

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

Monday, May 13, 2013, 7:00 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Deer Population – Steve Chadwick, DNR Regional Director**
- 5) Crossing Guard Services**
- 6) Civil Defense Siren Upgrades**
- 7) Inspection Department Technology Improvements (Field Tablets)**
- 8) Ambulance Consortium**
- 9) 62A District Court Judges Salary and Fringe Benefits**
- 10) Deferred Retirement Option Plan**
- 11) Grand Valley Regional Biosolids Authority Budget – Fiscal Year 2013-14**
- 12) DDA Budget**
- 13) Regular Council Meeting Budget Items for Consideration**
- 14) Any Other Matters**
- 15) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

STAFF REPORT

Date: May 7, 2013
Subject: Crossing Guard Services
From: Captain Kim Koster
Meeting Date: May 13, 2013

Recommendation:

As detailed in the attached report, it is recommended that the City of Wyoming enter into a contract with All City Management Services (ACMS) to provide crossing guard services.

Sustainability Criteria:

Environmental Responsibility – Does not significantly impact this criterion.

Social Equity – Contracting our crossing guard services will provide reliable and consistent service to all community members, regardless of income or socio-economic status, who must rely on the fact that their children can walk safely to school.

Economic Strength –By contracting with ACMS, we will continue to provide the citizens of Wyoming with quality crossing guard services while freeing up departmental personnel to focus on other issues.

Discussion:

Michigan Motor Vehicle code section 257.613c stipulates that school crossing guards are the responsibility of local law enforcement agencies. The Wyoming Police Department CSU Sergeant provides administrative oversight for the crossing guards including recruiting, hiring, supervising, coordinating substitutes for absences, etc. Other ancillary services include drug testing and administrative services provided by the Human Resources and Finance Departments.

As detailed in the attached report, ACMS has provided the City with an Agreement to provide the City with crossing guard services at a cost not to exceed \$53,151.00/year through June 30, 2015. The City Attorney does not foresee any issues with compliance with Michigan statute as long as the City maintains communications with ACMS and the Crossing Guards are trained in compliance with Michigan law.

Budget Impact:

The annual amount budgeted for the crossing guards for the FY 2014 is \$52,092.00; this figure does not include an estimated cost of \$4,269.00 for City administrative services. It is estimated the annual cost of the City managing its own crossing guard program to be more than \$56,361.00.

ACMS has agreed to provide all of these services without exceeding an annual cost of \$53,151.00.

Interdepartmental Correspondence

TO: Lt. Beckman
FROM: Sgt. Pols
DATE: March 26, 2013
SUBJECT: Private Crossing Guard Service Proposal



Administrative Services

Dear Sir,

With your permission I have researched a private company that contracts out crossing guard services. The name of the company is All City Management Services (ACMS). ACMS serves 130 agencies and provides complete crossing guard service including: recruitment, background clearance, training, equipment, liability insurance, supervision, and management. They handle payroll, complaint investigations and resolution, and coordination of assigning qualified substitutes during absences. When ACMS' services are utilized they pay the guards the same amount previously paid by the city, and they utilize as many of the existing crossing guards as possible.

Cost:

I provided ACMS with our crossing guard schedule, rate of pay, and equipment needs. Based on this information they provided a proposed hourly billing rate of \$23.62 per guard. This is based on our current staff of 12 crossing guards working 180 school days annually at the existing time requirements. ACMS projected a "Not to Exceed Price" of \$53,151 for contract years one and two. Invoices for services are mailed every two weeks. Included with each invoice is a work summary detailing each site, each day, and the hours worked at the site.

The current amount budgeted for crossing guards for the City of Wyoming for FY 2014 is \$52,092. This includes: salaries, FICA, workers comp., unemployment, supplies, uniforms, liability insurance, and substitutes. This budgeted amount does **not** include the cost of administrative oversight or payroll service time. The CSU sergeant provides administrative oversight for the crossing guards including recruiting, hiring, supervising, coordinating substitutes for absences, etc. I would estimate that the CSU sergeant averages 3 hours per pay period on crossing guard oversight. Julie Pease handles payroll for the crossing guards and spends an average of 1 hour per pay period on this task. Additionally, it is not uncommon for patrol officers to have to fill in for crossing guard absences (estimated at 30 hours annually. Based on hourly rate, I would estimate that conservatively, \$4,269 annually is paid for crossing guard tasks not included in the budget for crossing guards. Obviously this amount would be paid regardless, but it should be considered when examining the time and money that the City currently spends on crossing guards.

There are other ancillary costs that are incurred by the City in running the crossing guard program, including: paying Spectrum Occupational Health for annual drug tests for crossing guards, human resource file maintenance costs, and the finance department's payroll costs. I do not have an estimate for these numbers, but they should also be considered.

Fiscal Year 2014

Current Budgeted Amount	Budgeted Amount Plus Administrative Cost	ACMS' "Not to exceed" Price
\$52,092	\$56,361	\$53,151

Statutory Provisions:

The Michigan Motor Vehicle Code stipulates the following provisions:

257.613c School crossing guard; responsibility of local law enforcement agency; instruction required; approval and conduct of courses.

Sec. 613c.

(1) School crossing guards shall be the responsibility of the local law enforcement agency having immediate jurisdiction of the crossing.

(2) A person shall receive a minimum of 4 hours instruction before performing the duties of a school crossing guard. Two hours of additional instruction shall be given annually to a school crossing guard before the beginning of each school year. The courses of instruction shall be approved by the Department of Education and the Department of State Police and conducted by the local law enforcement agency having jurisdiction *or its designee*.

