the core. The core also connects to our firewall and the outside world. Most switches were replaced in 2020 with a useful life of seven years. Switches are due for replacement in 2027.

40 switches x \$6000 = \$240,000 for Edges
2 switch x \$20,000 = \$40,000 for Core

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 7 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|-------------|-------------|-------------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | - | - | 300,000 | - | - | \$ 300,000 |
| TOTAL EXPENSES | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects, Public Safety Capital Projects, Water Utilities Funds, Parks Commission | | | | | | |
| 401-228-970.000 | - | - | 57,900 | - | - | \$ 57,900 |
| 403-228-970.000 | - | - | 149,300 | - | - | \$ 149,300 |
| 592-228-970.000 | - | - | 15,600 | - | - | \$ 15,600 |
| Parks Commission | | | 77,200 | | | \$ 77,200 |
| TOTAL FUNDING | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |

ESTIMATED FINANCIAL IMPACT

None, no operating costs and replacement of existing capital equipment.

Town Hall Lobby Renovation

CIP #

207

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
Revised

PROJECT DESCRIPTION

The Town Hall lobby flooring is in disrepair with cracks and pieces missing. This project includes replacing all lobby tile flooring, refurbishing the existing counters with (new stain and vinyl) and installing an ADA accessible counter for each pod area.

REVISIONS FROM PRIOR YEAR

Design of this project was budgeted for \$75,000 in 2024, which will be re-budgeted into 2025. Estimated construction costs of \$300,000 are also scheduled for 2025.

LIFE EXPECTANCY

25 years

LAST COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | 375,000 | - | - | - | - | \$ 375,000 |
| TOTAL EXPENSES | \$ 375,000 | \$ - | \$ - | \$ - | \$ - | \$ 375,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | 375,000 | - | - | - | - | \$ 375,000 |
| TOTAL FUNDING | \$ 375,000 | \$ - | \$ - | \$ - | \$ - | \$ 375,000 |

ESTIMATED FINANCIAL IMPACT

Updates to the Town Hall lobby will extend the useful life of the facility and are not anticipated to increase operating expenses. This one-time capital outlay will reduce future repair and maintenance costs.

Town Hall Energy Efficiency Upgrades

CIP #

196

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
Revised

PROJECT DESCRIPTION

A 2020 facility assessment study identified Town Hall's existing light fixtures should be converted to LED based fixtures as an energy saving measure and to reduce maintenance costs. This project will install new LED fixtures, wiring, control devices, and circuiting throughout Town Hall. New LED lights will be installed in an effort to reduce energy costs and the Township's energy consumption.

REVISIONS FROM PRIOR YEAR

This project was budgeted for 2024 but has been rebudgeted for 2025. The scope has also been expanded based on grant funding to include 2 electric vehicle charging stations and 211 LED light fixtures along Civic Center Drive and the Town Hall parking lots.

LIFE EXPECTANCY

35 years

DATE OF COST ESTIMATE

2024

| | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvements | 122,750 | - | - | - | - | \$ 122,750 |
| TOTAL EXPENSES | \$ 122,750 | \$ - | \$ - | \$ - | \$ - | \$ 122,750 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| EECBG Fund | | | | | | |
| 237-441-839.000 | 122,750 | - | - | - | - | \$ 122,750 |
| TOTAL FUNDING | \$ 122,750 | \$ - | \$ - | \$ - | \$ - | \$ 122,750 |

ESTIMATED FINANCIAL IMPACT

Replacement of existing fixtures will reduce energy costs annually and reduce costly repair and maintenance on aging fixtures.

Town Hall Furniture, Carpet & Ceiling Tiles

CIP #

214

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
New

PROJECT DESCRIPTION

The Finance Department and IT Department are in need of new carpeting and ceiling tiles. Stains and wear over the years have resulted in them reaching the end of their useful life. Existing furniture will also be evaluated and end of life items will be replaced.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY

20 years

LAST COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvements | 150,000 | - | - | - | - | \$ 150,000 |
| TOTAL EXPENSES | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | 150,000 | - | - | - | - | \$ 150,000 |
| TOTAL FUNDING | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |

ESTIMATED FINANCIAL IMPACT

None.

