

**AGENDA**  
**WYOMING CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS**  
**MONDAY, NOVEMBER 17, 2014, 7:00 P.M.**

- 1) Call to Order**
- 2) Invocation** – Pastor Curt Anes, Resurrection Life Church
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**  
From the November 3, 2014 Regular Meeting and the November 10, 2014 Work Session
- 7) Approval of Agenda**
- 8) Public Hearings**
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
  - a) Presentations
  - b) Proclamations
- 11) Petitions and Communications**
  - a) Petitions
  - b) Communications
- 12) Reports from City Officers**
  - a) From City Council
  - b) From City Manager
- 13) Budget Amendments**
- 14) Consent Agenda**

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

  - a) To Confirm the Appointment of Amanda Remo as a Certified Public Accountant Member of the Board of Review for the City of Wyoming
- 15) Resolutions**
  - b) To Set a Date for a Public Hearing on a Proposed Brownfield Plan Amendment for Eligible Activities Conducted at 1409 and 1425 28<sup>th</sup> Street Southwest (December 1, 2014 at 7:01 p.m.)
  - c) To Amend a Portion of the City of Wyoming Fee Schedule
  - d) To Object to Transfer of Properties Not Sold at the 2014 Delinquent Property Tax Sale to the City of Wyoming
  - e) To Accept the Edward Byrne Memorial Justice Assistance Grant (Budget Amendment No. 29)
  - f) To Accept Grant Funding Received Through the City of Grand Rapids – Combined Auto Theft Team – Multi-Jurisdictional Task Force
- 16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts**
  - g) To Award the 44<sup>th</sup> Street Concrete Repairs to West Michigan Recycle Aggregates

- h) To Authorize Acceptance of a Proposal from Vredeveld Haefner, LLC for Internal Auditing Reviews and Related Services and to Authorize the Mayor and City Clerk to Execute the Agreement (Budget Amendment No. 30)
- i) To Authorize Payment to Secant Technologies for the Purchase of a VMware Environment and to AT&T for the Purchase of Sixteen GX440 Airlink Devices
- j) To Concur with the Purchase of Ten Portable Radios and Ten Pagers and to Authorize Payment (Budget Amendment No. 33)
- k) To Concur with the Purchase of Fifteen Self-Contained Breathing Apparatuses and to Authorize Payment (Budget Amendment No. 32)
- l) To Accept a Quote from CST Covers for Additional Repairs to Tank Cover Sections at the Clean Water Plant (Budget Amendment No. 31)
- m) For Award of Bid
  - 1. One Digital Color Imaging System and Two Plotters

**17) Ordinances**

- 21-14 To Add Article VI to Chapter 14 of the Code of the City of Wyoming Entitled “Medical Marijuana Facilities” (Final Reading)
- 23-14 To Add Article III to Chapter 82 of the Code of the City of Wyoming Entitled “Lawns, Gardens and Water Efficient Landscaping” (Final Reading)
- 24-14 To Add Sections 2-56 & 2-57 to the Code of the City of Wyoming (Comptroller/Internal Auditor) (First Reading)

**18) Informational Material**

**19) Acknowledgment of Visitors**

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

**21) Adjournment**

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

RESOLUTION TO CONFIRM THE APPOINTMENT OF AMANDA REMO  
AS A CERTIFIED PUBLIC ACCOUNTANT MEMBER OF THE BOARD OF REVIEW  
FOR THE CITY OF WYOMING

WHEREAS:

1. Amanda Remo has submitted an application requesting appointment to the Board of Review for the City of Wyoming.
2. A vacancy exists in the position of Certified Public Accountant on the Board of Review for the City of Wyoming.
3. It is the desire of the City Council that Amanda Remo be appointed for the regular term ending January 31, 2016.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan, does hereby confirm the appointment of Amanda Remo as a Certified Public Accountant member of the Board of Review for the regular term ending January 31, 2016.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

RESOLUTION TO SET A DATE FOR A PUBLIC HEARING ON A PROPOSED  
BROWNFIELD PLAN AMENDMENT FOR ELIGIBLE ACTIVITIES CONDUCTED AT  
1409 AND 1425 28<sup>TH</sup> STREET SOUTHWEST

WHEREAS:

1. The City of Wyoming Brownfield Redevelopment Authority (the "Authority"), has prepared and recommended a Brownfield Plan Amendment to provide reimbursement for eligible activities at 1409 and 1425 28<sup>th</sup> Street Southwest, pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, MCL 125.2651 *et seq.* (the "Act").

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby set the date of December 1, 2014 at 7:01 p.m. for a public hearing on the proposed amendment to the City of Wyoming Brownfield Redevelopment Authority Brownfield Plan to provide reimbursement for eligible activities at 1409 and 1425 28<sup>th</sup> Street Southwest.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

## MEMORANDUM

**DATE:** November 12, 2014  
**TO:** Mayor and City Council  
**FROM:** Barbara VanDuren, DDA Director  
**SUBJECT:** **AMENDMENT TO BROWNFIELD PLAN, BAKER 1515 REALTY, LLC**

Baker 1515 Realty, LLC has requested an Amendment to the Brownfield Plan to help with redevelopment of two adjoining parcels located at 1409 28<sup>th</sup> Street, and 1425 28<sup>th</sup> Street. The project involves demolishing the former Crowne Automotive and Miller Equipment for the construction of two restaurant sites.

The 1.8 million dollar investment estimates 80 new jobs and will increase the tax base. It will benefit the DDA and 28<sup>th</sup> Street with the demolition of two obsolete buildings and the creation of two new restaurant sites. Baker 1515 Realty, LLC is asking for assistance with demolition costs which are estimated at \$75,000. Assistance will be in the form of reimbursement over approximately six years.

The Brownfield Redevelopment Authority approved the Amendment to the Brownfield Plan at their meeting on October 21, 2014. At a Special Meeting held November 13, 2014 the Downtown Development Authority agreed to share costs with the Brownfield Authority for the reimbursement of funds to Baker 1515 Realty.

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

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

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of the City of Wyoming hereby adopts the attached revision to Section X - Utilities, effective January 1, 2015.

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

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:  
Proposed Fee Schedule

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

## X - UTILITIES

These fees will be effective as of January 1, 2015

### WASTEWATER PENALTIES

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

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

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

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

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

\*Based on average day for previous quarter

\*\* Maximum penalty allowed by law

### TREATED GROUNDWATER DISCHARGE

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

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

### WASTEWATER SURCHARGE RATES

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

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

### INSTALLATIONS

Water Meters:

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

Water Service Installation to Stop Box Only

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

Watermain Tapping Actual cost plus 25%

Water System Development Charge  
by tap size

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

Sewer System Development Charge  
by water tap size

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

WATER SERVICE

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

Water Meter Size	Charges
5/8 inch	\$ 22.21
1 inch	45.53
1 1/2 inch	97.71
2 inch	151.02
3 inch	262.06
4 inch	489.70
6 inch	1,008.70
8 inch	1,697.85

Water commodity rate (in addition to Readiness to Serve Charge):  
Quantity steps applicable rate, per 100 cubic feet: \$1.15

### SEWER SERVICE

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

Water Meter Size	Charges
5/8 inch or no meter	\$ 14.72
1 inch	25.70
1 1/2 inch	47.70
2 inch	69.65
3 inch	168.56
4 inch	278.46
6 inch	553.15
8 inch	827.86
12 inch	1,271.84

Sanitary Sewer commodity rate (in addition to Readiness to Serve Charge):  
per 100 cubic feet (hereinafter referred to as billing unit) of water use per quarter: **\$2.71**

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

Effective **January 1, 2015**, the minimum charge per quarter for those residential sewer users not served by the City's water system shall be **\$70.46** plus the applicable Ready to Serve Charge.

### LATE CHARGE

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

Customers with sewer only service shall have a service charge of 1 ½ percent per month assessed on the unpaid balance for that delinquent portion of their bill which becomes a lien placed on the property tax roll.

## FIRE SPRINKLER CONNECTION

(per year charge applicable to unmetered connections):

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

## MISCELLANEOUS FEES

Cash deposit for Section 86.43(4)	150.00
Collection Cost Recovery Fee	40.00
Water Construction Fee (60 days)	57.50
Pool Filling Permit:	
Homeowner and contractor	57.50
Miscellaneous Hydrant Usage:	
Used one day	57.50
Used after first day	57.50
Plus metered usage at current water rate, plus 100%	
Unauthorized hydrant use, penalty of	500.00
Unauthorized water use, penalty of	500.00

### NPDES Permit Treated Groundwater

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

## WASTE HAULERS

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

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

Miscellaneous waste haulers including septage haulers:  
(to be paid in advance)

\$80.47 per 1000 gallons per load, or fraction  
thereof

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

RESOLUTION TO OBJECT TO TRANSFER OF PROPERTIES NOT SOLD AT THE 2014  
DELINQUENT PROPERTY TAX SALE TO THE CITY OF WYOMING

WHEREAS:

1. Each year the Kent County Treasurer holds a foreclosure sale for delinquent property taxes.
2. Pursuant to MCL 211.78m (6) "...property not sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located" unless the city, village, or township objects in writing to this transfer.
3. The following properties did not sell at the 2014 foreclosure sale:  
PP# 41-17-09-401-035/ 2784 Bluewater Lane SW
4. After examining the properties listed above it was determined that the City has no interest in receiving these parcels.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming hereby formally objects to the transfer of these parcels to the City of Wyoming and asks that the county retain possession of these properties.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report  
Property Map

## **Staff Report**

**From:** Andrea Boot, Treasurer's Office  
**Date:** November 12, 2014  
**Subject:** Objection to Transfer of Properties  
**Meeting Date:** November 17, 2014, City Council Meeting

---

### RECOMMENDTION

The Treasurer's Office recommends that the City Council approves the objection to the transfer of properties not sold at the 2014 delinquent property tax sale.

### SUSTAINABILITY CRITERIA

Environmental Quality

Does not significantly impact this criterion.

Social Equity

Does not significantly impact this criterion.

Economic Strength

Does not significantly impact this criterion.

### DISCUSSION

Each year the County Treasurer conducts several auctions to sell properties for delinquent property taxes. Occasionally not all properties sell at these auctions and the statute recognizes that possibility. MCL 211.78m (6) states that "...property not sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located" unless the city, village or township objects in writing to this transfer. In previous years the City has all but once objected to the transfer of these properties, as they are generally parcels that serve no useful purpose, e.g. small or odd shaped residual parcels from splits or other property transactions.

During the 2014 property auction cycle, there is only one property within the City of Wyoming that did not sell at any of the auctions. This is a landlocked parcel with a Bluewater Lane address between the properties 2782 Bluewater Lane SW, 2513 Roys Ave SW and 2517 Roys Ave SW, see attached map for reference. This parcel is not adjacent to any City owned property and owning this parcel would not provide any significant benefit to the City.

### BUDGET IMPACT

Since the status of this property would be tax exempt regardless of ownership by the City or by the County, there is no impact on the City's budget.

**accessKent**  
kent county, michigan

Kent County Geospatial Service

The interface includes a top navigation bar with icons for home, information, measurement, search, globe, and print. On the right side, there are controls for 'Full Map', 'Zoom In', 'Zoom Out', and 'Pan'. On the left side, there is a vertical zoom slider and a directional pad. The map itself shows several residential lots with yellow property boundary lines and yellow parcel numbers: 2772, 2782, 2790, 2792, 2771, 2513, 2517, and 2521. A red rectangular box highlights the parcel with number 2771. The streets 'BLUEWATER' and 'ROY'S' are labeled vertically on the left and right sides of the map, respectively.

Full Map Zoom In Zoom Out Pan

BLUEWATER ROY'S

2772 2782 2790 2792 2771 2513 2517 2521

Disclaimer | Website Policy | Contact Us | Help | Reset Widgets  
Copyright © 2001-2014 County of Kent. All rights reserved.

Custom property tax mapping available. Please call Kent County Property Description and Mapping at (616)632-7520.

# OFFICE OF THE TREASURER

COUNTY ADMINISTRATION BUILDING • P.O. BOX Y • GRAND RAPIDS, MICHIGAN 49501-4925  
TELEPHONE: (616) 632-7500  
FACSIMILE: (616) 632-7505



KENNETH D. PARRISH  
Treasurer

November 3, 2014

Dear Clerks,

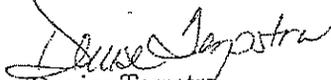
I have enclosed a list of the parcel(s) that did not sell at the Foreclosure Auctions this year. This is a final notice as of November 3, 2014.

*Pursuant to MCL 211.78m (6) On or before December 1 immediately succeeding the date of the sale under subsection (5), a list of all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located. The city, village, or township may object in writing to the transfer of 1 or more parcels of property set forth on that list. On or before December 30 immediately succeeding the date of the sale under subsection (5), all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village, or township has objected. Property located in both a village and a township may be transferred under this subsection only to a village. The city, village, or township may make the property available under the urban homestead act, 1999 PA 127, MCL 125.2701 to 125.2709, or for any other lawful purpose.*

Your local unit has until 5 p.m. on the date listed above, to submit written notification in the form of a board resolution to the Kent County Treasurer that you are accepting or objecting to the transfer of the property / properties listed.

Enclosed is a sample objection letter and a list of a property or properties not sold in your local unit. If you any questions, please feel free to contact me at [denise.terpstra@kentcountymi.gov](mailto:denise.terpstra@kentcountymi.gov) or call me at 632-7488.

Sincerely,

  
Denise Terpstra  
Clerk IV

CC: Treasurer, Assessor, Clerk and Finance Director

10/31/2014 12:08 PM  
BY: dmterpst

FORECLOSURE LIST FOR KENT COUNTY  
For 2014 Foreclosures of 2011 and prior taxes  
CITY OF WYOMING  
Interest Computed As Of Foreclosure Date  
Unsold Parcels Only

Page: 1/1  
DB: Real0510

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	TAX YEARS DELINQUENT
41-17-09-401-035	155.02	538.24	693.26	2013 2012 2011

Property Address: 2784 BLUEWATER LN SW WYOMING MI

---

PARCEL COUNT: 1	155.02	538.24	693.26
-----------------	--------	--------	--------

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

RESOLUTION TO ACCEPT  
THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

WHEREAS:

1. The City of Wyoming Department of Public Safety applied for a Edward Byrne Memorial Justice Assistance Grant in the amount of \$22,591 to be used toward the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
2. The City of Wyoming would accept \$22,591 in grant funds for the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
3. The City Council for the City of Wyoming did hold a public hearing on Monday, June 2, 2014, at 7:01 p.m., for the purpose of receiving public comment on the use of the 2014 Edward Byrne Memorial Justice Grant Funds for program activities.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming accepts the Edward Byrne Memorial Justice Assistance Grant in the amount of \$22,591.
2. That Chief James E. Carmody serve as the Program Director responsible for the Wyoming Department of Public Safety equipment procurement and yearly status reports to be submitted to the Bureau of Justice Assistance.
3. That Robert Luders serves as the Finance Director responsible for the Wyoming Department of Public Safety quarterly financial reports to be submitted to the Bureau of Justice Assistance.
4. That the attached Budget Amendment is approved.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                      No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment  
Memorandum  
Agreement

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



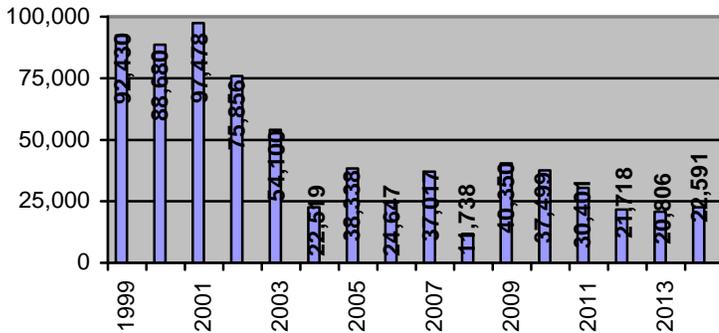
**Interdepartmental Correspondence**

**TO:** Chief James E. Carmody  
**FROM:** Captain Kim Koster  
**DATE:** May 4, 2014  
**SUBJECT:** Edward Byrne Memorial Justice Assistance Grant 2014



Administrative Services

**BYRNE Grant Funding**



**Edward Byrne Memorial Justice Assistance Grant 2014**

Each year, the Edward Byrne Memorial Justice Assistance Grant provides funds to units of local government for the purposes of reducing crime and improving public safety. Over the past fourteen years, the Wyoming Department of Public Safety has applied for and received almost **\$600,000** in BYRNE funding that was dedicated to the acquisition of police programs, technology and equipment.

For 2014, we will receive \$1,785 dollars more funding than our 2013 award. This is a slight increase from our funding level of last year. We hope that the downward trend that we have been seeing in grant funding over the past years has stopped and that we may see funding levels like those in the past. However, we are pleased to report that our Edward Byrne Memorial Justice Assistance Grant application will be submitted and we anticipate that we will be awarded **\$22,591**.