I spoke to Michigan State Police Sergeant Doug Rossler. Sergeant Rossler is a traffic crash reconstructionist and is well versed in the Michigan Motor Vehicle Code. After some research he concluded that he believed that the police department would be fulfilling the requirement of having responsibility over crossing guards as long as we maintained oversight and communication with ACMS. The training stipulations in the statute would also have to be complied with, but ACMS could serve as our designee.

I also spoke to City Attorney Jack Sluiter and he did not foresee any issues with our compliance with Michigan statute as long as we were still involved with ACMS, and ensured that the crossing guards were trained in compliance with Michigan Law. Mr. Sluiter also indicated that he would review the contract to ensure that the liability verbiage was sufficient (if we get to that point).

References for ACMS:

Depew, New York:

I spoke to the Chief of Depew, New York Police Department, Stan Carwile. (Incidentally Chief Carwile grew up in Wyoming and his mother lives still lives here so he is familiar with our city). Chief Carwile said that he has nothing, but good things to say about ACMS's services. Depew has 6 crossing guards and they are wrapping up their first year using ACMS. During that year there have been no issues with ACMS and the company has been very responsive to any requests from the police department or citizens. Chief Carwile did not report any crossing guard absences or vacant posts since ACMS took over this service. New York State also stipulates that local law enforcement has statutory responsibility for crossing guards, and Chief Carwile indicated that using ACMS fulfills this responsibility. Chief Carwile wholly endorsed the services provided by ACMS, and he plans to continue utilizing them.

Anaheim, California:

I spoke to Nancy Galicino, Traffic Office Administrator for Anaheim Police Department in California. She said that they have used private companies for crossing guard services for decades. ACMS has been the primary contractor during this period, and Nancy said that they provide excellent service. She said, "They are worth it, and you will have no problems with their service." She indicated that Anaheim PD does play a role in training the guards at the beginning of the school year because they want to ensure that the police department and the crossing guards are on the same page. ACMS provides over 60 crossing guards and two supervisors for Anaheim, and they are now in the middle of a five year contract with the city. Nancy praised ACMS for their customer service and responsiveness to any problems that come up. Nancy provided a glowing recommendation for ACMS services. She indicated that ACMS lost the contract several years ago due to a lower bid, and she was so happy to get them back when they regained the contract.

Whittier, California:

I spoke to Sergeant Ron Hansen from the Whittier, California Police Department. Sergeant Hansen told me that Whittier has 20 crossing guards, and that ACMS has the contract for crossing guard services. He said that he is pleased with their service and that they do a much better job than competitors that have had the contract in the past. He said that ACMS is very responsive if and when an issue arises. I asked him to give me an example of this, and he told me that a few years ago there was an allegation that one of the crossing guards had taken pictures of children whom he helped cross the street. The issue was brought to the attention of ACMS and the subject was terminated immediately. Sergeant Hansen also told me that after a traffic study was completed by the city it was determined that one more crossing guard was needed at a particular intersection. This need was relayed to ACMS and the next day a crossing guard was assigned to the new post. Sergeant Hansen fully endorsed ACMS and had nothing but good things to say about their service.

***It is worth noting that all of the above references were provided to me by ACMS (along with other references that I did not speak to). I did ask each referent, however, if they were made aware that someone might be calling them or if they had any kind of vested interest in the matter. Each person assured me that this was not the case.

Conclusion:

Based on the above information it is my recommendation that we move forward with the process of seeking appropriate approval to contract with ACMS for at least a one-year trial period. It seems that this is both fiscally responsible and would provide the citizens of Wyoming with quality responsive crossing guard service while freeing up department personnel to focus on other issues. Please feel free to let me know if you have any questions or concerns.

See attached ACMS proposal and corporate documents for further details.

Respectfully Submitted,

Sgt. Timothy Pols

**AGREEMENT BETWEEN THE CITY OF WYOMING, MI AND
ALL CITY MANAGEMENT SERVICES, INC.
FOR CROSSING GUARD SERVICES**

This AGREEMENT made and entered into this ____ day of _____, 2013, by and between the CITY OF WYOMING, MI a municipal corporation, hereinafter called the "City", and ALL CITY MANAGEMENT SERVICES, INC., hereinafter called the "Contractor";

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a period which commences _____, 2013 and ends on June 30, 2015 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a Crossing Guard. The Contractor is an independent Contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City's representative in dealing with the Contractor shall be designated by City of Wyoming. The Contractor shall perform operational duties at the direction of the Chief of Police or his/her representative.
4. If, at any time during the contract period, the City questions the meaning of any item of this Agreement, the City may contact the Contractor for interpretation of that item.
5. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with all items of this Agreement.
6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
7. In the performance of their duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and the laws and codes of the State of Michigan and the City of Wyoming.
8. Persons provided by the Contractor as Crossing Guards shall be trained in the laws and codes of the State of Michigan and the City of Wyoming pertaining to general pedestrian safety in school crossing areas.
9. Crossing Guard Services shall be provided by the Contractor at the designated locations on all days in which the designated schools in the City of Wyoming are in session. The Contractor also agrees to maintain communication with the designated school to maintain proper scheduling.

10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
11. The Contractor shall at all times provide workers' compensation insurance covering its employees, and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the City a Certificate of Insurance naming the City and its officials, officers and employees as an additional insured. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice by Certified Mail, Return Receipt Requested has been given to the Chief of Police or other representative designated by the City.
12. Contractor agrees to indemnify the City, its Officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, claims for damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the intentional or negligent acts, errors, or omissions of Contractor, its agents, employees, subcontractors, or invitee, provided for herein.
 - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) Contractor will promptly pay any judgment rendered against City, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities.
 - c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
13. Either party shall have the right to cancel this Agreement by giving sixty (60) days written notice to the other.