Town Hall HVAC and Plumbing Replacements

CIP #

215

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
New

PROJECT DESCRIPTION

Town Hall HVAC and plumbing is in need of upgrading. The installation of additional thermostats and VAV boxes are needed in several areas of town hall that have been renovated over the past decade to allow better and more efficient temperature control, particularly in the southwest corner of the building. Design in 2025 and project in 2026.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY

20 years

LAST COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvements | 50,000 | 150,000 | - | - | - | \$ 200,000 |
| TOTAL EXPENSES | \$ 50,000 | \$ 150,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | 50,000 | 150,000 | - | - | - | \$ 200,000 |
| TOTAL FUNDING | \$ 50,000 | \$ 150,000 | \$ - | \$ - | \$ - | \$ 200,000 |

ESTIMATED FINANCIAL IMPACT

This project will lower energy costs and decrease future repair and maintenance costs.

Town Hall Landscape & Drainage Improvements

CIP #

217

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
New

PROJECT DESCRIPTION

The landscape treatments along the Town Hall building foundation and entry ways are not all landscaped and/or landscaped consistent with other sides of the building. Additionally, as part of this project will address drainage issues at the northwest corner and other areas will be addressed. The drainage issues are causing fungal issues in the lawn areas and have killed much of the vegetation that has been installed over the years. Design in 2025 and install in 2026.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY

20 years

LAST COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvements | 20,000 | 175,000 | - | - | - | \$ 195,000 |
| TOTAL EXPENSES | \$ 20,000 | \$ 175,000 | \$ - | \$ - | \$ - | \$ 195,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | 20,000 | 175,000 | - | - | - | \$ 195,000 |
| TOTAL FUNDING | \$ 20,000 | \$ 175,000 | \$ - | \$ - | \$ - | \$ 195,000 |

ESTIMATED FINANCIAL IMPACT

Reduced maintenance and repair costs for water intrusion.

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
Revised

PROJECT DESCRIPTION

This project will mill and overlay both the east and west Town Hall parking lots, access drives, and Civic Center Drive. Costs will be split and allocated to the West Bloomfield Parks Commission and Library which share access to Civic Center Drive and parking.

REVISIONS FROM PRIOR YEAR

Moved from 2025 to 2026 to allow for the completion of construction of the Recreation Center renovation and expansion.

LIFE EXPECTANCY

15 years

LAST COST ESTIMATE

2023

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--|------|---------------------|------|------|------|---------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvement | - | 1,100,000 | - | - | - | \$ 1,100,000 |
| TOTAL EXPENSES | \$ - | \$ 1,100,000 | \$ - | \$ - | \$ - | \$ 1,100,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund, Parks Commission, Library | | | | | | |
| 401-265-970.000 | - | 550,000 | - | - | - | \$ 550,000 |
| Parks & Recreation Commission | - | 275,000 | - | - | - | \$ 275,000 |
| Library Commission | - | 275,000 | - | - | - | \$ 275,000 |
| TOTAL FUNDING | \$ - | \$ 1,100,000 | \$ - | \$ - | \$ - | \$ 1,100,000 |

ESTIMATED FINANCIAL IMPACT

Maintenance of the roadway and parking lots will maximize the lifespan of the assets.

Town Hall Restroom Renovations

CIP #

220

| | | | |
|---------------------|---|-------------------|------------|
| PROJECT LEAD | <u>Amy Neary</u> | DEPARTMENT | <u>PDS</u> |
| EMAIL | <u>aneary@wbtownship.org</u> | STATUS | <u>New</u> |

PROJECT DESCRIPTION

Five restrooms in Town Hall require renovation and upgrades, three are in the offices of elected officials and two are located in the chambers. Estimated cost for each is up to \$30,000. Replacement of fixture, tile, counters, and floor will be included.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 25 years **LAST COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------|------------|------|------|------|------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Building Improvements | - | 100,000 | - | - | - | \$ 100,000 |
| TOTAL EXPENSES | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | - | 100,000 | - | - | - | \$ 100,000 |
| TOTAL FUNDING | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000 |

ESTIMATED FINANCIAL IMPACT

None.

Town Hall Window Replacements

CIP #

222

PROJECT LEAD
EMAIL

Amy Neary
aneary@wbtownship.org

DEPARTMENT
STATUS

PDS
New

PROJECT DESCRIPTION

The Town Hall windows have reached their life expectancy. They have been repainted and recaulked numerous times since installed with the original building construction. New windows will also be significantly more energy efficient.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY

25 years

LAST COST ESTIMATE

2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------|------|------------|------|------|------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Improvements | - | - | 300,000 | - | - | \$ 300,000 |
| TOTAL EXPENSES | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Capital Projects Fund | | | | | | |
| 401-265-970.000 | - | - | 300,000 | - | - | \$ 300,000 |
| TOTAL FUNDING | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |

ESTIMATED FINANCIAL IMPACT

None.