This year BYRNE funding has identified the following purpose areas for the grant:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

Category	Description	Number	Price	TOTAL
Equipment – general				
	Motorola PR 1500 portable radio	20	\$1,100	\$22,000
	Programming / Narrow banding	1	\$ 591	\$ 591
			<b>TOTAL:</b>	<b>\$22,591</b>



**Department of Justice**  
Office of Justice Programs

Bureau of Justice Assistance

---

Office of Justice Programs

Washington, D.C. 20531

August 28, 2014

Mr. Curtis Holt  
City of Wyoming  
1155 28th Street Southwest  
Wyoming, MI 49509-1816

Dear Mr. Holt:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local in the amount of \$22,591 for City of Wyoming.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Lesley Walker, Program Manager at (202) 307-0863; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise O'Donnell".

Denise O'Donnell  
Director

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690  
TTY: (202) 307-2027  
E-mail: askOCR@usdoj.gov  
Website: www.ojp.usdoj.gov/ocr

---

August 28, 2014

Mr. Curtis Holt  
City of Wyoming  
1155 28th Street Southwest  
Wyoming, MI 49509-1816

Dear Mr. Holt:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 7

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Wyoming 1155 28th Street Southwest Wyoming, MI 49509-1816		4. AWARD NUMBER: 2014-DJ-BX-0741	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2015 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2015	
1A. GRANTEE IRS/VENDOR NO. 386006933		6. AWARD DATE 08/28/2014	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE 2014 JAG for Police Safety and Equipment		10. AMOUNT OF THIS AWARD \$ 22,591	
		11. TOTAL AWARD \$ 22,591	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY14(BJA - JAG) 42 USC 3750, et seq.			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Curtis Holt City Manager	
17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Curtis Holt</i>	19A. DATE 10-14-14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 22591		21. NDJUGT0948	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

CH



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

CK



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 4 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

16. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.
17. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
18. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
19. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.
20. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
21. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.
22. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.

GA



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 5 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

23. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

24. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
25. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

CA



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 6 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

26. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
27. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
28. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
29. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
30. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
31. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
32. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
33. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

CH



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 7 OF 7

PROJECT NUMBER 2014-DJ-BX-0741

AWARD DATE 08/28/2014

*SPECIAL CONDITIONS*

34. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).
35. No JAG funds may be expended on the purchase of unmanned aircraft, unmanned aircraft systems or unmanned aerial vehicles (UA/UAS/UAV), unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Any state or local jurisdiction receiving BJA approval to utilize JAG funds for this type of purchase must certify to DOJ that it received Federal Aviation Administration (FAA) approval to operate a UA/UAS/UAV and that it is legal to operate a UA/UAS/UAV in the proposed jurisdiction or geographic area. The recipient must submit a statement on the goals and objectives for the use of a UA/UAS/UAV, the anticipated specific uses, and policy regarding privacy considerations. BJA may require additional reporting requirements that will be stipulated post award.
36. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
37. Recipient understands that the initial period of availability of funds for this award is two years. Recipient further understands that any requests for additional time for performance of this award, up to two additional years, will be granted automatically, pursuant to 42 U.S.C. § 3751(f) and in accordance with current fiscal year solicitation. Requests for additional time beyond a four year grant period will be subject to the discretion of the Director of the Bureau of Justice Assistance.

CH



**Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

---

Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for City of Wyoming

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>. Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2014-DJ-BX-0741

PAGE 1 OF 1

This project is supported under FY14(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Lesley Walker  
(202) 307-0863

2. PROJECT DIRECTOR (Name, address & telephone number)

Mark Easterly  
Sergeant  
2300 DeHoop Ave.  
Wyoming, MI 49509-1816  
(616) 530-7308

3a. TITLE OF THE PROGRAM

BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

2014 JAG for Police Safety and Equipment

5. NAME & ADDRESS OF GRANTEE

City of Wyoming  
1155 28th Street Southwest  
Wyoming, MI 49509-1816

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2013 TO: 09/30/2015

8. BUDGET PERIOD

FROM: 10/01/2013 TO: 09/30/2015

9. AMOUNT OF AWARD

\$ 22,591

10. DATE OF AWARD

08/28/2014

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will utilize this Fiscal Year 2014 JAG award to fund communication and patrol supplies to improve community assistance and officer safety. NCA/NCF

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

RESOLUTION TO ACCEPT GRANT FUNDING  
RECEIVED THROUGH THE CITY OF GRAND RAPIDS  
– COMBINED AUTO THEFT TEAM  
– MULTI-JURISDICTIONAL TASK FORCE

WHEREAS:

1. The City of Wyoming has requested to participate in the "Combined Auto Theft Team" CATT – City of Grand Rapids Multi-Jurisdictional Task Force, as appointed by the State of Michigan Automobile Theft Prevention Authority.
2. The City of Wyoming would accept \$74,859 in grant funds designated for 57% of salary, fringe benefits and vehicle rental for one Wyoming Public Safety Department Detective participating in the Multi-jurisdictional Task Force.
3. That the City of Wyoming Public Safety Department is authorized to receive said grant funds from the City of Grand Rapids, where its Police Department is serving as host agency for the Multi-jurisdictional Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. Chief James Carmody shall serve on the Board of Directors of the Task Force.
2. Robert Luders shall serve as the Finance Director responsible for the Wyoming Public Safety Department bi-annual financial status reports to be submitted to the City of Grand Rapids for reimbursement.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried      Yes  
                                    No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Budget Detail Report  
Grant Contract

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



STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE  
AUTOMOBILE THEFT PREVENTION AUTHORITY  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

August 13, 2014

Capt. Jeffrey Hertel  
City of Grand Rapids Police Department  
Combined Auto Theft Team  
1 Monroe Center, N.W.  
Grand Rapids, Michigan 49503

Dear Captain Hertel:

Re: Grant No. 22-15 City Of Grand Rapids Police Dept., Combined Auto Theft Team  
Fiscal Year 2015 Grant Award Notice

I am delighted to inform you that on August 7, 2014 your Automobile Theft Prevention Authority (ATPA) application was reviewed by the Board of Directors and has been selected to receive grant funding. As you are aware, since the inception of ATPA in 1986 Michigan's auto thefts have fallen from 72,021 to 24,973 per year, a decline of 65.3 percent. We are hopeful that your team's efforts will help us to continue this trend.

Please review the enclosed budget detail carefully, since modifications could have been made to your original request in the grant application.

Prior to the release of any funds, we have scheduled a mandatory orientation meeting for both the Grant Official Project Director and the Grant Official Financial Contact to attend. At that time, the objectives, overall management, and grant reimbursement procedures will be reviewed. If your project is a multi-agency task force, a copy of this letter is also being sent (as referenced below) to the Financial Contact for the sub-grantee. It is highly encouraged that Financial Contacts of the multi-agency task forces who are responsible for providing financial information to the grantee, also attend this meeting.

The orientation meeting is scheduled for 10 a.m. on August 28, 2014, at the Grand Rapids Police Department, 1 Monroe Center NW, Room 2057, Grand Rapids, MI

Congratulations, your agency has been awarded additional incentive funding based on the criteria you indicated in your original grant application. This means that your agency and sub grantees, if applicable, are only responsible for a hard match of 43 percent and the ATPA is providing a reimbursement rate of 57 percent.

If you have any questions, please contact the ATPA Financial Auditor, Ms. Tracy Lambert at (517)-241-1089. Our best wishes for a successful program!

Sincerely,

Mr. Daniel G. Vartanian  
Executive Director

Col. Kriste Etue - Chair  
Patrick Dolan, Russell Kohler - Representing Purchasers of Automobile Insurance  
Curtis Caid, Michael McCabe - Representing Law Enforcement  
Fausto Martin, Laura J. Pieman - Representing Automobile Insurers

MICHIGAN STATE POLICE HEADQUARTERS • 333 SOUTH GRAND AVENUE • P.O. BOX 30634 • LANSING, MICHIGAN 48909-0634  
www.michigan.gov/msp • (517) 241-1087

Enclosure

cc: Ms. Teresa Grinstern, Grant Official Financial Contact  
Ms. Judy Keelean, Kentwood Police Department  
Ms. Karen Sterk, City of Wyoming  
Sgt. Stan Lis

---

	A	B	C	D	E	F
1	GRAND RAPIDS POLICE DEPARTMENT					
2	COMBINED AUTO THEFT TEAM (CATT)					
3	COMBINED BUDGET DETAIL					
4	G-22-15					
5						
6			57%	43%		
7		BUDGET	ATPA	GRANTEE		
8		AWARD	SHARE	SHARE		
9	SWORN EMPLOYEES					
10	Salaries & Wages:					
11	(3) P.O./GRPD Fugate, Walker, Lis	209,860	119,620	90,240		
12	Overtime	15,739	8,971	6,768		
13	Fringe Benefits	142,600	81,282	61,318		
14						
15	Officer/Wyoming PD:David Thompson	69,303	39,503	29,800		
16	Overtime	5,198	2,963	2,235		
17	Fringe Benefits	50,815	28,965	21,850		
18						
19	Officer/Kentwood PD:jamie Karwowski	63,853	36,396	27,457		
20	Overtime	4,789	2,730	2,059		
21	Fringe Benefits	58,067	33,098	24,969		
22						
23	TOTAL SWORN EMPLOYEES	620,224	353,528	266,696		
24						
25	VEHICLES					
26	(3) Grand Rapids PD	30,000	17,100	12,900		
27	(1) Wyoming PD	6,015	3,429	2,586		
28	(1) Kentwood PD	10,000	5,700	4,300		
29	TOTAL VEHICLES	46,015	26,229	19,786		
30						
31	FIELD OPERATIONS					
32	Investigative. Supplies	1,360	775	585		
33	MAVTI Due/Training fees	300	171	129		
34	ACT Meetings Refreshment	600	342	258		
35	Travel and Training	6,540	3,728	2,812		
36	wireless service for tablets	1,200	684	516		
37	TOTAL FIELD OPERATIONS	10,000	5,700	4,300		
38						
39	OFFICE OPERATON					
40	Office Supplies	750	428	323		
41	TOTAL OFFICE OPERATIONS	750	428	323		

	A	B	C	D	E	F
1	GRAND RAPIDS POLICE DEPARTMENT					
2	COMBINED AUTO THEFT TEAM (CATT)					
3	COMBINED BUDGET DETAIL					
4	G-22-15					
5						
6			57%	43%		
7		BUDGET	ATPA	GRANTEE		
8		AWARD	SHARE	SHARE		
42						
43	SUB TOTAL	676,989	385,884	291,105		
44	ADDITIONAL INCREASE					
45	GRAND TOTAL	676,989	385,884	291,105		
46	REIMBURSEMENT PERCENT		57%	43%		
47						
48						
49		Award	ATPA	Grantee		
50	Grand Rapids	408,829	233,033	175,796		
51	Wyoming	131,331	74,859	56,472		
52	Kentwood	136,709	77,924	58,785		
53		676,869	385,815	291,054		
54						

	A	B	C	D	E	F
1	GRAND RAPIDS POLICE DEPARTMENT					
2	COMBINED AUTO THEFT TEAM (CATT)					
3	BUDGET DETAIL					
4	G-22-15					
5			57%	43%		
6						
7		BUDGET	ATPA	GRANTEE		
8		AWARD	SHARE	SHARE		
9	SWORN EMPLOYEES					
10	Salaries & Wages:					
11	(3) P.O./GRPD	209,860	119,620	90,240		
12	Overtime	15,739	8,971	6,768		
13	Employees Benefits:	142,600	81,282	61,318		
14						
15	TOTAL SWORN EMPLOYEES	368,199	209,873	158,326		
16						
17	VEHICLES					
18	(3) Vehicle Rental/Usage	30,000	17,100	12,900		
19						
20	TOTAL VEHICLES	30,000	17,100	12,900		
21						
22	FIELD OPERATIONS					
23	Investigative Supplies	1,360	775	585		
24	MAVTI Due/Training fees	180	103	77		
25	ACT Meetings Refreshment	600	342	258		
26	Travel and Training	6,540	3,728	2,812		
27	wireless service for tablets	1,200	684	516		
28	TOTAL FIELD OPERATIONS	9,880	5,632	4,248		
29						
30	OFFICE OPERATON					
31	Office Supplies	750	428	323		
32						
33	TOTAL OFFICE OPERATIONS	750	428	323		
34						
35	GRAND TOTAL	408,829	233,033	175,796		
36	REIMBURSEMENT PERCENT		57%	43%		

	A	B	C	D	E	F
1	WYOMING POLICE DEPARTMENT					
2	COMBINED AUTO THEFT TEAM (CATT)					
3	BUDGET DETAIL					
4	G-22-15					
5						
6			57%	43%		
7		BUDGET	ATPA	GRANTEE		
8		AWARD	SHARE	SHARE		
9	SWORN EMPLOYEES					
10	Salaries & Wages: Eric Wiler					
11	Detective/Wyoming PD	69,303	39,503	29,800		
12	Overtime	5,198	2,963	2,235		
13	Employees Benefits:	50,815	28,965	21,850		
14						
15	TOTAL SWORN EMPLOYEES	125,316	71,430	53,886		
16						
17	VEHICLES					
18	(1) Vehicle Rental/Usage	6,015	3,429	2,586		
19						
20	TOTAL VEHICLES	6,015	3,429	2,586		
21						
22	FIELD OPERATIONS					
23	MAVTI & IAATI Dues/Training fees	60	34	26		
24						
25		60	34	26		
26						
27	GRAND TOTAL	131,331	74,859	56,472		
28	REIMBURSEMENT PERCENT		57%	43%		

	A	B	C	D	E	F
1	KENTWOOD POLICE DEPARTMENT					
2	COMBINED AUTO THEFT TEAM (CATT)					
3	BUDGET DETAIL					
4	G-22-15					
5						
6			57%	43%		
7		BUDGET	ATPA	GRANTEE		
8		AWARD	SHARE	SHARE		
9	SWORN EMPLOYEES					
10	Salaries & Wages:					
11	Detective/Kentwood PD Mike Co	63,853	36,396	27,457		
12	Overtime	4,789	2,730	2,059		
13	Employees Benefits:	58,067	33,098	24,969		
14						
15	TOTAL SWORN EMPLOYEES	126,709	72,224	54,485		
16						
17	VEHICLES					
18	(1) Vehicle Rental/Usage	10,000	5,700	4,300		
19						
20	TOTAL VEHICLES	10,000	5,700	4,300		
21						
22	GRAND TOTAL	136,709	77,924	58,785		
23	REIMBURSEMENT PERCENT		57%	43%		

## AUTOMOBILE THEFT PREVENTION AUTHORITY GRANT APPLICATION FREQUENTLY ASKED QUESTIONS

### What is the Automobile Theft Prevention Authority?

The Automobile Theft Prevention Authority (ATPA) was established in 1986 to reduce automobile theft in Michigan. The ATPA provides grants on a competitive basis for programs to reduce auto theft. Grant funds cannot be used for any other purpose.

### Is my agency or organization eligible for a grant?

Law enforcement agencies, prosecutors, judicial agencies, and organizations qualified as a 501(c)(3) organization (nonprofit organizations) (e.g., neighborhood, community, and educational organizations) are eligible to apply for an ATPA grant. Grants will only be awarded to enhance automobile theft prevention efforts.

### Is there a matching requirement?

Neighborhood, community, and educational, nonprofit organizations:

- No matching funds are required.

All other agencies, including law enforcement agencies, and prosecuting attorney's offices:

- The matching fund requirement is 50 percent of the total approved budget.

### How can I apply for a grant?

Read all of the instructions before preparing the grant application. Electronic Microsoft Word versions of the forms are available on the ATPA Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa). You will also need the Employee Wage Budget Detail form, EX-013A. Be sure to save these files to your computer before filling them out!

### When is the application due?

The application must be postmarked by **June 3, 2013**. Incomplete applications will not be accepted.

### What information is required?

A nonprofit organization applying for the first time must provide:

- A copy of the organization's bylaws.
- A copy of the organization's Articles of Incorporation filed with the state of Michigan.
- A copy of the organization's determination letter from the Internal Revenue Service recognizing the organization's tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

The following must be submitted by all grant applicants:

- The printed pages of your data, pages six through 12, with original signatures and supporting budget documentation. **Provide three additional photocopies of the signed original for a total of four copies.**
- An 8 1/2" x 11" map that displays the area served by the proposed project.
- The application form is designed so that you can save it to your computer. E-mail an electronic copy of the entire application (no signature required) to the ATPA, to [WordenJ@Michigan.gov](mailto:WordenJ@Michigan.gov). **Keep a copy of the entire application, including instructions and any attachments for your file.**

Send all materials to one of the following addresses:

**U.S. Postal Service:**  
State of Michigan  
Michigan Department of State Police  
Automobile Theft Prevention Authority  
P.O. Box 30634  
Lansing, Michigan 48909-0634

**Federal Express or UPS**  
State of Michigan  
Michigan Department of State Police  
Automobile Theft Prevention Authority  
333 S. Grand Ave.  
Lansing, Michigan 48933

For more information, application assistance, or inquiries about sending materials via couriers other than the U.S. Postal Service, Federal Express, or UPS, you may reach the ATPA at (517) 241-1087.