- 14. The Contractor shall not have the right to assign this Contract to any other person or firm except with the prior written consent of the City.
- 15. The City agrees to pay the Contractor for the services rendered pursuant to this Agreement the sum of Twenty-three Dollars and Sixty-two Cents (**\$23.62**) per hour, per guard. Based upon 2,250 hours of service annually the Not to Exceed price to the City totals: \$53,145.00. The City agrees to a minimum of 2,200 hours of service billing annually, unless Contractor fails to perform services.
- 16. The City of Wyoming shall have an option to renew this contract for an additional two year term. In the event that this Agreement is extended beyond June 30, 2015, the compensation and terms for services shall be established by mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

City of Wyoming, MI

All City Management Services, Inc.

By _____
Signature

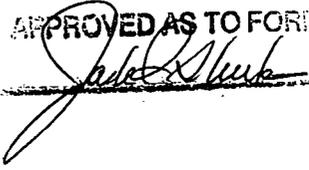
By _____
D. Farwell, Corporate Secretary

Print Name and Title

Date _____

Date _____

By _____
Signature

APPROVED AS TO FORM:


Print Name and Title

Date _____

STAFF REPORT

DATE: May 7, 2013
SUBJECT: Civil Defense Siren Upgrades
FROM: Bob Austin, Fire Chief
WORK SESSION: May 13, 2013

RECOMMENDATION:

It is recommended that the City Council authorize West Shore Services, Inc. to replace one outdoor siren and perform the necessary narrowband upgrades to the entire existing civil defense siren system.

SUSTAINABILITY CRITERIA:

Environmental Quality - The civil defense sirens are designed to generate a sound which provides warning to the residents and visitors of approaching danger, most commonly, the issuance of a tornado warning.

Social Equity - Currently, many residents, including those of Grace Bible College and Pinery Park Senior Living, are either out of range or at the outer limits of a properly operating siren. By replacing the one defunct siren and upgrading the entire system, we ensure all residents the same quality of warning service without regard to the neighborhood in which they reside.

Economic Strength - With these upgrades, we will now be able to monitor all sirens from our digital system which notifies us of any impairment related to that specific location.

DISCUSSION:

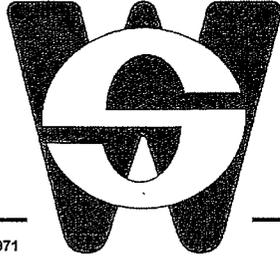
The City of Wyoming maintains eleven outdoor sirens. Within the last year, we were advised that the siren located at the intersection of 26th St SW and Clyde Park Ave SW was not sounding during monthly testing and have since determined it to be inoperable and out of service. The current device is an extremely old model and it has been recommended by the vendor to replace the entire unit. This is currently the only siren we are unable to monitor from our digital system located in the central fire station but with this replacement, we will be able to add this location to the monitoring system.

West Shore Services, Inc. is the only vendor in the area qualified to provide support to the civil defense system. Per a quote dated March 28, 2013, the total cost for one siren replacement has been estimated at \$15,400. Grant monies have been secured through the regional Homeland

Security for a portion of this cost, in the amount of \$2,460, leaving us with an actual cost of \$13,000. West Shore has also quoted the cost to narrowband the existing system is \$2,255 for a total project cost of \$15,255.

BUDGET IMPACT:

This purchase will require a fund transfer into the Fire - Civil Defense - Capital Outlay Siren account number 101-337-42600-986.309.



West Shore Services, Inc.

Jeffrey J. DuPilka – President

6620 Lake Michigan Drive, P.O. Box 188, Allendale, MI 49401
Phone: 616-895-4347 ext. 112 Fax: 616-895-7158

Est. 1971

yes #

March 28, 2013

Wyoming Fire Department
Attn: Chief Bob Austin
1250 – 36th St., S.W.
Wyoming, MI 49509

Dear Bob,

I appreciated the opportunity to meet with you for a few minutes to review narrowbanding of your existing community alert notification system.

As you know from our discussion, all the remote siren sites are capable of being narrowbanded by reprogramming and realigning with the exception of Site #11.

Site #11 is an older Model 5 Three Phase unit with an obsolete SCH receiver that is not capable of be narrowbanded. After our meeting I took time to drive by and review the site. The pole condition is good. The unit is very close to existing primary power lines so from a safety standpoint it would be best if it could be relocated, however, it has been in this location all these years so that in itself would not make relocating the unit a priority.

Based on our discussion, I provided some options for Site #11 for your review. The narrowbanding costs are also included at the end of this proposal.

SITE #11 OPTIONS

I provided the following four (4) options for your consideration. Keep in mind that the county authorized \$2,460.00 for a new controller for Site #11. You could either use that to complete Option Two at no charge or I can provide full credit, \$2,460.00, to be deducted off Option Three or Option Four to reduce the cost of purchasing new equipment for this site.

OPTION ONE

This option would include removing the unit from service.

OPTION TWO

Install a new Federal FCH radio receiver with one-way digital activation capabilities. This would allow you to activate the existing unit on the City of Wyoming's system; however, the unit would not be monitored as part of your two-way system.

The cost to furnish, deliver and install a new Federal FCH controller is \$2,480.00.