In Car and Body Worn Camera Systems

CIP # 201

| | | | |
|---------------------|---|-------------------|----------------|
| PROJECT LEAD | <u>Lt. Todd Metcalf</u> | DEPARTMENT | <u>Police</u> |
| EMAIL | <u>tmetcalf@wbtownship.org</u> | STATUS | <u>Revised</u> |

PROJECT DESCRIPTION

The Police Department's first body worn camera and in car video systems were purchased in 2020. All 82 officers have been issued body worn cameras and every patrol vehicle is issued an in car camera system. These systems are the industry standard and best practice of police agencies around the nation. The wear and tear on both products is immense, especially within the Patrol Division. The current vendor, Watchguard, no longer supports these products.

The Department did evaluate several potential vendors in 2024 to seek out the best investment and solution. The viability of creating a pool system instead of assigning one camera unit to each officer and vehicle. Due to equipment charging times, this was determined not to be an ideal solution. generation products, all models will be evaluated to ensure the best investment.

REVISIONS FROM PRIOR YEAR

Costs were updated to reflect technology upgrades for body-worn cameras and vehicle cameras with enhanced software capabilities which are identified in CIP Project212: Officer Safety Program.

LIFE EXPECTANCY 5 years **DATE OF COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 689,200 | - | - | - | - | \$ 689,200 |
| TOTAL EXPENSES | \$ 689,200 | \$ - | \$ - | \$ - | \$ - | \$ 689,200 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Forfeiture Fund, Public Safety Capital Projects Fund | | | | | | |
| 262-301-741.000 | 100,000 | | | | | |
| 403-301-970.000 | 589,200 | - | - | - | - | \$ 589,200 |
| TOTAL FUNDING | \$ 689,200 | \$ - | \$ - | \$ - | \$ - | \$ 689,200 |

ESTIMATED FINANCIAL IMPACT

Annual operating costs are incorporated into Project 212: Officer Safety Program.

Officer Safety Program**CIP #****212****PROJECT LEAD**
EMAILLt. Todd Metcalf
tmetcalf@wbtoenship.org**DEPARTMENT**
STATUSPolice
New**PROJECT DESCRIPTION**

This project will utilize technology in the new body-worn and police fleet cameras with software services to maximize effectiveness and efficiency. Software modules under consideration include: license plate readers, automated redaction, tagging and indexing of digital footage, a secure community portal for receiving digital evidence, livestream two-way communication between dispatch and officers through body-worn cameras, and performance measurement/metrics software.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY5 years**DATE OF COST ESTIMATE**2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Annual Support Agreement | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | \$ 750,000 |
| TOTAL EXPENSES | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 750,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Fund | | | | | | |
| 205-228-932.000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | \$ 750,000 |
| TOTAL FUNDING | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 750,000 |

ESTIMATED FINANCIAL IMPACT

This project is a new recurring operating expense and will be incorporated into the Police Department's annual operating budget in future years.

Patrol Vehicle Light Bar Control Panels

CIP #

216

PROJECT LEAD Lt. Todd Metcalf
EMAIL Tmetcalf@wbpolice.org

DEPARTMENT Police
STATUS New

PROJECT DESCRIPTION

The Police Department currently has 25 patrol vehicles with control panels for their light and siren systems that are 20 years old. When new vehicles are purchased, the control panel and light bars from old patrol vehicles are re-installed on new cars. When the control panel fails, it is increasingly challenging to locate parts and the panels are becoming obsolete.

New control panels can be programmed and configured to enhance vehicle visibility, officer safety, and situational awareness for drivers on the road. The current light bars have two features that we have been unable to use (directional arrows and solid lights). The estimated cost per unit is approximately \$1,400 and is anticipated to last 20 years. The control panels are state of the art and will be able to accommodate light bar replacement in the future.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 15-20 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 35,000 | - | - | - | - | \$ 35,000 |
| TOTAL EXPENSES | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects | | | | | | |
| 403-301-970.000 | 35,000 | - | - | - | - | \$ 35,000 |
| TOTAL FUNDING | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |

ESTIMATED FINANCIAL IMPACT

None, this is replacement of existing equipment installed in each patrol vehicle that is end of life.

Utility Vehicle

CIP #

211

PROJECT LEAD Lt. Todd Metcalf
EMAIL Tmetcalf@wbpolice.org

DEPARTMENT Police
STATUS New

PROJECT DESCRIPTION

The Police Department has identified the need for a utility vehicle to assist in moving range supplies for training, enable patrols on linear parkways, enhance security measures during community events, and assist on Special Response Taskforce activities. The Department currently has no off-road vehicle that can meet these needs.