## ATPA GRANT CONDITIONS

### A. DURATION OF GRANT

The grantee understands that projects may be planned over a period of years; however, each project will be approved by the ATPA on a yearly basis. The grantee must submit another application if it wishes to continue the project beyond the initial grant period. The ATPA will base approval of renewal application on the grantee's reports of prior accomplishments.

### B. IMPLEMENTATION OF PROJECT

The grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant.

### C. PROJECT MODIFICATION (ATPA Project Modification Request form, EX-034)

1. The grantee agrees not to make any modification of the approved budget, including, but not limited to, the participating agencies, program, or budget, without the prior written approval of the ATPA.
  - a. Project revisions must be submitted to the ATPA at least 30 days in advance of the need for the change and approved by the ATPA before the revision can be implemented.
2. The grantee agrees to provide the ATPA with written notification of any changes in the project director, financial officer, project contact, and grant-funded personnel.

### D. EXPENDITURES

1. The grantee understands and agrees that all expenditures from the grant will:
  - a. Be necessary for proper and efficient administration of the project and be allowable thereto under the principles and standards provided herein.
  - b. Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
  - c. Not result in a profit to the grantee or governmental unit.
  - d. Be incurred on or after the date of authorization to proceed or the first day of the grant period, whichever is later, and on or before the end of the grant period.
  - e. Be reduced by all applicable credits.
  - f. Be adequately supported by source documentation.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the applicable community, agency, or organization for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee understands that all state agency projects must have a legislative budget appropriation to accept ATPA funds.
5. The grantee agrees to maintain all documentation for costs incurred for a three-year period following the final payment for the project.
6. Costs incurred prior to the starting date, or after the ending date of the grant are ineligible for reimbursement.

### E. EQUIPMENT

1. The grantee understands that "equipment" is generally defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$500 or more per unit. Items with a useful life of more than one year, but with an acquisition cost of less than \$500, will not be considered equipment for purposes of this grant. Any equipment purchased through a grant by a state agency must also adhere to all state equipment control procedures.
2. The grantee agrees that all equipment purchased under the grant will be used exclusively for automobile theft prevention purposes, not only during the period of the grant but for the entire useful life of the equipment.

### F. RELEASE OF FUNDS

Generally, payments to prosecutor offices, and law enforcement agencies, will be made on a reimbursement basis. Payments to neighborhood, community, and educational, nonprofit organizations are paid on an advance basis. All payments are contingent on the grantee being in compliance with all terms and conditions of the grant.

### G. RETURN OF UNEXPENDED FUNDS

The grantee agrees to return all unexpended grant funds to the ATPA within 60 days after the project is completed. The check should be made payable to the "State of Michigan."

---

H. PROGRAM FUNDING

Any funds received or granted as a result of auto theft prevention activities shall be used to enhance currently funded and/or future auto theft prevention programs. Funds received include, but are not limited to, forfeiture of cash and receipts from sale of property.

I. AUDIT-MONITORING AND REVIEW

1. The grantee agrees to allow the ATPA and the State Auditor General, and any of their duly authorized representatives, access, for purposes of inspection, audit, monitoring and examination, to any books, documents, papers, and records of the grantee which are related to this project. The ATPA will conduct periodic monitoring of the grant to ensure the grant funds have been spent in accordance with state and federal law, including, but not limited to, 1992 PA 174, the policies of the ATPA, and the grant terms and condition.
2. The ATPA will conduct periodic program and financial reviews of the project. The purpose of these reviews will be to determine adherence to stated financial standards, project goals, and to review progress of the project in meeting its objectives.

J. GRANT TERMINATION

The grantee understands that this grant may be terminated if the ATPA concludes that the grantee is not in compliance with state and federal law, the terms and conditions of this grant, or has falsified any information. The ATPA may extend an opportunity for the grantee to demonstrate compliance. When the project is terminated, the unexpended funds received and unexpended funds granted as a result of auto theft prevention activities shall be promptly returned to the ATPA not later than 60 days after termination.

K. TRAVEL

The grantee agrees to notify the ATPA in advance for approval of any out-of-state travel. In-state or out-of-state travel will be in compliance with current state travel guidelines and restrictions.

L. ORIENTATION MEETING

The grantee agrees to attend an orientation meeting when scheduled. Any additional requirements made at that time will become a condition of the grant.

M. PERSONNEL COSTS

It is understood that grants issued to fund law enforcement or prosecuting attorney personnel will dedicate 100 percent of their regular work hours performing ATPA grant-related work, as a condition of receiving the grant fund match.

N. REPORTING REQUIREMENTS

All grantees must submit quarterly progress reports and expenditure (financial) reports in accordance with the schedule below. **(Both reports must be received prior to ATPA reimbursement.)**

ORGANIZATION TYPE	REPORT PERIOD - QUARTERLY PROGRESS & SEMI-ANNUAL FINANCIAL		DUE DATE
Prosecuting Attorney's Office And Law Enforcement Agency	Progress Reports (EX-37)	10-1-13 to 12-31-13	1-31-14
	Progress Reports (EX-37)	1-1-14 to 3-31-14	4-30-14
	Financial Reports (EX-36)	10-1-13 to 3-31-14	4-30-14
	Progress Reports (EX-37)	4-1-14 to 6-30-14	7-31-14
	Financial Reports (EX-36)	4-1-14 to 9-30-14	10-15-14
	Progress Reports (EX-37)	7-1-14 to 9-30-14	10-31-14
ORGANIZATION	REPORTING PERIOD - QUARTERLY PROGRESS & QUARTERLY FINANCIAL		DUE DATE
Nonprofit 501(c)(3) Neighborhood Organization	Progress Reports (EX-37)	10-1-13 to 12-31-13	1-31-14
	Financial Reports (EX-35)	10-1-13 to 12-31-13	1-31-14
	Progress Reports (EX-37)	1-1-14 to 3-31-14	4-30-14
	Financial Reports (EX-35)	1-1-14 to 3-31-14	4-30-14
	Progress Reports (EX-37)	4-1-14 to 6-30-14	7-31-14
	Financial Reports (EX-35)	4-1-14 to 6-30-14	7-31-14
	Financial Reports (EX-35)	7-1-14 to 9-30-14	10-15-14
	Progress Reports (EX-37)	7-1-14 to 9-30-14	10-31-14

## AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) GRANT APPLICATION INSTRUCTIONS

### GRANT APPLICATION INSTRUCTIONS

#### INSTRUCTIONS FOR PAGE SIX

1. **NAME OF APPLICANT ORGANIZATION:** One organizational unit that will be responsible for the administration of the project in accordance with the project conditions (e.g., "City of Blank Police Department" is acceptable.)
2. **FEDERAL TAX IDENTIFICATION NUMBER:** Federal employer number that is issued by the Internal Revenue Service to identify a business entity. This is also called an employer identification number.
3. **MAILING ADDRESS:** Provide the complete address, including zip code, of the applicant organization.
4. **NAME OF GOVERNMENTAL UNIT:** The governmental unit that has the authority and responsibility for carrying out the project (e.g., "City of Blank" is acceptable.)
5. **TYPE OF GOVERNMENTAL UNIT:** Check the appropriate box.
6. **ADDRESS:** Provide the complete mailing address, including zip code, of the governmental unit.
7. **PROJECT TITLE:** Short name that is descriptive of the work to be done.
8. **BEGINNING DATE OF GRANT October 1, 2013** The grant may not begin before the start of the ATPA grant period nor extend beyond the end of the period. A renewal application must be prepared for the continuation of a project beyond the initial grant period. Approval of renewal applications will be based on prior accomplishments as reported in the application for continuation.
9. **ENDING DATE OF GRANT September 30, 2014**
10. **PROJECT AREA:** The location(s) and county or counties served by the project.
11. **ALL AGENCIES PARTICIPATING IN THE PROJECT:** If the project involves a team or cooperative effort, list all agencies that will receive grant money.
12. **PROJECT DIRECTOR:** The full name, title, and original signature of the person responsible for the project. This person will be responsible for submitting the grant's progress and financial reports. The ATPA will not pay the salary of the person in this position.

#### INSTRUCTIONS FOR PAGE SEVEN

13. **PROJECT CONTACT:** The full name, title, and original signature of the person responsible for the project. This individual should be a vital part of the grant program and project. The person in this role will be listed as a contact on the ATPA Web site and should be more readily available to answer questions about the project than the Project Director. Questions could come from various sources, including, but not limited to, other auto theft organizations. The Project Contact will usually be copied on correspondence and e-mail communications that are sent to the Project Director.
14. **PROJECT FINANCIAL CONTACT:** The full name, title, and original signature of the person responsible for the project. This individual will receive reminders about upcoming financial reports and should relay the information to any other financial contacts involved in financial report preparation. The Project Financial Contact will usually be copied on correspondence and e-mail communications that are sent to the Project Director regarding finances or budget issues.
15. **DESCRIPTION OF PROJECT:** Present the substance of the project in a concise, condensed form, including everything that may influence the decision on this application. Clearly identify the area's major auto theft problem and how the organization or agency plans to combat it with ATPA funds. Include any current auto theft program, goals of the program, and accomplishments of the program.

#### INSTRUCTIONS FOR PAGE EIGHT

16. **MEASURABLE OBJECTIVES:** These objectives have been developed by the ATPA for law enforcement, prosecutor, and nonprofit organization grants. Examples are available on the ATPA's Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa). Please prioritize them or add unique criteria that will address the auto theft problems in your project's area.
-

17. **EVALUATION CRITERIA:** The criteria has been developed by the ATPA for law enforcement, prosecutor, and nonprofit organization grants. Examples are available on the ATPA's Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa).

**INSTRUCTIONS FOR PAGE NINE**

18. **ADDITIONAL FUNDING OPPORTUNITY:** The ATPA currently offers a 50 percent match to grantees. Auto theft prevention units that submit ideas that can be put into action and deliver one or more of the four ATPA strategic priorities, which include **data-driven, collaborative, innovative, and efficient programs** aimed at reducing auto theft, may receive additional funding beyond this match. When completing the budget area of the grant application, base your application on the current grant match of 50 percent. ATPA staff will recalculate your budget if any additional funding is approved. Please attach additional pages if necessary.

**SEE SEPARATE FORM - EMPLOYEE WAGE BUDGET DETAIL EX-031A**

- Download the Employee Wage Benefit Detail EX-031A form from the ATPA Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa). Save the file to your computer before filling it out. The EX-031A must be filled out before completing the ATPA Grant Summary of Personnel Budget Information on page nine. A sample of the Employee Wage Benefit Detail EX-031A form is on page 13.
- Every employee must be documented on an Employee Wage Budget Detail EX-031A form. Employee Wage Budget Detail EX-031A forms must be included with your grant submission.
- Take the figures from the completed Employee Wage Budget Detail EX-031A forms and place the summary information for the employees on page ten.

**INSTRUCTIONS FOR PAGE TEN**

- A. **BUDGET FOR SWORN EMPLOYEES:** Fill in columns from Employee Wage Detail EX-031A form. **Sworn employees** are defined as police officers and assistant prosecutors with criminal investigative powers. For each separate position employee name, job title or position, name of governmental unit, grant project title, total salary/wages/fringes chargeable to the project.
- B. **BUDGET FOR OTHER EMPLOYEES:** Fill in columns from Employee Wage Detail EX-031A form. **Other Employees**, administrative assistant, auto theft prevention technician, vehicle information number etching technician, or etc. For each separate position employee name, job title or position, name of governmental unit, grant project title, total salary/wages/fringes chargeable to the project.

**INSTRUCTIONS FOR PAGE 12**

For eligible and ineligible expenditures, see page 11.

- **TOTAL BUDGET FOR SWORN EMPLOYEES:** Carry the **TOTAL** of all **Sworn Employees** from the Summary of Each Supporting Employee sheet to this field from Page ten.
- **TOTAL BUDGET FOR OTHER EMPLOYEES:** Carry the **TOTAL** of all **Other Employees** from the Summary of Each Supporting Employee sheet to this field from Page ten.
- **TOTAL BUDGET FOR VEHICLES:** Includes the lease/purchase of the vehicle, maintenance, gasoline, insurance, and necessary equipment, based on your organizational type.
- **TOTAL BUDGET FOR FIELD OPERATIONS AND OTHER EXPENSES:** Includes equipment and supplies necessary for field operations. Equipment is generally defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$500 or more per unit. Any equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures. Includes other costs related to the project. Adequate detail and justification must be furnished to support the costs included.
- **TOTAL BUDGET FOR OFFICE OPERATIONS AND OTHER EXPENSES:** Includes equipment and office supplies necessary for office operations. Includes other costs related to the project. Adequate detail and justification must be furnished to support the costs included.

### ATPA GRANT APPLICATION

Submit four original copies of the signed application, and all required documentation via the U.S. Postal Service to:

<b>Return To:</b> Automobile Theft Prevention Authority 333 S. Grand Ave., P.O. Box 30634 Lansing, Michigan 48909-0634 Phone: (517) 241-1087		<b>FOR ATPA USE ONLY</b>  <b>Project / Grant Number:</b>	
<b>I. Applicant Information</b> Read instructions first before completing this ATPA Grant Application form. Type or clearly print answers to all fields and attach extra pages as additional space is needed.			
1. Name of Applicant Organization City of Grand Rapids Police Department		2. Federal Tax ID Number 386004689	
3. Mailing Address 1 Monroe Center NW, Grand Rapids Mi 49503			
4. Name of Government Unit (If applicable) City of Grand Rapids		5. Type of Government Unit <input type="checkbox"/> State <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other:	
6. Address 300 Monroe Ave NW, Grand Rapids Mi 49503			
7. Project Title Combined Auto Theft Team (CATT)		8. Beginning Date of Grant October 1, 2014	9. Ending Date of Grant September 30, 2015
10. Project Area (City/Township/County) City of Grand Rapids, City of Kentwood, City of Wyoming			
11. All Agencies Participating in the Project (If cooperative effort) City of Grand Rapids Police Department City of Kentwood Police Department City of Wyoming Police Department			
The undersigned understand and agree that a grant received as a result of this application is subject to 1992 PA 174, the policies of the ATPA, and the grant conditions as outlined on pages 2 through 3. We certify that all information provided is true and accurate.			
12. a. Typed Name and Title of Grant Official - PROJECT DIRECTOR Jeffrey Hertel, Captain/Investigations GRPD		b. Signature	c. Date Signed
d. Business Address 1 Monroe Center NW			
e. City Grand Rapids		f. State Mi	g. Zip Code 49503
h. E-mail Address jhertel@ci.grand-rapids.mi.us	i. Telephone Number (616) 456-3499 EXT.	j. Cell (616) 901-7837	k. Fax (616) 456-3799

13.a. Typed Name and Title of Grant Official - PROJECT CONTACT Stanley Lis GRPD Sgt. Auto Team Supervisor		b. Signature		c. Date Signed	
d. Business Address 1 Monroe Center NW					
e. City Grand Rapids				f. State Mi	g. Zip Code 49503
h. E-mail Address slis@ci.grand-rapids.mi.us		i. Telephone Number (616) 456-3338 EXT.		j. Cell ( )	k. Fax (616) 456-3799
14.a. Typed Name and Title of Grant Official - FINANCIAL CONTACT Financial Coordinator Teresa Grinstern		b. Signature		c. Date Signed	
d. Business Address 1 Monroe Center NW					
e. City Grand Rapids				f. State Mi	g. Zip Code 49503
h. E-mail Address tgrinste@grand-rapids.mi.us		i. Telephone Number (616) 456-3418 EXT.		j. Cell ( )	k. Fax (616) 456-4108
15. Description of Project (Briefly describe the problems and the procedures to be implemented.)					
<p>This request is to continue to fund the Combined Auto Theft Team (CATT) for the 2014-2015 grant year. The covered area includes Grand Rapids (the 2<sup>nd</sup> largest city in Michigan) and the two adjoining communities. The area experiences all the types of thefts and frauds commonly experienced in larger metropolitan areas.</p> <p>The team will consist of two (2) Grand Rapids officers, one (1) Kentwood Detective and one (1) Wyoming Detective and a Grand Rapids Sergeant who will also supervise the team and act as projects Contact Person. The team will be supplemented by additional non-funded officers and evidence technicians as needed. The entire team will be housed and worked as a unit out of Grand Rapids Police Headquarters.</p> <p>Theft figures remain at historic lows but Kent County still rates in the top 5 counties for thefts and the grant covered area reported 465 thefts for 2013. The team remains busy with increased fraud and larceny caseloads and over 2700 cases were reviewed by team sgt. in 2013 and 1564 cases were assigned to investigators. The goal is to prevent and reduce loss due to automotive related thefts and frauds.</p> <p>The CATT remains the the only auto team in this portion of West Michigan and continues to provide experience and assistance to outside agencies at the local, state and federal level.</p> <p>The team continues to change its focus and methods as theft trends change. All thefts reported will be reviewed and evaluated. The team will continue to investigate insurance frauds, false reports, title frauds and larceny from auto cases. We will continue our partnerships with the insurance industry, local auto dealers and outside agencies. The team continues to host the the West Michigan ACT meetings and work closely with the HEAT organization.</p> <p>We hope to continue the progress that has been achieved in our cooperative efforts with the ATPA.</p>					

16. Measurable Objectives

(Standardized objectives and evaluation criteria have been developed by the ATPA for law enforcement, prosecutor, and nongovernmental grants. Examples are available on the ATPA's Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa))

The measurable objectives submitted in the grant application are revised as follows:

1. Reduce the number of thefts in your grant area by investigating the cases that have the highest potential for reducing the demand for stolen vehicles, by arresting the subjects who are involved, and by reducing false theft reports.
2. Reduce the economic gain associated with auto theft by recovering stolen vehicles or parts/equipment incidents, and by constantly identifying possible insurance frauds.
3. Recover more in stolen vehicles/parts/equipment value than the ATPA's total approved budget for project.
4. Comply with all ATPA guidelines/policies, and those of the Uniform Crime Reporting System.
5. Maintain clear and reliable documentation for project's performance activity and financial expenditures.
6. Report number of thefts determined to be unfounded.
7. Attend regular meetings for area detectives and insurance investigators.