➔ OPTION THREE

Replace the unit with a new Federal Eclipse siren utilizing the existing pole including two-way digital status monitoring and battery back up to match the existing units in your system.

The cost to furnish, deliver and install a new Federal Eclipse unit assuming we mount the equipment on the existing pole (I hadn't thought of that during our meeting) is \$15,380.00

OPTION FOUR

Remove the existing unit and replace with a new Federal 2001 unit. I recommend relocating the siren to allow the majority of the coverage to remain within the City of Wyoming.

The cost for us to furnish, deliver and install a new Federal 2001 siren including two-way digital status monitoring, battery backup and all necessary options to match your existing units is \$18,950.00.

Note 1: This price also includes removal of the existing equipment as part of the project.

Note 2: Federal's Regional Manager, Joe Brady, authorized the extra discount for the unit.

SYSTEM NARROWBANDING

The cost for us to narrowband your existing system is as follows:

- 10 Remote Siren Sites at \$205.00/each - \$2,050.00
- 1 Control Point Radio at \$205.00 - \$205.00

Total narrowbanding cost \$2,255.00.

Thank you for the opportunity to work on your community alert and notification needs. If you have any questions, or need additional information, please feel free to give me a call.

Sincerely,



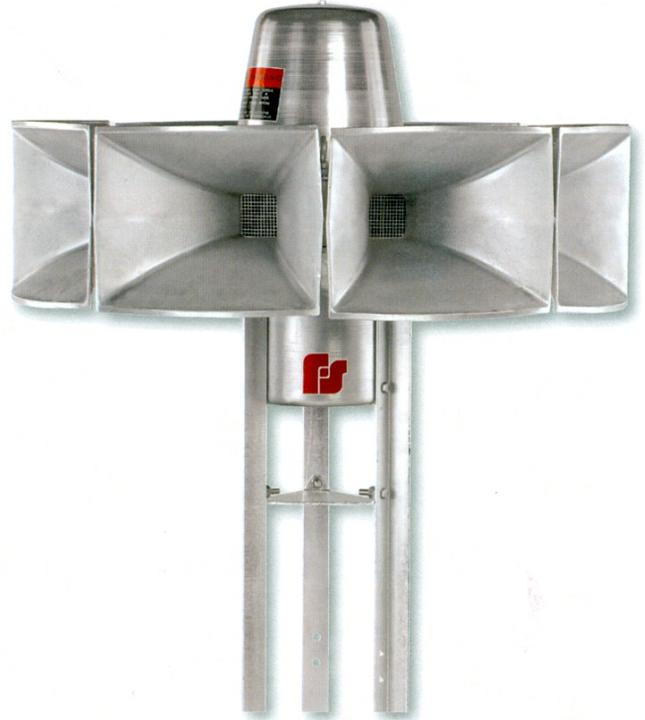
Jeffrey J. DuPilka
President

JJD/cs

Eclipse⁸ Omni-Directional Siren

Features

- **Omni-directional coverage**
- **115dB(C) at 100 feet**
- **100% aluminum design**
- **Three distinct warning signals**
- **Full battery operation or battery back-up**
- **Ideal for outdoor warning**
- **5-year limited warranty**



The Federal Signal Eclipse⁸ is a mid-sized DC-powered, omni-directional siren for outdoor warning that produces high intensity warning signals. This powerful and lightweight siren provides coverage with a maximum sound pressure level of 115dB(C) at 100-ft (+/- 1dB). The Eclipse⁸ siren is ideal for fire stations, communities, or nuclear plants. The high-decibel output provides maximum coverage with minimum installation costs. Operating from 48VDC, the siren utilizes the DC motor of our Federal Signal 2001-130 siren for proven reliability.

The siren's eight projector horns covers a 360-degree omni-directional area, with the capability of producing three signal options: steady, wail, and fast wail. The Eclipse⁸ siren also offers a unique dual-tone feature. It provides low-frequency coverage while creating high frequency harmonics in the optimal range where most people hear better. The Eclipse⁸ siren will supply a minimum of 15 minutes of continuous siren operation from its batteries even after 24 hours without AC power. The siren controls are available with battery (DC) operation, AC operation, AC operation with battery back-up and solar power options. One-way and two-way control via radio, IP, satellite, cellular or landline options are available. Designed to provide warning for events including: severe weather, local disasters, and all-hazard warning. The Eclipse⁸ siren is a perfect choice to protect any community.



FEDERAL SIGNAL
Safety and Security Systems

Advancing security and well being.

DATA SHEET

5,000'R

2700'R

Eclipse⁸ Omni-Directional Siren

Specifications

Power Requirements*

Siren Motor	48V (DC or full wave rectified AC)
	112 Amps (nom.)

Wiring

Siren Motor	2 AWG
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Motor Type

Siren	Series Wound DC 7 Hp
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Signal Types

Steady, Wail, Fast Wail

Output Frequency

Steady	525 Hz
Signal Duration	3 min. (programmable)
Signal Output (SPL):	115dB(C) (+/- 1dB(C)) (on axis) at 100' (30 m)
Effective Range at 70 dB(C)	2200 ft (370 m) at -10dB(C) per distance doubled

Environmental

Operating Temperature**	-30°C to +60°C
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Weight

Siren Weight	255 lbs (116 kg)
Shipping Weight	380 lbs (173 kg)

* Power requirements refer to the power supplied by the batteries or optional AC operation with battery back-up.

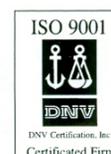
** The siren can operate throughout this temperature range provided that battery temperature is maintained at -18°C or higher.