The Department has identified utility vehicle specifications including an 82-hp engine and seating for up to six adults, which would be configured for 4 adults and a small dump box equipped with gear. The vehicle would be equipped with police lights and graphics for identification.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 20,00 miles **DATE OF COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--|------------------|-------------|-------------|-------------|-------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Equipment | 26,000 | - | - | - | - | \$ 26,000 |
| TOTAL EXPENSES | \$ 26,000 | \$ - | \$ - | \$ - | \$ - | \$ 26,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Forfeiture Fund- Federal Justice Dept. | | | | | | |
| 262-301-970.000 | 26,000 | - | - | - | - | \$ 26,000 |
| TOTAL FUNDING | \$ 26,000 | \$ - | \$ - | \$ - | \$ - | \$ 26,000 |

ESTIMATED FINANCIAL IMPACT

Minimal maintenance costs are anticipated as the utility vehicle ages and the future planned replacement of the utility vehicle will be incorporated into the Police Department Fleet Replacement Plan.

Storage Out Building at Water Dept. Site

CIP #

224

PROJECT LEAD Lt. Todd Metcalf
EMAIL tmetcalf@wbtownship.org

DEPARTMENT Police
STATUS New

PROJECT DESCRIPTION

The Police Department currently keeps vehicles that have been involved in crimes and/or major crash investigations within Police Headquarters parking lot. With the completion of Police Department Renovations and the construction of a new out-building for storage, a new vehicle storage area is needed.

This storage out building of 5,000 sq. ft. will require a cement floor to avoid potential fluid leaks from soil intrusion and secured access, in addition to security cameras. The proposed location is on the south end of the Water Utilities Department property behind the fuel pumps. Currently, the site is a wooded area and fence line. The out building will require a vehicle lift, electricity, climate control, and potable water.

REVISIONS FROM PRIOR YEAR

None, new project

LIFE EXPECTANCY 50 years **DATE OF COST ESTIMATE** 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------------------|------|------|------|------|------------|------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Building | | - | - | - | 500,500 | \$ 500,500 |
| TOTAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ 500,500 | \$ 500,500 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Public Safety Capital Projects Fund | | | | | | |
| 403-301-975.000 | | - | - | - | 500,500 | \$ 500,500 |
| TOTAL FUNDING | \$ - | \$ - | \$ - | \$ - | \$ 500,500 | \$ 500,500 |

ESTIMATED FINANCIAL IMPACT

Operating costs will include annual utility costs and future maintenance of the facility. These costs will be identified when design is complete.

PROJECT LEAD DC Dale Young
EMAIL dyoung@wbtownship.org

DEPARTMENT Police
STATUS Revised

PROJECT DESCRIPTION

The Police Department currently uses an armored rescue vehicle (M-WRAP) provided through a federal equipment surplus program. This vehicle is deployed in high risk situations where danger to the public and officers is substantially higher probability. Incidents include armed barricade subjects, warrant service, and rescue operations under the threat of gunfire.

The Lenco Bearcat would replace the current armored rescue vehicle and the current vehicle would be decommissioned and returned to the federal government. The Bearcat is an essential piece of safety equipment that allows police officers the ability to get closer to armed subjects during critical incidents. Officers safely being in close proximity to subjects allows them to observe, evaluate and communicate with the subject. It also increases the potential that a subject is within the effective range of less lethal options. The Bearcat provides ballistic protection so officers can more safely evacuate citizens or injured persons from dangerous areas.

REVISIONS FROM PRIOR YEAR

Moved from 2026 to 2029

LIFE EXPECTANCY 20 years **DATE OF COST ESTIMATE** 2023

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--|-------------|-------------|-------------|-------------|-------------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Capital Vehicle | - | - | - | - | 380,000 | \$ 380,000 |
| TOTAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ 380,000 | \$ 380,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Forfeiture Fund- Federal Justice Dept. | | | | | | |
| 262-301-982.000 | - | - | - | - | 380,000 | \$ 380,000 |
| TOTAL FUNDING | \$ - | \$ - | \$ - | \$ - | \$ 380,000 | \$ 380,000 |

ESTIMATED FINANCIAL IMPACT

The existing armored vehicle, received through federal surplus, was designed to operate in arid sandy conditions in wide open areas. The vehicle is currently operating in highly variant weather that includes rain, sleet, snow, causing water infiltration issues.