17. Evaluation Criteria

(Standardized objectives and evaluation criteria have been developed by the ATPA for law enforcement, prosecutor, and nongovernmental grants. Examples are available on the ATPA's Web site at [www.michigan.gov/atpa](http://www.michigan.gov/atpa))

The evaluation criteria submitted in the grant application are revised as follows:

- 1) Number 14 point MVT related arrests
- 2) Number 12 point MVT related arrests
- 3) Number 10 point MVT related arrests
- 4) Number 8 point MVT related arrests
- 5) Number 6 point MVT related arrests
- 6) Number 4 point MVT related arrests
- 7) Number 2 point MVT related arrests
- 8) Number passenger vehicles recovered
- 9) Dollar value of recovered passenger vehicles
- 10) Number other vehicles recovered
- 11) Dollar value of other vehicles recovered
- 12) Number parts recovery incidents
- 13) Dollar value of recovered parts/equipment
- 14) Number of meetings hosted/attended and security inspections

18. Additional Funding Opportunities

(Describe your very best ideas on how your Auto Theft Prevention Unit is ready to deliver new data driven, collaborative, innovative, and efficient programs aimed at reducing and solving auto theft )

The Combined Auto Theft Team is already comprised of the 3 largest metro departments in the area. The surrounding counties have all cited financial reasons for not joining our team or disbanding their former auto teams. We continue to collaborate with the surrounding agencies on a regular basis and assisted in investigations with at least 6 agencies outside the scope of the grant area in 2013.

The team has a long standing practice of review of all theft reports in our jurisdiction and has expanded further into thefts from vehicles as vehicle theft rates have dropped.

The team has experimented with a variety of techniques in the past as new innovations have become available. The team applied for and received an ATPA Innovative grant to check salvage yards and repair shops. A bait car was used for a number of years with financial assistance from Progressive Insurance. We continue to use the HEAT program, Silent Observer, the local press and our contacts with the Grand Rapids Public School Police in efforts to combat vehicle theft.

Efforts for 2013 include obtaining assistance from GRPD Code Compliance. The code compliance officer for GRPD has recently begun to assist in checking and enforcing complaints dealing with unlicensed repair facilities. No chop shops have yet been located but violations have been issued and a new cooperative effort has been established with the State of Michigan Auto Bureau that can only assist in reducing auto related crime in the coverage area.

The most profound new effort in the local fight against auto theft is the extensive efforts GRPD made in 2012 to source and demo a variety of license plate readers. This resulted in the City of Grand Rapids expending \$100,000 to purchase 4 license plate readers for GRPD. The readers are currently installed on 4 marked cruisers and are assisted to trained road officers (some former CATT investigators).

2013 was the first full year of use of the plate readers for GRPD. The systems logged 137 plate hits, 26 of which were on stolen vehicles/plates. The remainder of hits were for a variety of cases ranging from murder attempts to treasurer impounds.

The Combined Auto Theft Team has been a long standing recipient of ATPA grants. We continue to maintain extremely strong traditional investigative techniques but have demonstrated our continuing efforts to expand our partnerships to combat vehicle thefts. The large financial expenditure by the City of Grand Rapids in funding the new license plate reader program emphasizes the commitment to continuing excellence in the effort against auto theft.

We request consideration for any additional financial assistance the Automobile Theft Prevention Authority has available.

### ATPA GRANT SUMMARY OF PERSONNEL BUDGET INFORMATION

In the space provided below input a summary of each supporting employee.

<b>A. Sworn Employees</b>					
	Name	Title/Position	Name of Governmental Unit	Grant Project Title	Total Salary /Wage /Fringes
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
<b>TOTAL SWORN EMPLOYEES</b>					<b>\$ 0.00</b>

<b>B. Other Employees</b>					
	Name	Title/Position	Name of Grantee Organization	Grant Project Title	Total Salary /Wage /Fringes
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>TOTAL OTHER EMPLOYEES</b>					<b>\$ 0.00</b>

### ATPA ELIGIBLE AND INELIGIBLE EXPENDITURE GUIDELINES

#### Eligible Expenditures

1. Regular salaries.
2. Fringe benefits.
3. Each person's overtime hours must not exceed five percent (5%) of the person's actual regular hours worked.
4. Travel and meals for an officer who is required to travel outside normal territory, but not to exceed \$500 per employee/per year.
5. Vehicle operation cost not to exceed:
  - a. law enforcement agency - \$10,000 per employee engaged in road patrols/investigations for grant year 2014.
  - b. prosecutor's office - \$1,500 per assistant prosecuting attorney for mileage and parking reimbursement.
  - c. nonprofit organization - \$1,500 per employee for mileage reimbursement.
6. Film and processing costs not to exceed \$500.
7. Office space rental, prior approval is required.
8. Desk for new project only not to exceed \$325 per desk.
9. Chair for new project only not to exceed \$150 per chair.
10. File cabinet not to exceed \$250 per cabinet.
11. Camera not to exceed \$300 per camera.
12. Tape recorder not to exceed \$100 per tape recorder.
13. Copier usage not to exceed:
  - a. law enforcement agency - \$200 per month.
  - b. prosecutor's office - \$1,000 per year.
  - c. nonprofit agency - \$250 per year.
14. Phone installation.
15. Phone usage not to exceed:
  - a. law enforcement agency and prosecutor's office - \$50 per month per person.
  - b. nonprofit agency - \$500 per year.
16. Office supplies not to exceed \$150 per year per person.
17. Investigative supplies for law enforcement agency not to exceed \$250 per year per person.
18. Computer purchase, prior approval is required.
19. Cell phone purchase/usage, prior approval is required.
20. International Association of Automobile Theft Investigator and Michigan Association of Automobile Theft Investigator dues.

#### Ineligible Expenditures

1. Inordinate fringes, including, but not limited to, lump sum payments (e.g., banked sick/vacation time, pensions, and health benefits). Indirect costs.
2. Indirect costs
3. Expenditure(s) incurred before or after the grant period.
4. In-car terminals and system.
5. LEIN usage fees.
6. Liability insurance.
7. Other membership and agency dues.
8. First class travel.
9. Entertainment.
10. Expenditures in excess of approved budget.
11. Clothing/cleaning/gun allowance.

ATPA GRANT APPLICATION BUDGET DETAIL

Name of Applicant :

Name of Project:

**SWORN EMPLOYEES – NUMBER OF SWORN EMPLOYEES: 0**

Salaries and Wages:

Overtime:

Fringe Benefits:

<b>TOTAL COSTS FOR SWORN EMPLOYEES</b>	<b>\$0.000</b>
--	----------------

**OTHER EMPLOYEES – NUMBER OF OTHER EMPLOYEES: 0**

Salaries and Wages:

Overtime:

Fringe Benefits:

<b>TOTAL COSTS FOR OTHER EMPLOYEES</b>	<b>\$0.000</b>
--	----------------

**VEHICLE USAGE**

Vehicle Lease/Purchase:

Other:

<b>TOTAL VEHICLE USAGE</b>	<b>\$0.00</b>
----------------------------	---------------

**FIELD OPERATIONS**

Investigative Supplies:

\$1.00

Cell Phone:

Michigan Association of Automobile Theft Investigators Dues:

International Association of Automobile Theft Investigators Dues:

Other:

Other:

Other:

Other:

<b>TOTAL FIELD OPERATIONS</b>	<b>\$1.00</b>
-------------------------------	---------------

**OFFICE OPERATIONS**

Supplies:

Other:

Other:

Other:

Other:

Other:

<b>TOTAL OFFICE OPERATIONS</b>	<b>\$0.00</b>
--------------------------------	---------------

<b>GRAND TOTAL BUDGET</b>	<b>\$1.00</b>
---------------------------	---------------



## AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) ORIENTATION MEETING AGREEMENT

**AUTHORITY:** 1992 PA 174, as amended; **COMPLIANCE:** Voluntary; however, failure to complete will result in cancellation of the grant/loss of the grant fund.

This orientation meeting agreement is a summary of the issues discussed during the orientation meeting. It serves as an addendum to the grant. Return one complete set with original signatures to the ATPA.

Project Number: 22-15

**Return To:**  
 Automobile Theft Prevention Authority  
 333 South Grand Avenue  
 P.O. Box 30634  
 Lansing, Michigan 48909-0634  
 Phone: (517) 241-1087

<p><b>I. Grantee Information</b></p> <p>1. Name of Grantee City Of Grand Rapids Police Dept.</p> <p>3. Project Title/Acronym Combined Auto Theft Team (CATT)</p> <p>4. Meeting Conducted By ATPA Staff: Dan Vartanian, Executive Director • Tracy Lambert, Financial Auditor • Tim Bailor, Program Coordinator</p> <p>5. Printed Name and Rank/Title of Grant Official Project Director Attending Proj. Director Capt. Jeffrey Hertel</p> <p>6. Printed Name and Rank/Title of Grant Official Financial Contact Attending Fin. Contact Ms. Teresa Grinstern</p>	<p>2. Orientation Meeting Date 8/28/14</p>
<p><b>II. Program Review and Summary</b></p> <p>A. The project number written above must be included on all correspondence addressed to the ATPA regarding this grant.</p> <p>B. A change in project director, financial officer, project contact, participating agency, or personnel assigned to the ATPA program requires written notification to the ATPA by means of a Project Modification Request (EX-034) which can be downloaded from the ATPA Web site at <a href="http://www.michigan.gov/atpa">www.michigan.gov/atpa</a>.</p> <p>C. All grantees must comply with Uniform Crime Reporting (UCR) requirements. Any grantee not in compliance will be ineligible for any portion of the grant award.</p> <p>D. The Progress Report (EX-37), Financial Reports for Nonprofit Neighborhood Organizations (EX-35 series), and Financial Reports for Law Enforcement Agencies (EX-36 series) can be downloaded from the ATPA Web site at <a href="http://www.michigan.gov/atpa">www.michigan.gov/atpa</a>. The grantee agrees to submit reports in accordance with the schedule on page four of this Agreement.</p> <p>E. Grantees will not be allowed to move grant award amounts from one participating agency to another, except when filling vacancies. Any unused portion of the grant award must be returned to the ATPA.</p> <p>F. ATPA grant award: This award is to be utilized solely for the benefit of auto theft prevention programs.</p> <p>G. All projects must maintain adequate supporting documentation for financial and performance activity reports to the ATPA. Failure to provide adequate supporting documentation for financial and performance activity reports may adversely affect current-year reimbursements and/or future ATPA grant requests. ATPA staff will make appointments with grantee's personnel in order to conduct on-site project and financial reviews.</p> <p>H. Membership in an ATPA Task Force: When an agency withdraws its employee from an ATPA Task Force, the ATPA approved budget for that position will remain with the Task Force. The Project Director must inform the ATPA when the withdrawal occurs and the vacant position must be replaced within the required 30 day time period.</p> <p>I. All employees who are funded by an ATPA Task Force must have their activities approved by the Task Force commander.</p>	
<p><b>III. Financial Review and Summary</b></p> <p>A. Grantees must maintain separate accounting records to document grant revenues and expenditures.</p> <p>B. All payments for salaries and wages must be supported by payroll records and daily activity logs. Retain documentation for your files. Each person's overtime hours may not exceed five percent (5%) of the person's actual regular hours worked.</p> <p>C. All payments for expenditures (e.g., utilities, office rental, copier use, vehicle lease/rental, furniture/equipment purchases) must be supported by an actual invoice or the method of determining cost. Supporting documentation must be included with the financial report.</p> <p>D. All overnight out-of-state travel requires prior notification to ATPA staff. The ATPA will only reimburse salary expenses.</p> <p>E. Public communications materials or news releases that result from this grant must cite the "Automobile Theft Prevention Authority" as the source of funding. Copies of the materials or news releases must be sent to the ATPA. The ATPA has the royalty-free right to copy, publish, and distribute any data or material associated with this grant.</p> <p>F. Any amount of the grant award received or forfeiture funds generated as a result of auto theft prevention activities shall be used to enhance auto theft prevention programs. Forfeiture funds include, but are not limited to, forfeiture of cash and receipts from sale of property. If auto theft prevention activities are terminated, the unexpended revenues shall be promptly returned to the Automobile Theft Prevention Authority, 333 South Grand Avenue, P.O. Box 30634, Lansing, Michigan 48909-0634.</p> <p>G. Participating agencies that receive funds from the ATPA grant award are expected to participate on the ATPA Task Force that received the grant award for the entire grant period. Participating agencies that withdraw personnel from the ATPA Task Force before the end of the grant period will be reimbursed based upon the percentage of the grant period they participated. The ATPA Board of Directors reserve the right to deny future grant awards based on lack of participation for the entire grant period.</p>	

IV. Law Enforcement Measurable Objectives		
<ol style="list-style-type: none"> <li>1. Reduce the number of thefts in your grant area by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved and by reducing false theft reports.</li> <li>2. Reduce the economic gain associated with auto theft by recovering stolen vehicles/parts/equipment and by constantly identifying fraudulent insurance activity.</li> <li>3. Recover more in stolen vehicles/parts/equipment value than the ATPA's total approved award.</li> <li>4. Comply with ATPA guidelines/policies/conditions and UCR requirements.</li> <li>5. Maintain clear and reliable documentation for the project's performance activity and financial expenditures.</li> <li>6. Report to the ATPA dollar amount deposited into forfeiture account following auction on Progress Reports (EX-37).</li> <li>7. Attend regular meetings for area detectives and insurance investigators including participation in the monthly Anti-Car Theft (ACT) meetings, and Help Eliminate Auto Theft (HEAT) programs.</li> </ol>		
V. Law Enforcement Evaluation Criteria		
<ol style="list-style-type: none"> <li>1. Number of 14 point MVT related arrests</li> <li>2. Number of 12 point MVT related arrests</li> <li>3. Number of 10 point MVT related arrests</li> <li>4. Number of 8 point MVT related arrests</li> <li>5. Number of 6 point MVT related arrests</li> <li>6. Number of 4 point MVT related arrests</li> <li>7. Number of 2 point MVT related arrests</li> <li>8. Number of insurance fraud related arrests</li> </ol>	<ol style="list-style-type: none"> <li>9. Number of passenger vehicles recovered</li> <li>10. Dollar value of recovered passenger vehicles</li> <li>11. Number of other vehicles recovered</li> <li>12. Dollar value of other vehicles recovered</li> <li>13. Number of parts recovery incidents</li> <li>14. Dollar value of recovered parts/equipment</li> <li>15. Dollar amount deposited into forfeiture account following auction</li> </ol>	
Arrest Ranking Formula		
Felony Charges	Maximum Sentence	Arrest Points
Altering VIN With Intent To Mislead	4 Years	10
Arson – Owner Involved	10 Years	14
B & E Motor Vehicle	10 Years	4
Car-Jacking	Life	8
Chop Shop	10 Years	14
Continuing Criminal Enterprise	20 Years	14
Counterfeit Insurance Certificates	1 - 5 Years	6
Embezzlement	5 - 10 Years	6
Failure to Return Rental Vehicle	5 - 10 Years	6
False Certification	5 Years	12
False Police Report – Motor Vehicle	4 Years	8
False Pretenses	5 - 10 Year	12
False Statement In Application For Title	10 Years	12
Forged License Documents/License Plates	5 Years	6
Insurance Fraud-Owner Staged Arson/Larceny/Theft	5 - 10 Years	14
Interstate Transportation of Stolen Motor Vehicle	10 Years	14
Larceny By Conversion	5 - 10 Years	6
Larceny from Motor Vehicle	5 Years	4
Obtain personal ID without permission	5 Years	6
Odometer Fraud	5 Years	12
Operating License Forged, Altered Or False	1 - 10 Years	6
Possess or Sell Rosette Rivets	4 Years	4
Possess Stolen Vehicle With Intent To Pass Title	10 Years	10
Repair - Salvage Facility Violation	2 Years	4
R & C Stolen Property	5 - 10 Years	8
UDAA	5 Years	6
Unlawful Use	Misdemeanor	4
Use Fraudulent ID to Lease or Purchase Vehicle	5 Years	12
All Other Charges		2
Note: <ol style="list-style-type: none"> <li>1) Project takes credit for most serious charge against subject and ignores others.</li> <li>2) Project takes credit for original arrest charge even if reduced later by prosecutor.</li> <li>3) If subject is arrested on three separate warrants, project may count three arrests.</li> <li>4) Attempted crimes or conspiracy to commit crime earn same points as listed.</li> </ol>		