Ordering Information

Eclipse ⁸	115 dB(C) omni, electro-mechanical siren
RME	Roof or steel pole top mount and bracket

See price list for controller and powering options.
Batteries are not included with any model.

 **FEDERAL SIGNAL**
Safety and Security Systems
Advancing security and well being.



2645 Federal Signal Drive, University Park, IL 60484 708.534.4756 Fax: 708.534.4874 www.alertnotification.com

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STAFF REPORT

Date: May 8, 2013

Subject: Inspection Department Technology Improvements (Field Tablets)

From: Rebecca Rynbrandt, Director of Community Services

Cc: Jim Delange, Chief Building Official

Meeting Date: May 13, 2013 Work Session

RECOMMENDATION:

It is recommended that the City Council approve the purchase of tablet computers, software, and related training to provide for improved efficiency of operation, and expedited permitting and invoicing for Building Inspection services.

SUSTAINABILITY CRITERIA:

Environmental Quality – The provision of inspection services assures the general public and property owners that construction has occurred based upon specifications and codes affirming a level of quality, ensuring public safety and the protection of property values.

Social Equity – Inspection services such as plan reviews, permit approvals, and inspections are uniformly performed based upon law (i.e. building and zoning codes).

Economic Strength – The Building Inspections Department works with area property owners and developers to provide for the construction of residential, commercial, and industrial facilities ensuring public safety and property value. Our ability to timely respond to developer and construction contractor needs for plan reviews, permit approvals, and inspections ensures the economic vitality of a given project by maintaining construction schedules and expediting occupancy.

DISCUSSION:

For several years Inspection Department staff has anticipated the implementation of using tablet computers to conduct field inspections. Field tablets are hand held mobile devices that function similar to personal computers. These tablets will provide a new level of efficiency and flexibility to inspectors by allowing them to take advantage of technology in the field. The result is improvement of services to residents and customers alike.

Staff has contacted other communities who are currently using field inspection tablets. All have reported positive responses to the software program and its effectiveness. Our Information Technology Department (IT) made a site visit to the City of Holland to assess the applicability of the tablets and needs for our staff. IT was instrumental in performing a business analysis and creating a mobile technology report that supports this endeavor and made recommendations for hardware purchases.

Below is a list of expected efficiency benefits that staff has identified to influence the decision to pursue the use of field tablets.

- Reduces front office clerical staff data entry, record processing and mailing time allowing for more flexibility in their work assignments.
- Eliminates redundant data entry.
- Invoices may be created in the field at the time of the inspection for permit and rental inspections.
- Repair lists and violation notices are created on site. Upon return to the office letters will be batch printed by and/or emailed to the responsible party.
- Creation of complaint logs in the field.
- Permit and complaint records are available to inspectors in the field.
- Field tablets are part of the overall technology improvement within the industry leading to the next advancements in on-line permitting and inspection scheduling expected to be available in fiscal year 2014.
- Reduces the number of days to initial inspections.

BUDGET IMPACT:

The total project cost is \$46,000:

Equipment purchases:	\$35,000
Software:	\$10,000
Training (1 day)	\$ 1,000

Funds are available through within the Inspections Fund's fund balance. Subject to City Council support, a budget amendment shall be prepared by Finance Director Tim Smith

STAFF REPORT

DATE: May 8, 2013
SUBJECT: Inspections / Field Tablets
FROM: Gail Sheppard, Director of Information Technology
MEETING DATE: May 13, 2013

Recommendation:

It is believed that significant gains in customer service, efficiency, and effectiveness can be realized by investing in mobile technologies in the Building Inspections Department. BS&A has brought to market software that is mature, and was developed with the goals in mind of Inspections Departments universally. IT involvement in a project to implement these technologies would be limited largely to acquisition and installation of hardware and software. With a carefully crafted implementation plan, the City of Wyoming's Building Inspections Department will continue its role as a leader in the industry.

Sustainability Criteria:

Environmental Quality - Addressed in the Staff Report from the Director of Community Services.

Social Equity - Addressed in the Staff Report from the Director of Community Services.

Economic Strength - Addressed in the Staff Report from the Director of Community Services.

Discussion:

The IT department performed an analysis of the current workflow and processes of the Building Inspections department in August of 2011. We were asked to analyze mobile technologies currently available and to determine if improvements in efficiency could be realized by implementing mobile Field Inspection.NET from BS&A.

The analysis of current processes included observation of Inspections staff in the field and in the office, telephone interviews with representatives of other agencies, a site visit to the City of Holland Building Inspections Department, discussion with the software vendor (BS&A), and on-line research.

With the goals of the department in mind (predominantly to improve the efficiency and accuracy of departmental record keeping, and provide Inspectors with data in the field), it was recommended that the BS&A Field Inspection module be licensed for use; that tablet computers be purchased and configured for use; and that the Building, Rental, and Code Enforcement officials receive training on use of the new technologies. It was also recommended that departmental guidance (policies, procedures, guidelines, etc.) be developed to communicate management's expected outcomes.

Budget Impact:

Not applicable to Information Technology.



Note: Using your browser's 'Back' or 'Refresh' buttons may result in loss of information. Please use the navigation options provided on the screen below.

Reverse Auction RA1839

[Back to Reverse Auctions](#)

Specifications

Start Date & Time: 04/25/2013, 10:00 AM local time (ET)

End Date & Time: 04/25/2013, 10:05 AM local time (ET)
Note: This auction might extend.

Description: Motion Tablet PCs (9) and Accessories - City of Wyoming

Additional Requirements:

Quantity: 1 **Unit:** Lot

Required Date: 06/21/2013

Bid Comments: City of Wyoming. Lot detail and additional terms apply. See attachment for additional information.