Acoustical Study for Leak Detection and Rehabilitation

CIP #

WS124

PROJECT LEAD
EMAIL

Justin Taylor
jtaylor@wbtownship.org

DEPARTMENT
STATUS

Water
New

PROJECT DESCRIPTION

The Water System Master Plan, completed in 2014, recommended that as the Township's water distribution system ages, it would be cost effective to utilize an acoustic-based distribution system leak detection program as it is less expensive to repair leaks before catastrophic failure occurs. The Department currently estimates the system may be losing as much as 10-11% of system capacity each year due to leaks, which results in lost revenue.

Based on the current volume of system loss, the Water Utilities Department recommends conducting an Acoustical Study for Leak Detection to identify rehabilitation projects over the next five years. This study will be conducted by an outside consultant with an estimated cost of \$400,000. Recommendations from the study could be incorporated into the Water Utilities Master Plan Update and Report, which may include both capital improvement projects and annual maintenance and repair needs.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 5 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Contractual Services | 400,000 | - | - | - | - | \$ 400,000 |
| TOTAL EXPENSES | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Water Utilities Fund | | | | | | |
| 592-540-803.000 | 400,000 | - | - | - | - | \$ 400,000 |
| TOTAL FUNDING | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |

ESTIMATED FINANCIAL IMPACT

The results of this study will identify future repair and maintenance needs over the next 1-5 years.

Water Sewer Fleet Replacements

CIP # WS121

PROJECT LEAD Justin Taylor
EMAIL jtaylor@wbtownship.org

DEPARTMENT Water Sewer
STATUS Revised

PROJECT DESCRIPTION

This project accounts for replacement of the Water Sewer Department's fleet of vehicles. Currently the fleet is composed of 27 vehicles.

REVISIONS FROM PRIOR YEAR

Added 2029 vehicles to schedule.

LIFE EXPECTANCY 10+ years

DATE OF COST ESTIMATE 2023

| | | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-----------------------------|---------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PROJECT COST | | | | | | | |
| VEHICLE | ASSET # | | | | | | |
| 2016 Dodge Ram (26) | 4035 | 54,000 | - | - | - | - | \$ 54,000 |
| 2016 Dodge Ram (26) | 4036 | 54,000 | - | - | - | - | \$ 54,000 |
| 2016 Dodge Ram (27) | 4086 | - | 67,500 | - | - | - | \$ 67,500 |
| 2017 Ford Explorer (27) | 4190 | - | 67,500 | - | - | - | \$ 67,500 |
| 2017 Ford F150 (28) | 4191 | - | - | 70,875 | - | - | \$ 70,875 |
| 2018 Ford F150 (28) | 4418 | - | - | 70,875 | - | - | \$ 70,875 |
| 1997 Hydraulic Trailer (29) | 2789 | - | - | - | 13,600 | - | \$ 13,600 |
| 2003 Chevrolet Van (29) | 2793 | - | - | - | 54,500 | - | \$ 54,500 |
| 2014 Chevrolet Tahoe (29) | 3851 | - | - | - | 71,500 | - | \$ 71,500 |
| FREIGHTLINER - 800 HPR | 3923 | - | - | - | 438,600 | - | \$ 438,600 |
| 2016 Ford Transit (25) | 4419 | - | - | - | 74,400 | - | \$ 74,400 |
| 2019 Ford F150 (29) | 4564 | - | - | - | 74,400 | - | \$ 74,400 |
| 2019 Ford | 4565 | - | - | - | - | 78,100 | \$ 78,100 |
| 2019 Ford | 4566 | - | - | - | - | 78,100 | \$ 78,100 |
| 2020 Ford | 4810 | - | - | - | - | 78,100 | \$ 78,100 |
| 2020 Ford | 4811 | - | - | - | - | 78,100 | \$ 78,100 |
| TOTAL EXPENSES | | \$ 108,000 | \$ 135,000 | \$ 141,750 | \$ 727,000 | \$ 312,400 | \$ 1,424,150 |
| FUNDING SCHEDULE | | | | | | | |
| FUNDING SOURCE | | | | | | | |
| Water Sewer Fund | | | | | | | |
| 592-538-140.000 | | 108,000 | 135,000 | 141,750 | 727,000 | 312,400 | \$ 1,424,150 |
| TOTAL FUNDING | | \$ 108,000 | \$ 135,000 | \$ 141,750 | \$ 727,000 | \$ 312,400 | \$ 1,424,150 |

ESTIMATED FINANCIAL IMPACT

Replacement of existing vehicles on a regular cycle assists to minimize costly repairs of aging vehicles, while maximizing resale value. All planned replacements within the five-year planning period are replacements of existing vehicles, therefore no net impact on the operating budget is anticipated.