<b>VI. Nonprofit Neighborhood Organization Measurable Objectives</b>	
<ol style="list-style-type: none"> <li>1. Conduct _____ auto theft awareness programs/seminars.</li> <li>2. Lead an area-wide effort to etch _____ vehicles.</li> <li>3. Distribute _____ fliers/brochures on auto theft prevention.</li> <li>4. Write no less than _____ articles about auto theft prevention and publish in a newsletter. The article must cite the ATPA as a source of funding. Forward a copy of the article to the ATPA.</li> <li>5. Maintain clear and reliable documentation of project's financial expenditures and performance activity.</li> </ol>	
<b>VII. Nonprofit Neighborhood Organization Evaluation - Reporting Criteria</b>	
<ol style="list-style-type: none"> <li>1. Number of programs/seminars conducted</li> <li>2. Number of vehicles etched</li> <li>3. Number of fliers/brochures distributed</li> <li>4. Number of theft prevention articles written and published in a newsletter</li> </ol>	
<b>VIII. Prosecutor Measurable Objectives</b>	
<ol style="list-style-type: none"> <li>1. Provide full-time access to the judicial system for ATPA Task Forces in your area and provide them a regular opportunity to informally discuss cases and legal issues.</li> <li>2. Vertically prosecute all selected auto theft related cases.</li> <li>3. Maintain a policy of only plea bargaining when absolutely necessary.</li> <li>4. Achieve an overall conviction rate of eighty percent (80%).</li> <li>5. Achieve a trial conviction rate of seventy percent (70%).</li> <li>6. Strive for maximum sentence lengths for defendants.</li> <li>7. Maintain clear and reliable documentation of project's financial expenditures and performance activity.</li> </ol>	
<b>IX. Prosecutor Evaluation Criteria</b>	
<ol style="list-style-type: none"> <li>1. Number of cases initiated</li> <li>2. Number of preliminary exams held</li> <li>3. Number of preliminary exams waived</li> <li>4. Number of cases disposed pre-trial</li> <li>5. Number of defendants who pled guilty to original charge</li> <li>6. Number of defendants who pled guilty to lesser included offense</li> <li>7. Number of plea bargain dismissals</li> <li>8. Number of other dismissals</li> </ol>	<ol style="list-style-type: none"> <li>9. Number of cases disposed by trial (jury/judge)</li> <li>10. Number of defendants convicted on original charge</li> <li>11. Number of defendants convicted on reduced charge</li> <li>12. Number of defendants incarcerated</li> <li>13. Number of defendants fined/placed on probation</li> <li>14. Dollar amount of restitution ordered</li> <li>15. Number of defendants convicted of insurance fraud</li> </ol>
<b>X. Eligible Expenditures for Law Enforcement, Prosecutors and Nonprofit Neighborhood Organizations</b>	
<ol style="list-style-type: none"> <li>1. Regular salaries.</li> <li>2. Fringe benefits.</li> <li>3. Each person's overtime hours must not exceed five percent (5%) of the person's actual regular hours worked.</li> <li>4. Travel and meals for an officer who is required to travel outside normal territory, but not to exceed \$500 per employee/per year.</li> <li>5. Vehicle operation cost not to exceed:                         <ol style="list-style-type: none"> <li>a. law enforcement agency - \$10,000 per employee engaged in road patrols/investigations for grant year 2015.</li> <li>b. prosecutor's office - \$1,500 per assistant prosecuting attorney for mileage and parking reimbursement.</li> <li>c. nonprofit organization - \$1,500 per employee for mileage reimbursement.</li> </ol> </li> <li>6. Film and processing costs not to exceed \$500.</li> <li>7. Office space rental, prior approval is required.</li> <li>8. Desk for new project only not to exceed \$325 per desk.</li> <li>9. Chair for new project only not to exceed \$150 per chair.</li> <li>10. File cabinet not to exceed \$250 per cabinet.</li> </ol>	<ol style="list-style-type: none"> <li>11. Camera not to exceed \$300 per camera.</li> <li>12. Tape recorder not to exceed \$100 per tape recorder.</li> <li>13. Copier usage not to exceed:                         <ol style="list-style-type: none"> <li>a. law enforcement agency - \$200 per month.</li> <li>b. prosecutor's office - \$1,000 per year.</li> <li>c. nonprofit agency - \$250 per year.</li> </ol> </li> <li>14. Phone installation.</li> <li>15. Phone usage not to exceed:                         <ol style="list-style-type: none"> <li>a. law enforcement agency and prosecutor's office - \$50 per month per person.</li> <li>b. nonprofit agency - \$500 per year.</li> </ol> </li> <li>16. Office supplies not to exceed \$150 per year per person.</li> <li>17. Investigative supplies for law enforcement agency not to exceed \$250 per year per person.</li> <li>18. Computer purchase, prior approval is required.</li> <li>19. Cell phone purchase/usage, prior approval is required.</li> <li>20. International Association of Automobile Theft Investigators and Michigan Association of Automobile Theft Investigator dues.</li> </ol>
<b>XI. Ineligible Expenditures for Law Enforcement, Prosecutors and Nonprofit Neighborhood Organizations</b>	
<ol style="list-style-type: none"> <li>1. Inordinate fringes, including, but not limited to, lump sum payments (e.g., banked sick/vacation time, pensions, and health benefits).</li> <li>2. Indirect costs.</li> <li>3. Expenditure(s) incurred before or after the grant period.</li> <li>4. In-car terminals and system.</li> <li>5. Law Enforcement Information Network usage fees.</li> </ol>	<ol style="list-style-type: none"> <li>6. Liability insurance.</li> <li>7. Other membership and agency dues.</li> <li>8. First class travel.</li> <li>9. Entertainment.</li> <li>10. Expenditures in excess of approved budget.</li> <li>11. Clothing/cleaning/gun allowance.</li> </ol>

XII. Reporting Schedule ORGANIZATION TYPE	REPORTS	REPORTING PERIOD	DUE DATES
Prosecuting Attorney's Office and Law Enforcement Agency	Progress Reports (EX-37)	10-1-XX to 12-31-XX	1-31-XX
	Progress Reports (EX-37)	1-1-XX to 3-31-XX	4-30-XX
	Financial Reports (EX-36)	10-1-XX to 3-31-XX	4-30-XX
	Progress Reports (EX-37)	4-1-XX to 6-30-XX	7-31-XX
	Financial Reports (EX-36)	4-1-XX to 9-30-XX	10-10-XX
	Progress Reports (EX-37)	7-1-XX to 9-30-XX	10-31-XX
Nonprofit Neighborhood Organization 501 (c)(3)	Progress Reports (EX-37)	10-1-XX to 12-31-XX	1-31-XX
	Financial Reports (EX-35)	10-1-XX to 12-31-XX	1-31-XX
	Progress Reports (EX-37)	1-1-XX to 3-31-XX	4-30-XX
	Financial Reports (EX-35)	1-1-XX to 3-31-XX	4-30-XX
	Progress Reports (EX-37)	4-1-XX to 6-30-XX	7-31-XX
	Financial Reports (EX-35)	4-1-XX to 6-30-XX	7-31-XX
	Financial Reports (EX-35)	7-1-XX to 9-30-XX	10-10-XX
	Progress Reports (EX-37)	7-1-XX to 9-30-XX	10-31-XX
XIII. Discussion and Explanation for Orientation Meeting			

1. ATPA grant award: This award is to be utilized solely for the benefit of auto theft prevention programs.
2. Approved Budget Amount: See the budget sheet. Please note the ATPA Board of Directors disallows the following expenditures: retirement medical, clothing/cleaning/gun allowance, lump sum holiday pay, lump sum vacation pay, lump sum longevity, sick time buyback, sick leave incentive, emergency response compensation, show-up pay, educational incentive, professional insurance and indirect cost.
3. Authorized Grant Award/Actual Expenditures: The ATPA will reimburse only expenditures incurred during the grant period (October 1, 2014, to September 30, 2015).
4. Time and Attendance: Payroll expenditures must be supported by employee's earning history, attendance sheet, time sheet, payroll register, earning history and duty log. These records must be retained in your file and made available to the ATPA auditor during field monitoring. Law enforcement and prosecutors only - attach the monthly duty logs to the Financial Report (EX-36 series) for your grant award.
5. Fringe Benefits and Overtime: Retain a copy of vendor invoice or cost allocation for fringe benefits charged to the ATPA program in your file. Law enforcement and prosecutors only - each person's overtime hours must not exceed five percent (5%) of the person's actual regular hours worked.
6. Personnel and/or budget modifications will be permitted only if the ATPA deems the request is justified. Filling positions for short periods of time in an effort to use up a portion of the grant award will not be approved. Prior to any change in personnel or the ATPA approved budget, the ATPA requires prior written notification using the Project Modification Form (EX-34) with original signatures and approval from the ATPA on this form.
7. Equipment Procurement Procedures/Consultant/Contractual Service: The grantee must attach a copy of an invoice to the financial report as supporting documentation.
8. Financial/Progress Reports: See Reporting Schedule included in this Agreement on page four.
9. Public communications materials or news releases that result from this grant must cite the "Automobile Theft Prevention Authority" as the source of funding.
10. Payment Procedure: Advance payment, with exception, will be based on prior experience and budget limitations. It requires a formal agreement. Note: New first time grantees must be registered in the state's vendor file by completing a vendor packet. The Project Director and Financial Officer will serve without any compensation from the ATPA grant award.
11. Matching Grant Award Amounts for Nonprofit Neighborhood Organizations: None.
12. Matching Grant Award Amounts for Law Enforcement and Prosecutors: Fifty percent (50%). The ATPA reimbursement will be the lesser of the total reimbursable expenditures or the total ATPA approved budget amount.
13. Mileage Expense for Nonprofit Neighborhood Organizations: Must be limited to the grantee's established mileage reimbursement allowance for non-federally funded activities not to exceed the ATPA approved budget amount. Grantees must provide supporting documentation for these expenses.
14. Vehicle Usage/Rental Expenses for Law Enforcement and Prosecutors: Must be limited to the grantee's established reimbursement policy for non-federally funded activities not to exceed the ATPA approved budget amount. Grantees must provide supporting documentation for these expenses.
15. Law Enforcement and Prosecutors: When an agency withdraws its employee from an ATPA Task Force, the ATPA approved budget for that position will remain with the Task Force. The Project Director must inform the ATPA when the withdrawal occurs and the vacant position must be replaced within the required 30 day time period.
16. Vacancy: If a position is vacant for more than 30 days, the total ATPA approved budget for the position will be reduced accordingly.
17. Program Income: Seized property, fees, royalties, registrations, and etcetera, generated as a result of auto theft prevention activities must be used for auto theft prevention activities.
18. It is understood that grants issued to fund law enforcement or prosecuting attorney personnel will dedicate 100 percent of their regular work hours performing ATPA grant-related work, as a condition of receiving the grant fund match.

**XIV. Grant Award Disbursement**

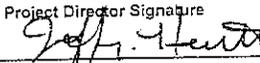
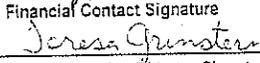
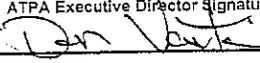
Prior to disbursement of any portion of the grant award, the following must be complied with:

1. A complete set of the ATPA Project Orientation Meeting Agreement with original Grant Official signatures must be returned to the ATPA. Please keep a copy for your records.

**AGREEMENT SIGNATURES**

Agreement:

The undersigned has the authority to accept the terms of this report as an addendum to the grant.

Printed Name and Rank / Title of Grant Official Project Director Proj. Director Capt. Jeffrey Hertel	Project Director Signature 	Date 8-28-14
Printed Name and Rank / Title of Grant Official Financial Contact Fin. Contact Ms. Teresa Grinstern	Financial Contact Signature 	Date 8/28/14
ATPA Executive Director Mr. Dan Vartanian	ATPA Executive Director Signature 	Date 8-28-14

In the event that the above named grant officials were unable to attend, you, as their authorized grantee representative, will sign below and present this Agreement and all information provided to you to the above named grant officials for original Grant Official signatures. This Agreement must be returned to the ATPA no later than September 26, 2014. Authorized grantee representatives must sign below and fill out the contact information sheet on page six of this Agreement.

Printed Name and Rank/Title of Authorized Grantee Representative	Authorized Grantee Representative Signature	Date
Printed Name and Rank/Title of Authorized Grantee Representative	Authorized Grantee Representative Signature	Date

Automobile Theft Prevention Authority (ATPA) Orientation Meeting  
 Fiscal Year 2015 Attendee Sign In Sheet

Organization/Project Name: <i>Combined Auto theft team</i>		Project Number: <i>22-15</i>
Printed Name and Rank/Title of Person Attending <i>Stanley L. S. Sgt - Autos</i>		Orientation Meeting Date <i>8/28/14</i>
Agency and Project Title/Acronym and Grant Number <i>Grand Rapids PD CATT 22-15</i>		
E-mail Address <i>SLIS@ci.grand-rapids.mi.us</i>	Telephone and Fax Numbers <i>616 456 3338 FAX 616 456 3799</i>	
Complete Mailing Address <i>GRAND RAPIDS Police Dept 1 Monroe Ave NW Grand Rapids MI 49503</i>		

Printed Name and Rank/Title of Person Attending <i>Teresa Granger</i>		Orientation Meeting Date <i>8/28/14</i>
Agency and Project Title/Acronym and Project Number <i>Grand Rapids Police Dept. CATT 22-15</i>		
E-mail Address <i>TGranger@GRcity.us</i>	Telephone and Fax Numbers <i>616 456 3418</i>	
Complete Mailing Address <i>GRPD 1 Monroe Ave NW Grand Rapids MI 49503</i>		

Printed Name and Rank/Title of Person Attending <i>Jeffrey Hertel</i>		Orientation Meeting Date <i>8/28/14</i>
Agency and Project Title/Acronym and Project Number <i>Grand Rapids PD / CATT / 22-15</i>		
E-mail Address <i>jhertel@ci.grand-rapids.mi.us</i>	Telephone and Fax Numbers <i>(616) 456-3499, 456-4490</i>	
Complete Mailing Address <i>GRPD 1 Monroe Ave NW, Grand Rapids, MI 49503</i>		

Printed Name and Rank/Title of Person Attending		Orientation Meeting Date
Agency and Project Title/Acronym and Project Number		
E-mail Address	Telephone and Fax Numbers	
Complete Mailing Address		

Printed Name and Rank/Title of Person Attending		Orientation Meeting Date
Agency and Project Title/Acronym and Project Number		
E-mail Address	Telephone and Fax Numbers	
Complete Mailing Address		

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

RESOLUTION TO AWARD THE 44<sup>TH</sup> STREET CONCRETE REPAIRS TO  
WEST MICHIGAN RECYCLE AGGREGATES

WHEREAS:

1. 44<sup>th</sup> Street was reconstructed in concrete pavement from Clyde Park Avenue to Stafford Avenue in 2009 along with the construction of the new single point urban interchange at US-131.
2. In 2012 there were three separate watermain breaks that occurred within the concrete limits along 44<sup>th</sup> Street, damaging the concrete pavement.
3. The repairs were originally planned to be repaired as part of the 44<sup>th</sup> Street reconstruction project in 2014, but eliminated from the contract due to funding complications with Michigan Department of Transportation.
4. The City received two quotes to repair the damaged concrete sections with West Michigan Recycled Aggregates submitting the lowest quote of \$41,070.
5. It is in the best interest of the City to perform the aforementioned work at this time while utilizing the existing traffic control along 44<sup>th</sup> Street for the ongoing reconstruction project between Hansen Avenue and Division Avenue.
6. The total cost for this project will be financed out of the 44<sup>th</sup> Street reconstruction project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby awards the 44<sup>th</sup> Street concrete patch repairs to West Michigan Recycled Aggregates in the amount of \$41,070.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

## Staff Report

Date: November 12, 2014

Subject: 44<sup>th</sup> Street Concrete Patch Repairs

From: William D. Dooley, Director of Public Works

Meeting Date: November 17, 2014

---

### Recommendation:

Staff recommends awarding the 44<sup>th</sup> Street concrete patch repairs to West Michigan Recycled Aggregates for the \$41,070.

### Sustainability Criteria:

Environmental Quality – The concrete repairs have little or no impact on Environmental Quality.

Social Equity – The concrete repairs have little or no impact on Social Equity.

Economic Strength – Reliable transportation infrastructure providing safe, smooth transportation for residents and businesses, and emergency response adds to the economic strength of a community.

### Discussion:

In 2009, 44<sup>th</sup> Street from Clyde Park Avenue to Stafford Avenue was reconstructed in concrete pavement. Subsequent to the concrete paving, three watermain breaks occurred in the concrete limits and was temporarily patched. The patches were included with the 2014 project to reconstruct 44<sup>th</sup> Street from Stafford Avenue to Division Avenue. Due to complications with the Federal funding of the 44<sup>th</sup> Street reconstruction project, the repairs were removed and scheduled independent of the reconstruction project. On November 12, 2014, the City of Wyoming received the second of two quotes to repair the concrete patches with West Michigan Recycled Aggregates submitting a quote for \$41,070. It is in the best interest of the City to perform the repairs during the ongoing 44<sup>th</sup> Street construction due to the current lane restrictions throughout the area of repairs.