Contact Name: Calvin Brinks
(616) 632-7719
purchasing@kentcountymi.gov

Name **File**

Attachments: Specifications [RA1839_1839 Lot.pdf](#)

Buyer Comments:

Bidding Information

User ID:

End Date & Time: 04/25/2013, 10:05 AM local time (ET)

Current Server Time: 9:54:38 AM local time (ET)

Max. Starting Bid: \$35000.000

Current Low Bid: No Bids

Min. Bid Decrement: \$10.000

Freight: FOB Destination

Unit Bid: \$

Quantity: 1 **Unit:** Lot

Extension: \$

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January 22, 2013

Quoted by: Dan J. Burns, CPA



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Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 25,695. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Field Inspection .NET

\$10,000

Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

Field Inspection .NET

Days: ~~2~~ 1

~~\$2,200~~ 1,100.

BS&A

S O F T W A R E

RESOLUTION NO. _____

RESOLUTION TO CREATE A GOVERNANCE MODEL FOR THE PURPOSES OF ESTABLISHING AN
AMBULANCE CONSORTIUM FOR KENT COUNTY COMMUNITY'S.

WHEREAS:

1. The City of Wyoming has been working with neighboring communities and Kent County Emergency Medical Services for the purpose of creating a Kent County Ambulance Consortium,
2. The Ambulance Consortium will stabilize existing ambulance service by establishing clear performance standards and service requirements and establishing territory lines that will protect incumbent providers in a long-term contract.
3. The Ambulance Consortium will help prevent area municipalities from acting independently in this regard which could degrade service and increase costs by creating a patchwork of coverage areas and inconsistent standards for service.
4. The interested partners are now interested in creating a governance model as the basis to administer this consortium,
5. The development of the governance model will require outside legal assistance not to exceed \$15,000,
6. Approval of this resolution indicates willingness of the City of Wyoming to share equally in the cost of development of the governance documents,
7. Approval of this resolution indicates a willingness to further consider the impacts of the proposed Consortium but does not bind The City of Wyoming to joining the consortium.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council/Commission of the City of Wyoming agrees to participate as a partner in the development of the Kent County Ambulance Consortium Governance documents.

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 _____, Michigan at a regular session held on:

Heidi Isakson, City Clerk

MEMORANDUM

TO: Mayor and City Council

FROM: Curtis Holt, City Manager

DATE: May 2, 2013

SUBJECT: Kent County Ambulance Consortium

For approximately one (1) year the Urban Metro Mayors and Managers (UMMM) group has been discussing the implementation of an Ambulance Consortium for Kent County. In 2011 the Kent County Emergency Medical Service (KCEMS) engaged an EMS consulting firm to provide and assessment and offer recommendations on ways to improve the medical control authority and the services it provides. The overall intent of the study was to:

- Initiate dialog among stakeholders on the future direction of the EMS system in Kent County
- Frame specific issues that need resolution and offer recommendations
- Establish a baseline on the current level of EMS system performance so that progress can be assessed moving forward.

Although the study included an extensive list of recommendations and observations, one recommendation addressed several issues that were being discussed by UMMM. That recommendation was as follows:

- 2) Kent County Medical Control Authority (KCMCA) should facilitate a dialog among the cities, townships and the County to help them come to informed consensus on key issues in the design of the County-wide EMS system.

Two specific issues connected to this recommendation caught the attention of UMMM

- a) Determine what additional services, if any, may be collectively needed / desired by the communities which leverage the existing EMS system infrastructure.
- b) Municipalities should make explicit allocations of ambulance market rights for specific areas through performance contracts
 - a. The performance contracts should specify service features, standards and accountabilities.

Based upon these recommendations we have determined that creation of an ambulance consortium in partnership with KCEMS is the best way to create a stable, accountable and responsible emergency medical service for the future.

The resolution I have attached for your consideration does not make us a member of the consortium at this time. The current request before you is to join a partnership of other communities to create a governance model to administer the consortium. This will require some expense from outside legal staff to develop the proper vehicle to administer the consortium. Our interest is not to create another governmental layer; however, we must create a workable model that will accomplish the recommendations originally recommended as part of the initial EMS Study. We are anticipating that this work will be done under the Municipal Partnership Act (MPA) that would be the first use of this act state-wide.

We have contact a legal firm to help us develop the right governance documents. We have also been given a not to exceed price of \$15,000 for this work. Therefore, we are proposing that all communities who chose to be a part of this consortium share in the cost of developing these documents as an equal partner. Therefore, the more members of the consortium the lower the cost per partner.

This resolution only asks to participate in the creation of the governance documents. Once the documents are created the City of Wyoming will then be asked to official participate in the consortium.

I recommend we proceed with the approval of the resolution which commits us to our portion of the creation of the governance documents.

RESOLUTION NO. _____

RESOLUTION TO ESTABLISH THE ANNUAL SALARY SUPPLEMENT
AND FRINGE BENEFITS FOR THE WYOMING 62A DISTRICT COURT
JUDGES AND UPDATE THE CITY COUNCIL POLICY MANUAL

WHEREAS:

1. The City Council Policy Manual and Resolution Number 17582 establish the salary supplement and fringe benefits for the 62A District Court Judges.
2. As detailed in the attached staff report, changes to the Policy Manual and an updated Resolution are necessary to ensure consistency.

