



TREASURER'S OFFICE

Robert Binson
Mayor

Ronald Lapham
Mayor Pro Tem

Nicholas Chakur
Council Member

Mary Hafner
Council Member

James Reid
Council Member

Steve R. Adair, CGFM
Finance Director & Treasurer

November 4, 2015

Re: Sidewalk Improvement Program Special Assessment Final "As-Built" Billing

This past May, you received a letter from the city outlining the estimated amount that would be due for the sidewalk improvement program work that was planned on your property. As you likely noticed, this work was completed this summer.

FINAL BILL INFORMATION

The city's engineers have reviewed the work completed and have certified the exact amount of work done on your property. The attached excerpt from the final adjusted special assessment roll shows the "as-built" certified final measurements for your property as well as the amount due, which includes a ten (10) percent administrative fee. If you previously made any payments, those will be shown as well, provided we received them before October 21, 2015.

Based on actual work performed, your bill may have gone up or down. The rates charged for services, however, did not change. For your reference, they are as follows:

SIDEWALK IMPROVEMENT PROGRAM - RATES					
4" SW	\$ 3.43	SQFT	6" Driveway	\$ 34.56	SQYD
6" SW	\$ 3.84	SQFT	8" Driveway	\$ 53.46	SQYD
8" SW	\$ 5.98	SQFT	Trim Roots	\$5/each	
Concrete Removal, All Sidewalk Sizes				\$ 8.88	SQYD
Concrete Removal, All Driveway Sizes				\$ 7.65	SQYD

REFUND INFORMATION

If the attached excerpt from the special assessment roll shows a "REFUND DUE" in the far right column labelled "Winter Tax Installment Payment with 3.5% Interest", you will receive a refund via city check in the amount noted in the "Net Due" column within the next thirty (30) days.

PAYMENT OPTIONS

New payment options and new due dates have been added since the original letter mailed to you, so please read the following options carefully:

- 1) You can pay the "Net Due" amount in full by November 30, 2015. Postmarked payments as of this date will be accepted. If you pay after November 10, 2015, you may see a special assessment on your paper tax bill mailed to you on December 1, 2015. If this happens, it will be because we printed the bills before we received your payment. Please either check your taxes online at www.centerline.gov or call us at (586) 757-6800 to confirm our receipt of your payment.
- 2) You can choose to pay by an annual special assessment installment payment. As approved by the city council on June 22, 2015, residents and business owners who take this option can pay the special assessment over four (4) equal installments at a rate of 3.5 percent per payment. Should you choose this option, your installment payment can be found on the far right column of the attached excerpt from the special assessment roll labelled "Winter Tax Installment Payment with 3.5% Interest". Installment payments will be applied to your winter tax bills levied on December 1 of years 2015, 2016, 2017, and 2018 if you choose this option.

-OVER-

7070 E. TEN MILE ROAD CENTER LINE, MICHIGAN, 48015-1100 (586) 757-6800 FAX (586) 755-0790
www.centerline.gov

- a. Even if you initially choose to pay via the annual special assessment installment payment, you can choose to pay the special assessment in full at any time over the four year period of repayment. Any unlevied future interest payments can be avoided by doing this. Call city hall at (586) 757-6800 to confirm the amount of your final payment.
- 3) If you previously made a 'payment-in-full', but then additional work was done creating an additional balance due, you can do one of the following:
- a. Pay the balance due before November 30, 2015.
 - b. Provide a letter to the Treasurer's office by no later than November 30, 2015 opting to pay the total balance due via your winter tax bill being levied on December 1, 2015 without interest being levied.
 - c. You can take no additional action and the balance due will be rolled into the special assessment installment payment program as described in #2 above.

SAMPLE CALCULATION OF BILLING

We understand that the attached excerpt, even with the rates on the previous page, may be difficult to use to calculate your bill, so we've provided an example for your reference. **Again, please note that this is a sample.**

REPLACEMENT SERVICES – the construction of new sidewalks/driveways

4" Sidewalk (abbreviated "SW"):	25 Square Feet (SQFT) multiplied by the rate of \$3.43/SQFT =	\$ 85.75
8" Sidewalk:	19 Square Feet multiplied by the rate of \$5.98/SQFT =	113.62
8" Driveway:	7.2 Square Yards (SQYD) multiplied by the rate of \$53.46/SQYD =	384.91

REMOVAL SERVICES – the removal of the old concrete

All removal services are calculated in square yards, so sidewalks (in square feet) must be converted first.
 Sidewalks (all sizes): 44 SQFT from above converted to SQYD* = 4.888884 SQYD

Now we can calculate the removal services as follows:

Sidewalks (all sizes):	4.888884 Square Yards (SQYD) multiplied by the rate of \$8.88/SQYD =	43.41
Driveways (all sizes):	7.2 Square Yards (SQYD) multiplied by the rate of \$7.65/SQYD =	<u>55.08</u>

SUBTOTAL, Removal and Replacement Services	\$ 682.77
Multiply the subtotal by the ten percent administrative fee (682.77 x 0.10)	<u>68.28</u>

GRAND TOTAL **(SAMPLE ONLY, SEE ATTACHED SHEET FOR YOUR TOTAL)** **\$ 751.05**

* 1 square foot (SQFT) is equal to 0.111111 square yards (SQYD)

QUESTIONS OR CONCERNS

Finally, our number one priority is making sure that you understand this process. Please use the following table to most efficiently direct your questions or concerns about the sidewalk improvement program:

Question / Concern	Contact Person
I don't think the measurements shown are correct. I was overbilled / underbilled as a result.	Gary McKinney, Public Works Superintendent Telephone: (586) 757-6800
I don't understand the calculation of my bill or I think it is miscalculated.	Steve Adair, Finance Director & Treasurer Telephone: (586) 757-6800
I have a complaint regarding the program. / I don't understand why I have to pay for sidewalks.	Dennis Champine, City Manager & Clerk Telephone: (586) 757-6800

Sincerely,



Steve R. Adair, CGFM
 Finance Director & Treasurer