It is recommended that the City Council award the 44<sup>th</sup> Street concrete patch repairs to West Michigan Recycled Aggregates in the amount of \$41,070.

### Budget Impact:

Funds are available in the Capital Improvements Program fund in the 44<sup>th</sup> Street Reconstruction project account.

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

RESOLUTION TO AUTHORIZE ACCEPTANCE OF A PROPOSAL FROM  
VREDEVELD HAEFNER, LLC FOR INTERNAL AUDITING REVIEWS AND  
RELATED SERVICES AND TO AUTHORIZE THE MAYOR AND  
CITY CLERK TO EXECUTE THE AGREEMENT

WHEREAS:

1. As detailed in the attached memorandum from the City Manager, proposals were received to provide internal auditing reviews and related services.
2. It is recommended the City Council accept the proposal received from Vredevelt Haefner, LLC.
3. The internal auditing reviews and related services will require the approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Vredevelt Haefner, LLC for auditing reviews and related services.
2. The City Council does hereby authorize the Mayor and City Clerk to execute the agreement.
3. The City Council does hereby approve the attached budget amendment.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:  
Budget Amendment  
Staff Report  
Proposal  
Agreement

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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



## MEMORANDUM

**TO:** Mayor and City Councilmembers

**FROM:** Curtis Holt, City Manager

**SUBJECT:** Internal Auditing and Comptroller Position

**DATE:** November 4, 2014

Several months ago the City Council discussed the reimplementation of the Comptroller position as outlined by the City Charter. Although the Charter does not specify the duties of the Comptroller position, it was determined that it would be appropriate to appoint the Comptroller position and then contract with an independent accounting firm to perform various directed reviews of City Policies and practices and report on those reviews directly to the City Council.

I have attached for your review a copy of a proposed resolution that appoints the City Manager as Comptroller for the City of Wyoming. This would meet the integrity of the City Charter, as it allows for the Comptroller position to be combined with another administrative position. The Charter also requires that this position report directly to the Council, which I do at this time. Therefore, no other action would be required as part of the Charter requirements.

The City Council also expressed an interest in contracting with an independent accounting firm to provide internal auditing reviews of various City operations and then report directly to the City Council. I reviewed proposals for eight (8) separate accounting firms and have determined that the firm of Vredeveld Haefner LLC can provide experienced and independent expertise to our financial systems.

Our new Finance Director, Bob Luders, and I have had several discussions about where this process should start and we have determined that the best place to start is in the Finance Department. Mr. Luders and I have discussed concerns regarding a lack of institutional knowledge regarding budget preparation, investment practices, cash flow projections, and other processes.

I recommend we engage Vredeveld Haefner in a not to exceed contract to forensically review past practices and make recommendations for future practices and processes. In essence, the firm would help us establish a new business model for the Finance Department. In the past, I have discussed this type of review with previous Finance Directors and was told it was not necessary. Mr. Luders and I are in agreement that this type of review is appropriate and necessary.

In addition, I recommend that we also engage Vredeveld Haefner to assist us with budget preparation. Once again, the additional accounting knowledge will assist us in providing a new baseline and model for distribution of various costs, appropriate determination of administrative allocations and subsequently the spreading of the allocations across funds. We will also ask them to do a full review of our insurance costs to make recommendations with regards to proper allocations and fund balance levels.

I have asked Vredeveld Haefner to provide me with the attached proposal with a not to exceed cost of \$40,000 for this work. It will be necessary to also consider a budget amendment for this work, but I believe it will provide a more stable and acceptable baseline for the future financial decisions of the City of Wyoming.



*Vredeveld Haefner LLC*  
CPA's and Consultants  
4001 Granada Ct.  
Grand Rapids, MI 49534  
FAX (616) 828-0307

**Douglas J. Vredeveld, CPA**  
**(616) 446-7474**  
**Peter S. Haefner, CPA**  
**(616) 460-9388**

November 5, 2014

City of Wyoming  
Curtis Holt, Manager  
1155 28th Street SW  
PO Box 905  
Wyoming, MI 49509

Dear Curtis:

Thank you for taking the time to meet with us to further identify the consulting services we can assist you with.

This letter is to confirm our understanding of the terms and objectives of the budgeting project and the nature and limitations of the services we will provide.

We will perform the following services:

- Provide assistance in designing budget procedures for use by the Finance and other City Departments.
- Assist with development of various models for use in budget development.
- Provide direction and assistance in documenting budget procedures, models and related processes.

You agree to; assume all management responsibilities for the services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Peter Haefner is the project partner and is responsible for supervising the project and communicating the results to management. Peter will be performing the bulk of the requested service with the assistance of our staff as necessary to maximize efficiency and effectiveness.

Our fee for these services will be billed at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) as detailed in our proposal dated September 11, 2014. Our initial estimate of fees is \$40,000. We will provide your staff with weekly updates of project progress and related costs, if significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our project will be deemed to have been completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

*Specializing in services to governmental and nonprofit entities*

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our consulting project. If you have any questions, please let us know. If you agree with the terms of the project as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,  
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Wyoming.

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

Title: \_\_\_\_\_

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

AGREEMENT

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2010, between the City of Wyoming, a Municipal Corporation of 1155 – 28<sup>th</sup> St. S.W., Wyoming, Michigan 49509 and Vredeveld Haefner, LLC, CPA's and Consultants of 4001 Granada Ct., Grand Rapids, MI 49534, the terms of which are as follows:

1. The City of Wyoming ("City") will employ Vredeveld Haefner, LLC ("Vredeveld") to provide professional services for internal auditing reviews and related services to the City.
2. The services to be provided by Vredeveld will be as stated in the proposals dated September 11, 2014 and November 5, 2014.
3. This agreement shall be for a period of one year from the date hereof unless extended by mutual agreement of the parties.
4. Vredeveld shall receive compensation upon billing as provided in the proposal in an amount not to exceed \$40,000 unless further amounts are authorized by City.
5. At no time shall any employee of Vredeveld be considered an employee of the City of Wyoming.
6. Vredeveld shall defend, indemnify and hold harmless the City, its officers, agents and employees from any claim, cause of action, judgment or liability arising out of the negligence of Vredeveld during the term of this agreement or as a result of any action taken during the term of this agreement.
7. This agreement may be modified at any time by written agreement of the parties.

WITNESS:

CITY OF WYOMING

\_\_\_\_\_

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

\_\_\_\_\_  
Heidi A. Isakson, Its City Clerk

WITNESS:

VREDEVELD HAEFNER, LLC

\_\_\_\_\_

\_\_\_\_\_  
By

Approved:

\_\_\_\_\_  
Jack R. Sluiter  
Wyoming City Attorney

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

RESOLUTION TO AUTHORIZE PAYMENT TO SECANT TECHNOLOGIES  
FOR THE PURCHASE OF A VMWARE ENVIRONMENT AND TO  
AT&T FOR THE PURCHASE OF SIXTEEN GX440 AIRLINK DEVICES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council authorize payment to Secant Technologies for the purchase of a VMware Environment in the amount of \$15,484.44.
2. It is also recommended the City Council authorize payment to AT&T for the purchase of sixteen GX440 Airlink Devices in the amount of \$15,184.00 plus shipping.
3. Funds for the purchases are budgeted and available in account number 101-258-25800-984017.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the payment to Secant Technologies for the purchase of a VMware Environment in the amount of \$15,484.44.
2. The City Council does hereby authorize payment to AT&T for the purchase of sixteen GX440 Airlink Devices in the amount of \$15,184.00.
3. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried	Yes
	No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:

Staff Report  
Quotes (2)

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

## STAFF REPORT

**DATE:** November 3, 2014

**SUBJECT:** Department of Public Safety/GX440 Airlink Devices and VMware Environment (AEGIS)

**FROM:** Gail Jacobs, Director of Information Technology

**MEETING DATE:** November 17, 2014

---

### Recommendation:

It is recommended that the City Council authorize payment to Secant Technologies for the purchase of a VMware Environment. The VMware Environment for the Department of Public Safety will be similar to that currently being used by City Hall and the Water Treatment Plant. It is also recommended that the City Council authorize payment to AT&T for the purchase of (16) GX440 Airlink Devices. The AT&T GX440 Airlink devices will provide Public Safety vehicles with a more stable communications environment.

### Sustainability Criteria:

Environmental Quality - Approval of this bid does not significantly impact environmental quality.

Social Equity - Information Technology staff continues efforts toward expanding and upgrading equipment, which is consistent with our goal of maintaining our IT infrastructure to support technology solutions, facilitate interoperability and connectivity, and support technologies/processes that increase service to our employees and/or citizens.

Economic Strength - The VMware Environment proposed for the Department of Public Safety is designed with a SAN environment similar to what is currently utilized for City Hall and the Water Treatment Plant. Similar technologies throughout the City enterprise allow IT staff to support situations much more efficiently. The proposed GX440 Airlink devices update the remaining Public Safety vehicles, thus providing all vehicles with the same technology solution.

### Discussion:

The VMware Environment, which is a storage area network, or SAN, is a high-speed network of storage devices that also connects storage devices with servers. Organizations often choose to deploy SANs because they offer better flexibility, availability and performance than direct-attached storage (DAS). Because a SAN removes storage from the servers and consolidates it in a place where it can be accessed by any application, it tends to improve storage utilization. Those utilization improvements often allow organizations to defer purchases of additional storage hardware, which saves money and requires less space in the data center.

The GX440 Airlink Devices work in conjunction with the AT&T cellular service plan currently being utilized in our Public Safety vehicles. AT&T advised they will provide these devices at State contract pricing.

### Budget Impact:

Funding (\$15,485) for the purchase of the VMware Environment through Secant Technologies is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017.

Funding (\$15,184) for the purchase of the GX440 Airlink devices is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017.



# SECANT TECHNOLOGIES

Computers, networking and whatever else comes next.

6395 Technology, Avenue, Suite A  
Kalamazoo, MI 49009  
Main Phone: (269) 375-8996

Quote #: **QTE071311**

Quote Date 11/5/2014

Quote Expiration 12/5/2014

Customer PO:

Account Representative Brian Merucci

Prepared by: 1078BPP

This quote prepared for:

**CITY3647**

**City of Wyoming**

PO Box 905 1155 28th Street

Holland MI 49424

Phone: (000) 000-0000

Fax: (000) 000-0000

*Thank you for the opportunity!*

*TAXABLE CLIENTS: Compliance with Michigan Compiled Law 205.51 requires that tax be charged on the portion of labor expended for physical installation of equipment shown as included within a project. That amount will be represented as a separate labor line.*

Tax Status of this Quote: MI-NON NONTAX

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT PRICE
4	VS5-STD-C	VSPHERE V5 STANDARD PER 1CPU WITH 32GB VI Price reduced \$25 per license as a credit for past VMware issue. \$100 savings for this line item	\$902.36	\$3,609.44
4	VS5-STD-3G-SSS-C	BASIC SNS VSPHERE V5 STANDARD 1CPU FOR 3\) Price reduced \$25 per license as a credit for past VMware issue. \$100 savings for this line item	\$695.00	\$2,780.00
4	P-VBRENT-VS-P0000-	VEEAM BACKUP ENT FOR VMWARE PUBLIC SECT	\$1,125.00	\$4,500.00
4	V-VBRENT-VS-P02YP	2YR ADDL - VEEAM BACKUP AND REPL ENT FOR \	\$425.00	\$1,700.00
1	KIT PROJECT LABOR	Professional Services Labor (Non Taxable) 15% LABOR DISCOUNT APPLIED.	\$2,895.00	\$2,895.00
1	COMMENT	Comment line VMware parts on this quote have been reduced by \$200 and labor reduced by \$900.00	\$0.00	\$0.00

**CASH ACCOUNT CLIENTS: Pre-Payment is required to process your order.**

**CLIENTS WITH OPEN CREDIT ACCOUNT: a 50% deposit is required**

to place your project/order into our scheduling queue and/or authorize the ordering of equipment for subsequent billing.

Subtotal	\$15,484.44
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
<b>Total</b>	<b>\$15,484.44</b>

Quote accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax your signed acceptance back to 269-375-4222



# SPEED Quote

Any questions, call AT&T SPEED at: (800) 736-4242

Order NOW at  
[www.SPEEDATT.com](http://www.SPEEDATT.com)

**Quote # 102114**

Date Tuesday, October 21, 2014  
 Expiration Date Thursday, November 20, 2014

**End User Info:**

Company Name City of Wyoming  
 Contact Ann M. Patterson  
 Street Address 1155 28th Street SW  
 Street Address 2  
 City, State, ZIP Wyoming, MI 49509  
 Phone (616) 530-7318  
 Email Address

**AT&T REP Info:**

Name Matt Green  
 Phone (616) 719-9107  
 Email Address [MG2818@att.com](mailto:MG2818@att.com)  
 COMP Code

	Description	Part #	Qty.	MSRP	Unit Price	Total Price
Hardware:	Airlink GX440 Wifi DC Power Cable	1101691	16	\$ 899.00	\$ 759.00	\$ 12,144.00
Services:	Antenna Plus MultiMax MIMO Cellular/PCS/LTE - WiFi & GPS - Threaded Bolt - Black	AP-CCWG-Q-S2222-RP3-BL	16	\$ 199.99	\$ 190.00	\$ 3,040.00
Requirement:	ATT Unlimited Data	Data Services	16	39.99	39.99	639.84

Please set up a YODA ID for SEI Billing on account for all Non-Stock equipment orders

**All orders are not cancelable**  
**Additional service charge will be applied for all expedited requests**

<b>Sub-Total</b>	<b>\$ 15,184.00</b>
Shipping	TBD
Services	
<b>Total</b>	<b>\$ 15,184.00</b>

*Total Price Does Not Include Shipping cost*

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

RESOLUTION TO CONCUR WITH THE PURCHASE OF TEN PORTABLE  
RADIOS AND TEN PAGERS AND TO AUTHORIZE PAYMENT

WHEREAS:

1. As detailed in the attached Staff Report from the Public Safety Department, ten portable radios and ten pagers were purchased to be used by Paid-on-Call Firefighters.
2. It is recommended the City Council authorize payment to Tele-Rad, Inc. for the purchase of the pagers and radios in the total amount of \$14,687.05.
3. The purchase will require approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the purchase of ten portable radios and ten pagers.
2. The City Council does hereby authorize payment to Tele-Rad, Inc. in the total amount of \$14,687.05.
3. The City Council does hereby approve the attached budget amendment.
4. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:  
Budget Amendment  
Staff Report  
Invoice

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: November 17, 2014**

**Budget Amendment No. 033**

**To the Wyoming City Council:**

**A budget amendment is requested for the following reason:** To appropriate \$14,690 of budgetary authority to provide funding for portable radios and pagers as per attached Staff Report.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>General Fund</u></b>				
Fire - Fighting - Capital Outlay 101-337-33900-975.000	\$30,600	\$14,690		\$45,290
Fund Balance (Fund 101)				\$14,690

Recommended:   
 \_\_\_\_\_  
 Finance Director

  
 \_\_\_\_\_  
 City Manager

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_  
 that the General Appropriations Act for Fiscal Year 2014-2015 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

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

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

## STAFF REPORT

Date: November 10, 2014  
Subject: Purchase of Pagers and Portables for POC Firefighters  
From: Captain Kim Koster  
Meeting Date: November 17, 2014

### **RECOMMENDATION:**

It is recommended that funds in the amount of \$14,690 be transferred from the General Fund balance to the Public Safety Department's Fire Service budget for the purchase of ten (10) portable radios and ten (10) pagers to be used by recently recruited and previously certified Paid-on-Call (POC) firefighters.

### **SUSTAINABILITY CRITERIA:**

Environmental Responsibility: Reinforcing the safety and protection of our community by providing communication systems that alert members of our Fire Service Division when an emergency occurs.

Social Equity: Providing communication devices to our Paid-On-Call and Dual-Trained Employee firefighters will equally benefit all members of the community.

Economic Strength: Establishing a group of trained firefighters who are able to be contacted and will respond to emergencies when called allow upon via pager or portable radio allows us to increase our staffing during critical and/or peak times at minimal cost.

### **DISCUSSION:**

In July of 2013, the City consolidated the administrations of police and fire services in order to create the Wyoming Department of Public Safety. Included in the new Public Safety model was a commitment to reduce response times by implementing a deployment model that utilizes Paid-On-Call (POC) and Dual-Trained Employee (DTE) firefighters.

In order to accomplish the goals set forth in this public safety model, several POC and DTE firefighter candidates were recruited and are now in the training phase. As these recruits become qualified to respond to fire emergencies, they must each be equipped with communications devices, including a pager and portable radio, which will alert them to the need for their response and keep them safe during the operation of their duty.

For most POC firefighters, the primary method of alerting them to the existence of an emergency hat requires their response is a pager. Once they arrive at the station or at the location of the fire, they will receive and transmit vital safety information and instructions over their portable radio. The information communicated amongst firefighters, between dispatchers and the firefighters, and from command officers to their firefighters in the field are critical to their protection as well as the safety of our community.