NOW, THEREFORE, BE IT RESOLVED:

1. The annual salary supplement provided by the City of Wyoming to the 62A District Court Judges shall be equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State Contribution.
2. The fringe benefits of health, dental, vision and life insurance, and post-employment retirement medical insurance provided to the 62A District Court Judges shall be on the same basis as provided to the Administrative and Supervisory Association.
3. State and local bar dues and one annual in-state judicial conference shall be paid by the City.
4. The City Council Policy Manual will be updated with the above language.

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:

ATTACHMENTS:
 Staff Report
 Excerpt from Council Policy Manual
 Resolution Number 17582
 Judicial Salary Information from State

Heidi A. Isakson, Wyoming City Clerk

STAFF REPORT

Date: May 8, 2012
Subject: 62A District Judges Salary and Fringe Benefits
From: Kim Oostindie Director of Human Resources
Cc: Chris Kittman, Court Administrator
Heidi Isakson, City Clerk
Tim Smith, Finance Director

Meeting Date: May 20, 2012

RECOMMENDATION:

The City Council Policy Manual and Resolution Number 17582 establish the salary supplement and fringe benefits for the 62A District Court Judges. These documents have language that is outdated and contradictory and it is recommended that an updated Resolution be adopted and the Council Policy Manual be updated.

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:

Upon review of the life insurance policies, it was discovered that the Council Policy Manual and Resolution Number 17582, dated May 6, 1996 had outdated and contradictory language regarding the 62A District Court Judges' fringe benefits.

The annual salary supplement provided by the City of Wyoming to each 62A District Court Judge is equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State contribution. Using this formula, the annual local supplement since 1996 has been \$45,724.

The 62A District Court Judges also currently receive fringe benefits from the City of Wyoming as follows: health, dental, vision and life insurance, and post-employment retirement medical insurance on the same basis as the employees in the Administrative and Supervisory Association. The difference between the Council Policy Manual and Resolution Number 17582 is in the life insurance amount and dental and vision benefits. The Council Policy Manual lists life insurance in the amount of \$35,000, and the Resolution states that the Judges will have life insurance on the same basis as the employees in the Administrative and Supervisory Association. Dental and vision benefits are provided to the Judges, but are not specified in either document.

In addition to the above wages and benefits, the City pays for the State and local bar dues and one annual judicial in-state conference for the Judges.

It is necessary to update the Resolution to remove some outdated language related to past Judges and to update the Council Policy Manual to correct the life insurance and dental and vision information.

BUDGET IMPACT:

There is no change to the budget to update and clarify the language regarding the wages and fringe benefits for the Judges, as the updated documents reflect what is currently provided.

Section 3 - STAFF AND EMPLOYEES

3.01 City Manager. The City Manager is hereby authorized to make settlement of claims without the prior approval of the City Council in all cases where the settlement does not exceed \$10,000.

The City Manager is hereby authorized to give such assistance as is needed in the form of equipment or employees to another municipality within the immediate area in the event that such municipality has been affected with a disaster such as a tornado, conflagration or other emergency situation in which the municipality needs assistance.

3.02 62-A District Court Judges. Beginning June 1, 1986, the annual salary supplement provided by the City of Wyoming to each 62-A District Court Judge shall be equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State contribution. ~~and will include the following fringe benefits:~~

- ~~A. The City Health Plan subject to the enrollment rules of the plan~~
- ~~B. Life insurance—\$35,000~~
- ~~C. Payment of State and local bar dues~~
- ~~D. One annual judicial in-state conference~~

The fringe benefits of health, dental, vision and life insurance, and post-employment retirement medical insurance provided to the 62A District court Judges shall be on the same basis as provided to the Administrative and Supervisory Association.

State and local bar dues and one annual in-state judicial conference shall be paid by the City.

3.03 City Attorney. In order to obtain a written opinion from the city attorney, the request will be put in writing signed by at least two members of the City Council, or by verbal request at a public meeting with support from at least one other member of the Council.

The Attorney or designee shall attend all meetings of the City Council.

3.04 Reserved

3.05 Employee Service Awards. Service awards for all employees shall be given annually for continuous years of employment with the City at: 10 years, 15 years, 20 years, 25 years, and 30 years or more of service.

3.06 Unemployment Compensation. The City adopts the Michigan State plan for unemployment compensation whereby the City will reimburse the State for the unemployment expenses incurred on its behalf.

3.07 Affirmative Action Program. The City subscribes to an Affirmative Action Program for minority group persons employed by certain contractors, agencies, and other business firms which are utilized by the City. The City also subscribes to an Affirmative Action policy regarding minority group persons employed, and to be employed, by the City. A complete copy is on file at the Human Resources office.

3.08 Authorization for City Treasurer to accept partial payments. The City Treasurer is hereby authorized to accept partial payments for real and personal property taxes. If the partial payment on a parcel results in a balance of less than \$5.00 on summer taxes and less than \$1.00 on winter taxes, the City Treasurer is authorized to mark the parcel as paid in full prior to the turning the tax roll over to the Kent County Treasurer on March 1 of each year.

RESOLUTION NO. 17582

RESOLUTION TO ESTABLISH THE ANNUAL SALARY SUPPLEMENT AND FRINGE BENEFITS FOR THE WYOMING 62A DISTRICT COURT JUDGES

WHEREAS, the State of Michigan has set the maximum local annual salary supplement effective January 1, 1996 of \$45,724; and

WHEREAS, the State of Michigan has paid the annual judicial standardization payment to the City of Wyoming based on such local supplements and will pay the standardization payment of \$41,152 for each Judge's salary beginning January 1, 1996; and .