PROJECT LEAD
EMAIL

Justin Taylor
jtaylor@wbtownship.org

DEPARTMENT
STATUS

Water
New

PROJECT DESCRIPTION

Every three years, the Township conducts a full study of the rates it charges for water and sewer services taking into account current wholesale rates charged to the Township, current and projected operational costs, scheduled capital improvements, and existing debts service. This process ensures residents are being charged fairly water for utility services, while ensuring the Township's ability to fund operations and maintain adequate reserves.

The last study was conducted in 2022 and the study delivered recommended rates to the Township Board for 2022/2023, 2023/2024, and 2024/2025. Funding for 2025 to complete the study will ensure recommended rates effective July 1, 2026 are using the most current and accurate data.

REVISIONS FROM PRIOR YEAR

None, new project.

LIFE EXPECTANCY 3 years

DATE OF COST ESTIMATE 2024

| | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------------------|------------------|-------------|-------------|------------------|-------------|------------------|
| PROJECT COST | | | | | | |
| EXPENSES | | | | | | |
| Contractual Services | 30,000 | - | - | 35,000 | - | \$ 65,000 |
| TOTAL EXPENSES | \$ 30,000 | \$ - | \$ - | \$ 35,000 | \$ - | \$ 65,000 |
| FUNDING SCHEDULE | | | | | | |
| FUNDING SOURCE | | | | | | |
| Water Utilities Fund | | | | | | |
| 592-540-803.000 | 30,000 | - | - | 35,000 | - | \$ 65,000 |
| TOTAL FUNDING | \$ 30,000 | \$ - | \$ - | \$ 35,000 | \$ - | \$ 65,000 |

ESTIMATED FINANCIAL IMPACT

Based on Township Board action taken as a result of this study, rates will be adjusted generating more or less revenue based on operating needs. No additional operating costs are anticipated as a result of this project.

GLOSSARY





ACCRUAL BASIS OF ACCOUNTING Method of accounting that recognizes the financial effect of transactions, events, and inter-fund activity when they occur, regardless of timing of related cash flows. The accrual basis of accounting is utilized in developing the Enterprise Funds' budgets. The application of accrual accounting techniques prevents distortions in financial-statement representations because of shifts in the timing of cash flows and related underlying economic events near the end of a fiscal period.

AD VALOREM TAX A tax levied on the assessed value of real property. This tax is also known as property tax.

APPROPRIATION An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes, equal to 50% of market value, as required by Michigan law.

ASSIGNED FUND BALANCE Portion of fund balance representing resources set aside by the government for a particular purpose.

AUDIT An independent third-party review of the government's financial statements completed by a Certified Public Accountant and issuing an opinion as to whether the financial statements are fairly presented, in all material respects, and in conformity with U.S. generally accepted accounting principles.

AVAILABLE/UNASSIGNED FUND BALANCE (Referred to as Working Capital in Enterprise Funds) The difference between total fund balance in a governmental fund and its nonspendable, restricted, committed, and assigned components. The funds remaining from the prior year which are available for appropriation and expenditure in the current year.

BALANCED BUDGET A budget in which planned funds available exceed or are equal to planned expenditures.

BASIS OF ACCOUNTING Timing of recognition for financial reporting purposes. Basis of accounting determines when recognition takes place.

BASIS OF BUDGETING Method used to determine when revenues and expenses are recognized for budgetary purposes. West Bloomfield Township uses the modified accrual basis for non-enterprise funds and the accrual basis for enterprise funds.

BEGINNING FUND BALANCE Unexpended funds from the previous fiscal year. A use of beginning fund balance reflects the amount budgeted from unreserved fund balance to finance expenditures during the current fiscal year.

BOND A written promise to pay a specified borrowed sum of money (principal) at a specified date or dates in the future, together with periodic interest at a specified rate.

BUDGET A financial plan, operational plan and communications tool identifying planned revenues and expenses for a given reporting period, generally a single fiscal year.

BUDGET ADJUSTMENT Adjustment made to the budget during the fiscal year by the City Council to account properly for unanticipated changes which occur in revenues and/or expenditures and for program initiatives approved during the fiscal year.



BUDGETARY CONTROL The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL OUTLAY/EXPENSE: Any item with an expected life of more than one year and a value of more than \$4,000, such as automobiles, trucks, equipment, buildings, infrastructure, land, etc.

CAPITAL IMPROVEMENT Addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase its efficiency or capacity.