**BUDGET IMPACT:**

The purchase of the PT Radios and Pagers was made by Fire Service staff, due to an emergent need, just prior to the recruit training without knowledge that equipment may still require City Council approval. Staff has since been made aware of the proper procedure which will be followed in the future. However, they are now respectfully requesting post-approval of the purchase by the City Council so that payment to the vendor can be made.

The portable radios and pagers were purchased from the vendor who services our portable radio equipment and (overall) provided State bid pricing. Utilizing Tele-Rad to equip the additional POC staff allows for consistency of assigned equipment throughout the organization and minimizes the complexity of maintenance and repair issues.

Tele-Rad did provide the pagers at a price that is lower than the State of Michigan’s bid contract (15% discount). The portable radios were priced slightly higher (\$30/each) than the State’s bid (30% discount), however negotiations are underway to reduce the invoice by \$300 to reflect State bid pricing.

The breakdown of the cost of the portable radios and pagers is as follows:

Ten (10) Motorola HT1250 Portable VHF 128 Channel Radios (\$830/each)	\$ 8,300.00
Ten (10) Motorola VHF Pagers (\$448/each pricing under State bid)	\$ 4,480.00
Ten (10) Impress Smart Batteries (\$65/each)	\$650.00
Ten (10) Remote Speaker Microphones (\$70/each)	\$700.00
Ten (10) Impress Chargers (\$21/each)	\$210.00
Ten (10) Impress Smart Pager Batteries (\$13/each)	\$130.00
Shipping	<u>\$217.50</u>
	\$14,687.05

The purchase of additional PT Radios and Pagers will require a transfer of funds in the amount of \$14,690 from the General Fund balance to the Fire Services Firefighting budget account (#101-337-33900-975000 – Fire Fighting – Capital Outlay).



REMIT TO: Tele-Rad, Inc.  
 511 E. 8th St.  
 Holland, MI 49423  
 (616) 396-3541 Fax: (616) 392-9707

Sales Invoice

Bill To: 1WYOFD  
 WYOMING FIRE DEPT, CITY OF  
 2300 DEHOOP AVE SW  
 WYOMING MI 49509

Ship to:  
 WYOMING FIRE DEPT, CITY OF  
 2300 DEHOOP AVE SW  
 WYOMING MI 49509

Invoice No.: 858170  
 Invoice Date: 8/29/14

PO No.: JOE JONES  
 Terms: NET 15 DAYS  
 Payment Due: 9/13/14

Sales Order No. 19405-00  
 Sales Reps: 7006

Seq#	Ship Qty. B.O. Qty.	Item Description	Unit Price	Disc%	UOM	Extension
1	10.00	MOT HT1250 PORT VHF 128CH  <u>SERIAL NUMBER'S</u> 749TQL2420      749TQL2422 749TQL2426      749TQN6642 749TQN6643      749TQN6644 749TQN6645      749TQN6646 749TQN6647      749TQN6648	830.00		EA	8,300.00
2	10.00	NIMH IMPRES SMART BATTERY	13.00		EA	130.00
3	10.00	IMPRES SUC CHARGER	21.00		EA	210.00
4	10.00	REMOTE SPEAKER MICROPHONE	70.00		EA	700.00
5	10.00	IMPRESS SMART NIMH BATTERY	65.00		EA	650.00
6	10.00	MOTO MIN VI PAGER VHF 143-174 5CH - NON-INTRINSICALLY SAFE <u>SERIAL NUMBER'S</u> 1368QP1688      1368QQ1312 1368QQ1319      1368QQ1322 1368QQ1323      1368QQ1324 1368QQ1325      1368QQ1332 1368QQ1333      1368QQ1334	448.00		EA	4,480.00
6A	10.00	TWO YEAR STANDARD WARRANTY NO SERVICE OPTION  Continued on following page	.00		EA	.00

Customer



REMIT TO: Tele-Rad, Inc.  
511 E. 8th St.  
Holland, MI 49423  
(616) 396-3541 Fax: (616) 392-9707

Sales Invoice

Bill To: 1WYOFD  
WYOMING FIRE DEPT, CITY OF  
2300 DEHOOP AVE SW  
WYOMING MI 49509

Ship to:  
WYOMING FIRE DEPT, CITY OF  
2300 DEHOOP AVE SW  
WYOMING MI 49509

Invoice No.: 858170  
Invoice Date: 8/29/14

PO No.: JOE JONES  
Terms: NET 15 DAYS  
Payment Due: 9/13/14

Sales Order No. 19405-00  
Sales Reps: 7006

Seq#	Ship Qty. B.O. Qty.	Item Description	Unit Price	Disc%	UOM	Extension
------	------------------------	------------------	------------	-------	-----	-----------

Subtotal: 14,470.00  
Freight: 217.05  
Sales Tax: .00  
Total Amount: 14,687.05

Balance Due: 14,687.05

Customer

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

RESOLUTION TO CONCUR WITH THE PURCHASE OF FIFTEEN  
SELF-CONTAINED BREATHING APPARATUSES AND TO AUTHORIZE PAYMENT

WHEREAS:

1. As detailed in the attached Staff Report from the Public Safety Department, fifteen refurbished self-contained breathing apparatuses were purchased for the training of Paid-on-Call and Dual-Trained Employee Firefighters.
2. It is recommended the City Council authorize payment to 5 Alarm Fire and Safety Equipment, Inc. for the purchase of the self-contained breathing apparatuses in the total amount of \$15,235.70.
3. The purchase will require approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the purchase of fifteen self-contained breathing apparatuses.
2. The City Council does hereby authorize payment to 5 Alarm Fire and Safety Equipment, Inc. in the total amount of \$15,235.70.
3. The City Council does hereby approve the attached budget amendment.
4. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:  
Budget Amendment  
Staff Report  
Invoice

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

**CITY OF WYOMING BUDGET AMENDMENT**

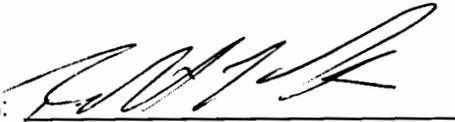
**Date: November 17, 2014**

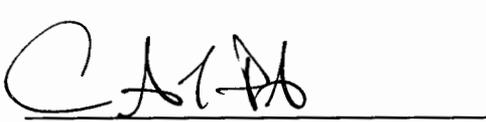
**Budget Amendment No. 032**

**To the Wyoming City Council:**

**A budget amendment is requested for the following reason:** To appropriate \$15,240 of budgetary authority to provide funding for additional SCBA equipment as per attached Staff Report.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>General Fund</u></b>				
Fire - Fighting - Capital Outlay SCBA 101-337-33900-986.339	\$7,000	\$15,240		\$22,240
Fund Balance (Fund 101)				\$15,240

Recommended:   
Finance Director

  
City Manager

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2014-2015 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

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

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

## Staff Report

Date: November 10, 2014  
Subject: Purchase of Self-Contained Breathing Apparatuses (SCBAs)  
From: Captain Kim Koster  
Meeting Date: November 17, 2014

### **RECOMMENDATION:**

It is recommended that funds in the amount of \$15,240 be transferred from the General Fund balance to the Public Safety Department's Fire Service budget to cover the purchase of fifteen (15) refurbished self-contained breathing apparatuses (SCBAs) to be used for the training of recruited Paid-on-Call (POC) and Dual-Trained Employee (DTE) firefighters.

### **SUSTAINABILITY CRITERIA:**

Environmental Responsibility: Reinforcing the safety and protection of our community by providing a well-equipped and heavily trained firefighting staff.

Social Equity: Equipping and training a staff of POC and DTE firefighters will equally benefit all members of the community. Having more staff available to respond to emergencies will have a positive impact on our ability to respond quickly to all locations within the City.

Economic Strength: Providing a sufficient amount of safety equipment allows us to increase the number of Firefighters who are available to train and serve during peak times and in emergency situations. The units recommended for purchase are also refurbished, therefore are offered at a significant cost reduction.

### **DISCUSSION:**

In July of 2013, the City consolidated the administrations of police and fire services in order to create the Wyoming Department of Public Safety. Included in the new Public Safety model was a commitment to reduce response times by implementing a deployment model that utilizes Paid-On-Call (POC) and Dual-Trained Employee (DTE) firefighters.

In order to accomplish the goals set forth in this public safety model, several POC and DTE firefighter candidates were recently recruited and are now in the training phase. As part of their training, candidates must be equipped with proper safety gear, including a self-contained breathing apparatus (SCBA). A self-contained breathing apparatus is a device worn by firefighters that provides breathable air in an atmosphere, such as smoke or fire that can be dangerous to their health and safety.

It is necessary that candidates receive instruction using safety gear that is consistent with what they will be using in the field. The purchased model, MSA, will be consistent with fire gear currently being used by our full-time firefighting staff. In fact, the newly purchased SCBAs would be integrated into the fleet when not being used for recruit training. The purchase of these additional SCBAs will also allow full-time firefighters to train without depleting the on-duty and prepared-for-duty staff of their equipment.

**BUDGET IMPACT:**

The refurbished SCBAs were already purchased from the sole source vendor of used equipment, 5 Alarm, who offered them at a significantly lower price of \$1,000 each rather than the average price of new SCBAs which are listed at approximately \$5,500 each. The total purchase price of \$15,235.70 is significantly lower than the estimated \$82,500 it would have cost had we purchased new equipment.

The purchase of the SCBAs was made by Fire Service staff, due to an emergent need, just prior to the recruit training without knowledge that used equipment may still require a bid process along with City Council approval. Staff has since been made aware of the proper procedure which will be followed in the future. However, they are now respectfully requesting post-approval of the purchase by the City Council so that payment to the vendor can be made.

The purchase of additional SCBAs will require a transfer of funds in the amount of \$15,240 from the General Fund balance to the Fire budget Firefighting account (#101-337-33900-986339 – Fire Fighting – Capital Outlay SCBA).



FIRE AND SAFETY EQUIPMENT, LLC.  
PROTECTING AMERICA'S HEROES

REMIT TO: 350 Austin Circle  
Delafield WI, 53018-2171  
Phone: (262) 646-5911 Fax: (262) 646-5912  
Toll-Free: (800) 615-6789  
Web: [www.5alarm.com](http://www.5alarm.com)

# INVOICE

Number	142914-1
Invoice Date	09/29/2014
Ordered Date	09/19/2014
Page	1

Bill to: WYOMING FIRE DEPARTMENT  
WYOMING DEPT OF PUBLIC SAFETY  
FIRE DIVISION  
2300 DEHOOP AVE SW  
WYOMING, MI 49509

Ship to: WYOMING FIRE DEPARTMENT  
FIRE OPERATIONS  
1250 36TH ST SW  
WYOMING, MI 49509-2825

Phone: (616) 530-7250 Fax: (616) 249-3435

Phone: (616) 530-7250 Fax: (616) 249-3435

Cust Code	Ordered By	Salesman	Job/Rel#	Customer PO	Wanted Date
6729	MARTY	SHANNON WITHERELL		15-SCBA'S	09/19/2014
Entered By		Ship Via		Terms	
Joli Clark		UNITED PARCEL SERVICE		NET 10	
Customer/Order Instructions					

NEEDS BY OCT.1ST

\*\*EMAIL INVOICE TO MARTY SCHUMACHER

Quantity			U/M	Item #	Description	Price	Extension
Order	Ship	Back					
15	15	0	EA	USED SCBA LP B W/O CYLINDER	USED SCBA LP BASIC W/O CYLINDER COMPLETE**STC**	300.0000	4500.00
15	15	0	EA	816115-S	MSA STEALTH CARBON FIBER CYLINDER 3000PSI	700.0000	10500.00
1	1	0	EA	10037590-S	MSA REFURBISHED 2216+ ICM LOW PRESSURE	0.0000	0.00
4	4	0	EA	10037598-S	MSA REFURBISHED 2216 REGULAR ICM LOW PRESSURE	0.0000	0.00
4	4	0	EA	10031105	MSA FACEPIECE HEADSTRAPS	0.0000	0.00
15	15	0	EA	805020	MSA ULTRAELITE LENS SUPER HARDCOAT	0.0000	0.00
** SHIPPING INFORMATION **							
					Tracking #	Weight	
					549220092		

SubTotal 15,000.00

SHIPPING & HANDLING 235.70

Total 15,235.70



### 5 Alarm Return Policy

Returns are accepted within 30 days of purchase date on stock items in original, re-sellable packaging. Please call our customer service department at 800-615-6789 for a Return Authorization Number. A copy of the authorization should accompany the return. Returns will not be accepted without a Return Authorization Number. Returns are subject to 25% restocking fee which may be waived for exchanges. Purchaser is responsible for freight. Unfortunately all special order, custom items and SCBA cylinders are non-returnable. Other restrictions may apply. Any eligible return will be credited only after a full inspection of the product is completed. 5 Alarm reserves the right to refuse returns not received in the 30 day return period.

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

RESOLUTION TO ACCEPT A QUOTE FROM CST COVERS FOR ADDITIONAL  
REPAIRS TO TANK COVER SECTIONS AT THE CLEAN WATER PLANT

WHEREAS:

1. On October 6, 2014 City Council approved Resolution number 24928 authorizing CST Covers to replace tank cover sections at the Clean Water Plant in the amount of \$198,500.
2. As detailed in the attached Staff Report from the Utilities Department additional damage was discovered during the course of the repairs.
3. CST Covers has provided a quote for the additional repairs in the amount of \$16,905.
4. The repairs will require approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby accept a quote for additional repairs to tank cover sections at the Clean Water Plant in the total amount of \$16,905.
2. The City Council does hereby approve the attached budget amendment.

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

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:  
Budget Amendment  
Staff Report  
Quote

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: November 17, 2014**

**Budget Amendment No. 031**

**To the Wyoming City Council:**

**A budget amendment is requested for the following reason:** To appropriate \$20,000 of budgetary authority to provide additional funding for replacement of collapsed biosolids tank cover and recognize the insurance reimbursement as per attached Resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>Sewer Fund</u></b>				
Wastewater Utility - Capital Outlay - Capital Outlay Misc Equipment 590-590-54400-980.074	\$216,000	\$20,000		\$236,000
Reimbursements 590-676.000	\$200,000	\$20,000		\$220,000
Fund Balance (Fund 590)				\$0

Recommended:   
 \_\_\_\_\_  
 Finance Director

  
 \_\_\_\_\_  
 City Manager

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_  
 that the General Appropriations Act for Fiscal Year 2014-2015 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

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

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

## Staff Report

Date: 12 November 2014  
Subject: Sludge Holding Tank, CWP  
From: Myron Erickson, PE, Deputy Director Public Works  
Date of Meeting: 17 November 2014

---

### **Recommendation**

It is recommended that the City Council approve updated repair costs in the amount of \$16,905 to the Clean Water Plant's sludge holding tank. The tank cover collapsed in April, 2014, and more damage was discovered when repairs commenced in October.

### **Sustainability Criteria:**

Environmental Quality – The Clean Water Plant is actively engaged in the protection of Michigan's natural water environment and the public health of Wyoming's citizens. As part of our efforts to continue making a positive impact on the environment, it is necessary that our infrastructure and the equipment that keeps it running are maintained in a safe, reliable, and optimal working condition.

Social Equity – The Utility function within the City of Wyoming provides the same high quality service to all areas of the City without regard to income level or socio-economic status. All of Wyoming's residents enjoy equal access to the benefits of our state-of-the-art wastewater and drinking water treatment technologies.

Economic Strength – The cost of the complete repair will be reimbursed by MMRMA, the City's insurance provider. A properly repaired and maintained tank adds to the City's economic strength.

### **Discussion:**

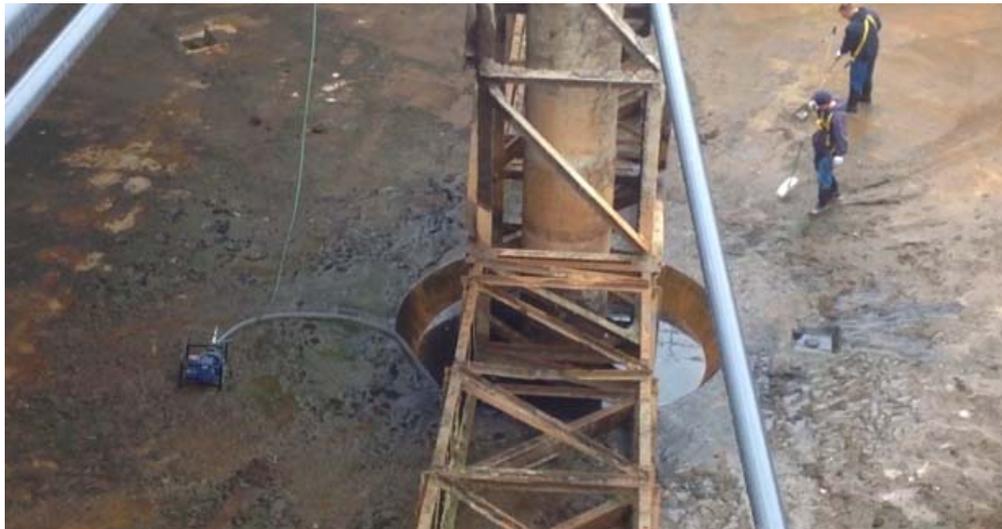
On October 6, 2014, the City Council passed a resolution (number 24928) and approved a budget amendment (number 25) authorizing the company that originally built the tank's cover, CST, to repair the tank cover for the lump sum of \$198,500. We are proceeding with repairs to the tank, and the contractor is on site and working quickly to beat the real winter weather. Repairs will also include enhancements to the bracing between the trusses to bring it up to the same spec as the other tank covers at the plant. During the course of demolishing the damaged panels, additional damage was discovered to a neighboring panel. It wasn't noticed at the time of the initial assessment due to the difficulty of accessing the tank in its compromised state and the level of groundwater in the tank at the time it was inspected. The contractor has supplied a quote to extend the repairs to include this additional panel in the amount of \$16,905 in addition to the \$198,500 already approved.

**Budget Impact:**

MMRMA, the City's insurance provider has given us approval to proceed and assurance that the additional amount will be covered. We are using account number 590-590-54400-980.074 to pay for the repairs and anticipate complete reimbursement from MMRMA once repairs are complete.



Note the broken welds where the I-beam should be attached to the underside of the tank cover.



Repair crews working at the bottom of the tank.



CST File: 214271

November 12, 2014

Mr. Tom Wilson  
City of Wyoming  
Clean Water Plant  
2350 Ivanrest SW  
Wyoming, MI 49418

Reference: Replacement of Truss Supported Aluminum Flat Cover  
City of Wyoming Purchase Order 2015-00000295

Dear Mr. Wilson:

When we began the demolition of the existing, damaged cover at the City of Wyoming Clean Water Facility it was discovered that additional damage had occurred to the cover in the period of time following our initial inspection. When we returned to the site, we found that one of the damaged trusses had continued to twist and bow. These changes to the truss caused the panels attached to it to have their end caps broken and pulled loose from the panels. This additional damage makes it necessary to replace the center bay of panels, which we had originally intended to salvage and re-install.

The added cost for replacing these panels is \$16,905.

This price includes fabricated materials, freight to the job site, and installation labor.

We request a change order to the purchase order to cover the additional cost.

Please contact the undersigned if you have any questions, or if you need additional information.

Sincerely,

CST Covers

Bill Renfro  
Project Manager

cc:

Letter - 2014-11-12 - Addition Panel Damage.Docx

498 North Loop 336 East  
Conroe, Texas 77301  
Phone: (936) 539-1747 • Fax: (936) 539-5355

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

RESOLUTION FOR AWARD OF BID

WHEREAS:

1. Formal bids have been obtained on the below listed item.
2. The bids received have been reviewed and evaluated as per the attached Staff Report.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the listed items as recommended in the attached Staff Report and summarized below.

Item	Recommended Bidders	Cost
One Digital Color Imaging System and Two Plotters	Advantage Sign and Graphic Solutions	\$27,507.50

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes

                              No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on November 17, 2014.

ATTACHMENTS:

Staff Report

Tabulation Sheet

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

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

## STAFF REPORT

DATE: November 3, 2014

SUBJECT: Bid Award – One Digital Color Imaging System and Two Plotters

FROM: Jodie Theis, Contracts and Procurement Supervisor

Date of Meeting: November 17, 2014

---

### RECOMMENDATION

It is recommended that the City Council authorize the purchase of One Digital Color Imaging System and Two Plotters from the lowest bidder, Advantage Sign and Graphic Solutions.

### SUSTAINABILITY CRITERIA

#### Environmental Quality

The City of Wyoming is ardently involved in the protection of Michigan's natural resources and the public's health and welfare.

#### Social Equity

It is necessary to ensure that all of the traffic regulation and guide signs within the City of Wyoming are maintained properly to assist all motorists and pedestrians safely and efficiently throughout the City. The digital color imaging system and plotters are used to make replacement traffic signs that allows the City of Wyoming to provide high quality roads to all residents without regard to income or socio-economic status.

#### Economic Strength

The purchase of the digital color imaging system and plotters, used in making traffic regulation and guide signs, allows the Public Works Department to provide high quality street systems. High quality street systems support the City's infrastructure which sustains public and private property values.

### DISCUSSION

The Public Works Department's Traffic group utilizes a digital color imaging system and plotters primarily for making regulatory, guide and other street and miscellaneous signs. The Traffic group also utilizes the digital color imaging system and plotters to manufacture vehicle decals for the City of Wyoming's fleet. In addition to meeting the City of Wyoming's needs, the Traffic group provides the aforementioned services to at least eight other local municipalities.

The existing digital color imaging system and plotters have exceeded the manufacturer's expected life span, therefore; parts are no longer available to make repairs to the systems.

On Monday, November 3, 2014, the City received only one bid for One Digital Color Imaging System and Two Plotters from Advantage Sign and Graphic Solutions. Fifty-five invitations to bid were sent to prospective bidders.

#### BUDGET IMPACT

The cost of one digital color imaging system and two plotters will be \$27,507.50, which includes a discount of \$9,474.00 for the trade-in of our existing equipment. Sufficient funds are available in the Motor Pool Fund, Capital Outlay account, 662-441-58500-985.000.

ATTACHMENT:  
Bid Tabulation

CITY OF WYOMING, MICHIGAN  
TABULATION OF BIDS

ON ONE DIGITAL COLOR IMAGING SYSTEM AND TWO PLOTTERS

Opened By City Clerk On November 3, 2014 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

Item Description	Advantage Sign & Graphic Solutions
<b>GERBER EDGE FX</b>	
Unit Cost	\$ 16,995.00
Discount For Trade-In of Gerber Edge 2	\$ (5,500.00)
Additional Discounts - Package Discount	\$ (228.00)
Additional Costs:	
Foil Package	\$ 500.00
Additional one-year warranty	\$ 225.00
Upgrade to Omega 5.0 Software	\$ -
Additional software license	\$ 995.00
Installation and Training	\$ -
Shipping	\$ -
Total Cost	\$ 12,987.00
<b>GERBER enVISION PLOTTER</b>	
Unit Cost	\$ 10,995.00
Discount For Trade-In	\$ (2,000.00)
Additional Discounts - Package Discount	\$ (172.00)
Shipping	\$ -
Total Cost	\$ 8,823.00
<b>GRAPHTEC FC8600-130, 54" PLOTTER</b>	
Unit Cost	\$ 6,995.00
Discount For Trade-In of FC7000-130	\$ -
Graphtec Blade Holder	\$ 105.00
Graphtec 30 Degree Blade	\$ 171.50
Additional Discounts - Package Discount	\$ (1,574.00)
Shipping	\$ -
Total Cost	\$ 5,697.50
<b>Grand Total:</b>	<b>\$27,507.50</b>
<b>Time For Delivery</b>	2 - 5 Business Days

ORDINANCE NO. 21-14

AN ORDINANCE TO ADD ARTICLE VI TO  
CHAPTER 14 OF THE CODE OF THE CITY OF WYOMING  
ENTITLED "MEDICAL MARIJUANA FACILITIES"

THE CITY OF WYOMING ORDAINS:

Section 1. That Article VI is hereby added to Chapter 14 of the Code of the City of Wyoming to read as follows:

**ARTICLE VI**  
**MEDICAL MARIJUANA FACILITIES**

**Sec. 14-451. Findings of Fact.**

The City Council hereby determines that locating medical marijuana provisioning or distribution centers or businesses selling medical marijuana or medical marijuana safety compliance centers as defined by Michigan Law may result in increased crime and be a danger to public safety, will result in the need for increased use of resources of the public safety department to provide for these facilities and based upon the nature of commercial development in the City, will result in a blighting factor which will affect adjacent residential, commercial and/or industrial areas.

**Sec. 14-452. Definitions.**

For purposes of this chapter the following definitions shall apply:

(1) *Medical Marijuana Provisioning Center* or "provisioning center" means a commercial entity located in this state that acquires, possesses, manufactures, delivers, transfers, or transports medical marijuana to registered qualifying patients, directly or through the patients' registered caregivers. Provisioning center includes any commercial property where medical marijuana is sold to registered qualifying patients and registered primary caregivers. The location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's medical marijuana registration process in accordance with the Michigan medical marijuana act is not a provisioning center for purposes of this act.

(2) *Michigan medical marihuana (marijuana) act* means the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430.

(3) *Safety compliance facility* means an entity that tests marijuana produced for medical use for contaminants.

**Sec. 14-453. Prohibition of Facility.** Medical marijuana provisioning centers and safety compliance facilities as defined herein are hereby prohibited in the City.

Section 2. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Ordinance No. 21-14

ORDINANCE NO. 23-14

AN ORDINANCE TO ADD ARTICLE III TO  
CHAPTER 82 OF THE CODE OF THE CITY OF WYOMING  
ENTITLED “LAWNS, GARDENS AND WATER  
EFFICIENT LANDSCAPING”

THE CITY OF WYOMING ORDAINS:

Section 1. That Article III entitled “Lawns, Gardens and Water Efficient Landscaping” is hereby added to Chapter 82 of the Code of the City of Wyoming to read as follows:

**ARTICLE III**

**LAWNS, GARDENS AND WATER EFFICIENT LANDSCAPING**

**Sec. 82-61. Findings of Fact.**

The purpose of this section is to establish minimum standards for lawn maintenance, private gardens and water efficient landscaping. It is recognized that a variety of landscapes within a community adds diversity and richness to the quality of life for all residents. Turf grass lawns continue to be recognized as the dominate feature in the landscape; however, alternatives to this traditional type of lawn are recognized as important parts of a diverse, successful, enriching and sustainable landscape.

**Sec. 82-62. Definitions.**

The following words, terms and phrases, when used in this ordinance, shall have the meaning ascribed to them in this section, except when the context clearly indicates a different meaning:

*Adapted Vegetation* means those trees, shrubs, wildflowers, grasses and other plants that naturally acclimate to this environment.

*Maintenance Plan* means a document submitted with an application for a Water Efficient Landscaping Permit demonstrating a precise course of maintenance for numerous individual plants in a landscape over months and seasons.

*Native Vegetation* means any trees, shrubs or plants (exclusive of noxious weeds) indigenous to this region.

*Natural Habitat* means a specially uncultivated and sensitive planting area whereupon native vegetation exists in a pristine state and provides home for a variety of species native to the area. Such vegetation shall maintain itself in a stable condition with minimal human intervention.

*Noxious Weeds* means an annual, biennial or perennial plant designated by the Michigan Commissioner of Agriculture as injurious to public health, the environment, public roads or other

property.

*Private Garden* means an area for the non-commercial cultivation of flowers, vegetables, ornamental plants or similar plant materials on a property by an owner or authorized occupant.

*Rank Vegetation* means uncultivated plants growing at a rapid rate due to unplanned, unintentional or accidental circumstances.

*Turf Grass* means cultivated vegetation consisting of a highly maintained surface of dense grass underlain by a thick root system.

*Water Efficient Landscaping Permit* means a permit issued by the City allowing an owner or occupant to cultivate native and adaptive vegetation as part of a Leadership in Energy and Environmental Design (LEED) or other environmentally sensitive planning. A Water Efficient Landscaping Permit exempts an owner or occupant from Section 82-63(3) of this Chapter.

*Weeds* means any unsuitable or uncultivated vegetation, often causing injury to the desired vegetation type.

**Sec. 82-63. General Requirements.**

(1) All lot areas not designated for buildings, pedestrians, vehicles, recreation or storage, shall be provided with turf grass or a combined ground cover of maintained gardens, hedges, trees and shrubbery. No plantings are permitted within public right-of-ways without written authorization from the Public Works Department. Plantings shall be maintained so as to not obstruct sidewalks, alleys or streets.

(2) No owner or occupant of any parcel shall allow any noxious weeds on any part or portion of said parcel.

(3) No owner or occupant of developed properties shall allow any turf grass, weeds or rank vegetation to grow to a height greater than twelve (12) inches. This section does not apply to any lands exempted by Section 82-64.

(4) Gardens shall be permitted anywhere upon private properties with the exception of vegetable gardens, which are only permitted in rear yards. Gardens shall be maintained in a cultivated state except during the winter months. Gardens that are no longer under active cultivation shall be removed and replaced per subsection (1) above. Designated garden areas shall be maintained free of weeds at all times throughout the year. Stands for the sale of garden produce or flowers are not permitted.

(5) Temporary greenhouses or hoop houses constructed with fabric or plastic walls and

roof that are a maximum 16 square feet are permitted. Temporary greenhouses or hoop houses may be located only within the rear yard of properties, may be no closer than three feet to a property line and must be maintained in good condition.

(6) On-site storage of compost and organic matter is permitted subject to the following:

(a) Shall be permitted only in a rear yard a minimum of 10 feet from a property line.

(b) May not exceed 64 square feet in area.

(c) Shall not be visible from adjoining residential properties (shielded from view by shrubbery or fencing).

(d) Shall be constructed of rigid and durable materials with a tightly fitted lid.

(e) Shall be maintained to prevent odors.

#### **Sec. 82-64. Exemptions.**

(1) **Vacant Land.** The owner of vacant and unoccupied land consisting of a contiguous tract of one (1) acre or more is exempt from this Chapter provided the front 50 feet of the tract (as measured from the street pavement edge) is maintained as required under Section 82-63(3).

(2) **Public Lands.** All City properties maintained as natural habitat for public purposes including, but not limited to, regional storm water detention basins and naturalized park areas, are exempt from this Chapter.

#### **(3) Water Efficient Landscaping Permit.**

(a) The City will consider requests for a Water Efficient Landscaping Permit. Applications shall be made to the City Planner. Within 30 days of filing the application, the City Planner shall conclude the review. Consideration of whether to grant or deny the permit request shall be based on submittal of all required information, ability to comply with the maintenance program and consideration of potential detriment to adjoining properties or the public welfare. Appeals from denials may be made to the Housing Board of Appeals. Notice shall be given to adjoining properties regarding this appeal. A Water Efficient Landscaping Permit shall grant any property owner or occupant the ability to cultivate native and adapted vegetation on his/her property and be exempted from the requirements of Section 82-63(3) of this Chapter.

(b) An application for a Water Efficient Landscaping Permit shall contain the following information:

(1) Statement of intent and purpose in cultivating the native and adaptive

vegetation.

(2) Site plan showing lot lines, buildings, driveways, parking areas and location of proposed vegetation.

(3) Common names and quantities of the plant species the property owner or occupant plans to cultivate.

(4) A maintenance program.

(5) Name, address and phone number of the professional landscaping company which has been hired to perform maintenance; or the name, address, phone number and qualifications of the person(s) who will be responsible for the maintenance.

**Sec. 82-65. Revocation.**

The City may regularly inspect any property holding a Water Efficient Landscaping Permit for compliance with the maintenance program on file with the City. For any property out of compliance, the City shall give notice to the holder of the permit by regular mail stating that the property must be brought into compliance within a minimum of thirty (30) days. Should the period pass without action by the holder of the permit, the City may:

(a) Revoke the Water Efficient Landscaping Permit.

(b) Remove all improperly maintained native and adaptive vegetation. In addition, the City shall assess the property for all fees associated with the inspection of the property and removal of improperly maintained native and adaptive vegetation in accordance with Section 82-66 of this Chapter.

**Sec. 82-66. Violations.**

If any owner fails to comply with Section 82-63, the City is hereby authorized to notify the owner of such property to cut and remove the weeds, rank or any improperly maintained native and adaptive vegetation under a Water Efficient Landscaping Permit. The notice shall be as prescribed in Section 1-26 of this Code to the owner as his name appears on the latest assessment roll or the actual occupant, if known. If the owner fails, neglects or refuses to comply with the notice, the City may, within five days after notice, cut and remove the weeds, rank, native or adaptive vegetation and charge the owner at cost plus 100 percent based upon quarterly hours, a minimum of one hour per lot, and may place the charges on the tax roll to be added to the taxes for the property for the next year and/or placing a lien against the subject property.

In lieu of the notice as required in this Section the City may publish a notice in a newspaper

of general circulation in the county during the month of March that vegetation not cut by May 1 of that year will be cut by the City, and the owner of that property charged with the cost under the provisions of this Section. The City may cut the vegetation as many times as is necessary and charge the cost to the property owner.

Section 2. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Ordinance No. 23-14

JRS/sak  
11/17/14

ORDINANCE NO. 24-14

AN ORDINANCE TO ADD SECTIONS 2-56 & 2-57  
TO THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 2-56 is hereby added to the Code of the City of Wyoming to read as follows:

**Sec. 2-56. Combination of Offices.**

The office of comptroller/internal auditor is hereby combined with the office of city manager as authorized in Section 4.6 of the Charter.

Section 2. That Section 2-57 is hereby added to the Code of the City of Wyoming to read as follows:

**Sec. 2-57. Internal Audits.**

During any period when the office of comptroller/internal auditor is combined with any other city office, quarterly internal audits of specific city accounts or activities shall be performed and audit reports provided to the council.

Section 3. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Ordinance No. 24-14