CAPITAL IMPROVEMENT PROJECT A project resulting in a fixed asset or an improvement to a fixed asset with a life expectancy of at least five (5) years which has a one-time cost of \$25,000 or more.

CAPITAL IMPROVEMENTS PLAN (CIP) A comprehensive five-year schedule of projects indicating priority in terms of need and ability to finance, the first year of which is adopted as part of the Annual Budget.

CHARGES FOR SERVICE (USER CHARGES) The payment of a fee for direct receipt of a public service by the party benefiting from the service.

COMMITTED FUND BALANCE Portion of net position of government fund representing resources whose use is subject to legally binding constraint imposed by the government itself at the highest level of decision making authority. The commitment remains in place unless removed in the same manner.

COMPONENT UNIT Legally separate organization for which the elected officials of the primary government are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with a primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The payment of principal and interest on borrowed funds, such as bonds.

DEPARTMENT An organizational unit of the Township responsible for carrying out specific functions, such as Fire or Code Enforcement.

DEPRECIATION The periodic (annual) expiration of an asset's useful life. Depreciation is a requirement in proprietary type funds, such as Enterprise Funds.

EFFECTIVENESS MEASURE Indicator that measures the degree to which an entity or program is successful in achieving its goals or objectives.

EFFICIENCY MEASURE Indicator that measures the degree to which an entity or program is successful in achieving its goals or objectives with the least use of scarce resources.

ENCUMBRANCE Obligations in the form of purchase orders for contract commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Commitments made to vendors which involve goods that have not been received or services that have not been completed at year-end. Encumbrances are a reservation of fund balance since they are legally obligated.



ENDING FUND BALANCE Unexpended funds at the end of the fiscal year. The ending fund balance increases when sources exceed disbursements or decreases when disbursements exceed sources.

ENTERPRISE FUND A fund established to account for operations that are financed and operated in a manner similar to a private business, i.e., the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis shall be financed or recovered primarily through user charges. West Bloomfield Township has enterprise funds for water/sewer utilities. Enterprise Funds, unlike governmental funds, record land, buildings, and equipment as assets and expense depreciation on them.

FIDUCIARY FUND Category of funds used to report assets held in trust agreement or in a custodial capacity.

FISCAL YEAR A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for West Bloomfield Township is January 1-December 31.

FIXED ASSETS Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. A unit cost of \$5,000 or more with a useful life of at least one year.

FULL TIME EQUIVALENT (FTE) A measurement of staffing level which converts a position(s) to the decimal equivalent of a full-time position.

FUND Fiscal and accounting entity with a self-balancing set of accounts.

FUND BALANCE Available funds for spending, also known as "working capital" for proprietary/enterprise funds. Also referred to as reserves.

FUND TYPE In governmental accounting, one of eleven categories subordinate to three fund categories: Governmental Fund Category: General, Special Revenue, Debt Service, Capital Project, Permanent; Proprietary Fund Category: Enterprise, Internal Service; and Fiduciary Fund Category: Pension Trust, Investment Trust, Private-Purpose Trust, and Custodial.

GENERAL FUND The chief operating fund of a government. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) Accounting principles as propagated by the Governmental Accounting Standards Board that establish the minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) The purpose of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting standards.

GFOA Government Finance Officers Association

GENERAL OBLIGATION BONDS Bonds for the payment of which the full faith and credit of the issuing government are pledged.



GOAL A long-range desirable result attained by achieving incremental objectives designed to implement a strategy.

GOVERNMENTAL FUNDS Funds generally used to account for tax-supported activities including General, Special Revenue, Debt Service, Capital Project, and Permanent Funds. **GRANTS** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HEADLEE AMENDMENT In 1978, Michigan voters approved an amendment to the Michigan Constitution to: 1) require voter approval for any local tax increases or new taxes established after Headlee was approved; 2) limit property tax revenue resulting from property tax assessment increases; and 3) limit revenue collected to the amount of the original millage rate adjusted for inflation.

INFRASTRUCTURE The basic physical framework or foundation of the Township; i.e., its roads, bridges, sidewalks, water system and sewer system.

INTERGOVERNMENTAL REVENUES Revenue from other governments in the form of grants, entitlement, shared revenues or payments in lieu of taxes.

LINE ITEM A specific item or group of similar items defined in a unique account in the financial records. This is the lowest level of detail at which justification is reviewed and decisions are made.

MAJOR FUND A fund whose revenues, expenditures/expenses, assets, or liabilities are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Governmental or enterprise funds reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report. While the General Fund is always a major fund, other funds are evaluated based on qualitative and quantitative measures.

MEASUREMENT FOCUS Types of balances and related changes reported in a given set of financial statements. Determines what is recognized in the financial statements.

MILLAGE The tax rate on real property based on \$1 per \$1,000 of assessed property value.

MODIFIED ACCRUAL Accounting which recognizes revenues in the accounting period in which they are both measurable and available to finance expenditures. Expenditures are generally recognized in the accounting period in which they are both measurable and incurred. The modified accrual basis of accounting is utilized in the preparation of budgets for all governmental fund types, which include the General Fund and Special Revenue Funds contained in this document.

NON-MAJOR FUND Funds that do not meet the quantitative or qualitative criteria of a major fund. Non-major funds often account for special purpose activities that account for less than 10% of revenues, expenditures, or total assets of the Township.

OBJECTIVE Something to be accomplished that is described in specific, well-defined, and measurable terms.

OPERATING BUDGET Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget usually required by law.



OPERATING COSTS Expenses for such items as supplies, contractual services, and utilities.

ORDINANCE A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.

OTHER POST EMPLOYMENT BENEFITS (OPEB) Benefits available to eligible retirees and their beneficiaries including health insurance and prescription coverage.

OUTPUT Indicator that measures the quantity of a service provided.

OCWRC / OAKLAND COUNTY WATER RESOURCE COMMISSION Entity responsible for planning, developing, and maintaining designated surface water drainage systems in Oakland County, Michigan. Through the operation and maintenance of Oakland County-owned water and sewer disposal systems and operates and maintains water and sewer systems.

PERSONNEL EXPENSES Refers to costs directly associated with employees, including salaries and benefits.

PERFORMANCE MEASURES Service measures and accomplishments reporting specific quantitative and qualitative measures of work performed toward meeting an objective of the department.

PROGRAM A group of activities, operations, or organizational unit(s) directed to attain specific purposes or objectives.

PROPERTY TAX A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

PROPRIETARY FUND Proprietary funds are used to account for business-like activities in local government. These funds are used when a local government is providing services to the public and charging residents for them. An enterprise fund is a type of proprietary fund.

RECLASSIFICATION The moving of an existing position from one personnel classification (title) to another based on evaluation of the Human Resources Department that determines the position performs duties of a classification other than that in which the position is currently placed.

RETIREMENT SYSTEM West Bloomfield's retirement system is governed by the Pension Board and administered by the Township. All Public Safety employees have a defined contribution plan and other employee groups may have either a defined benefit or defined contribution plan depending upon their date of hire. Benefits are determined by bargaining unit and length of service.

RESOLUTION A special or temporary order of a legislative body; and order of a legislative body requiring less legal formality than an ordinance or statute. The Township adopts its annual budget by resolution each year.

RESTRICTED FUND BALANCE The portion of fund balance of a government fund that represents resources subject to externally enforceable constraints, constitutional provisions, or enabling legislation. **REVENUES** An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in internal service funds.



ROLLED-BACK RATE Under Florida law, the millage rate which when applied to the tax base, exclusive of new construction and annexations, would provide the same tax revenue to the City as was levied in the prior year.

SAD / SPECIAL ASSESSMENT DISTRICT A group of properties, established through a vote of approval of the property owners, that are assessed for a public improvement that confers a special benefit to the property owners that is distinct from the benefit enjoyed by the general public. This funding mechanism provides economic benefit to property owners by eliminating bond issuance costs and reducing interest rates,

STATE EQUALIZED VALUE (SEV) The proportion of true cash value at which property shall be assessed. SEV is 50% of true cash value.

SPECIAL ASSESSMENT A compulsory levy made against certain properties to defray part or all costs of a specific improvement or service deemed to primarily benefit those properties. Special Assessments are used to account for the construction and financing of public improvements benefiting a limited number of properties. Assessments are repaid over a number of years with interest.

SPECIAL REVENUE FUND Government fund type used to account for the proceeds of specific revenue sources that are restricted to committed to expend for specified purpose other than debt or capital project.

TAXABLE VALUE The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

TEMPORARY POSITION A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

TRANSFERS IN/OUT (INTERFUND TRANSFER) A financial transaction in which money is moved from one fund (transfer out) to another (transfer in). This results in the recording of a revenue and an expenditure.

TRUST FUNDS Funds used to account for assets held by the Township in a trustee capacity, such as the Pension Fund and Retiree Healthcare Fund.

WORKING CAPITAL The amount of cash and current assets available in an enterprise fund, current assets less current liabilities. Used to measure available funds in enterprise funds in lieu of fund balance.