WHEREAS, the State of Michigan requires that the maximum local supplement be paid to qualify for the standardization payment; and

WHEREAS, The City Council has established the salaries and fringe benefits of the 62A District Court Judges by resolution, now, therefore

BE IT RESOLVED, that the City Council takes the following action:

1. Establish the annual salary supplements for each Wyoming District Court Judge, effective January 1, 1996, in the amount of \$45,724.
2. Authorize the retroactive payment of the difference between this salary and the salary paid through May 6, 1996.
3. Approve the attached fund transfer appropriating the additional funds required in this Resolution.

BE IT FURTHER RESOLVED, that the City Council hereby establishes fringe benefits for the District Court Judges as follows:

1. Medical insurance coverage options identical to those received by employees within the Administrative and Supervisory Employees Association.
2. Post-retirement medical insurance coverage options and premium payments identical to those received by retirees from the Administrative and Supervisory Employees Association, subject to the same service and age requirements as Administrative and Supervisory Employees, except that for Judge Jack R. Jelsema and Judge Richard H. Timmers the five year vesting requirement is waived and they are vested on the effective date of this resolution.

3. Paid life insurance coverage in the same amount as that received by employees within the Administrative and Supervisory Employees Association.
4. Payment of State and local bar dues.
5. One annual in-state judicial conference.

Council member Nelson moved, seconded by Council member Dykstra, that the above Resolution be adopted.

Motion carried: 7 Yeas, 0 Nays.

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 the 6th day of May, 1996.



NANCY M. GIAR
Wyoming City Clerk

Judicial Salary Information Update
2001 - 2002 to present date

Court Type	Salary Information	Annual Salary Effective 01/01/01	Annual Salary Effective 01/01/02 to present date	State/Local Payroll Warrant	Reimbursement by State	
					2001	2002 to present date
Supreme Court	State Salary	\$159,960	\$164,610	State Payroll		
Court of Appeals	State Salary	\$147,163	\$151,441	State Payroll		
Circuit Court	Total Salary	\$135,966	\$139,919			
	State Salary	\$90,242	\$94,195	State Payroll		
	Local Supplement	\$45,724	\$45,724	Local Payroll	\$45,724	\$45,724
District Court	Total Salary	\$134,366	\$138,272			
	State Salary	\$88,642	\$92,548	State Payroll		
	Local Supplement	\$45,724	\$45,724	Local Payroll	\$45,724	\$45,724
Probate Court	Total Salary	\$135,966	\$139,919			
	Statutory Salary	\$90,242	\$94,195	Local Payroll	\$90,242	\$94,195
	Local Supplement	\$45,724	\$45,724	Local Payroll	\$45,724	\$45,724
Probate Court (Part Time)	Total Salary Maximum	\$63,000	\$63,000			
	Statutory Minimum	\$20,000	\$20,000	Local Payroll	\$20,000	\$20,000
	Maximum Local Supplement	\$43,000	\$43,000	Local Payroll	\$5,750	\$5,750

*Salaries have not changed since 2002.
JHR 11/2012

RESOLUTION NO. _____

RESOLUTION TO ADOPT THE AMENDED
AND RESTATED RETIREMENT PLAN

WHEREAS:

1. The attached Staff Report recommends implementation of a retirement incentive in the form of a Deferred Retirement Option Plan (DROP).
2. The City of Wyoming established its defined benefit retirement system (the "Defined Benefit Plan") effective as of October 1, 1962 and it was last amended and restated effective as of July 18, 2011.
3. As detailed in the attached Staff Report, it is recommended the Defined Benefit Plan be amended to include language for a Deferred Retirement Option Plan (DROP) for a closed period of time.
4. Participation in the DROP Plan is voluntary on the part of eligible employees.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby adopt the attached amendment to the Defined Benefit Plan and authorizes the City Manager to sign the Plan documents on behalf of the City.
2. The City Council does hereby authorize the City Manager to execute a Memorandum of Understanding with the Administrative and Supervisory Association for the DROP Plan.

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:

ATTACHMENTS:
Staff Report
Amendment
Memorandum of Understanding

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: May 8, 2013

Subject: Retirement Incentive – DROP Plan

From: Kim Oostindie, Director of Human Resources
Tim Smith, Finance Director

Cc: Curtis Holt, City Manager

Meeting Date: May 13, 2013

RECOMMENDATION:

It is recommended the Wyoming City Council authorize implementation of a retirement incentive in the form of a Deferred Retirement Option Plan (DROP) for eligible employees in the Administrative and Supervisory Association and eligible employees with individual employment agreements. The DROP Plan will be offered for a closed period of time and will allow for succession planning for key positions in the City.

SUSTAINABILITY CRITERIA:

Environmental Quality – Does not significantly impact.

Social Equity – Does not significantly impact.

Economic Strength – Eighteen employees are eligible for the DROP Plan and there may be savings associated with restructuring and flexibility to accomplish organizational changes that have been identified as beneficial for reaching and maintaining City and department goals, including the sustainability of the City

DISCUSSION:

The definition of a DROP Plan is a distribution option of benefits within a defined benefit pension plan to an employee who continues working. The DROP pension benefit is accrued in an account to be paid in either a lump sum or annuity when the employee retires.

<u>Advantages</u>	<u>Disadvantages</u>
<ul style="list-style-type: none">• The employer has more time to plan for employment transition.• Contributions by the employer to the pension plan for that employee cease.• The DROP participant is locked into a retirement date (they can leave earlier).• The employee has a lump sum available when he or she actually leaves employment.• The employee's pension is frozen at the time of DROP election. Pay increases do not increase benefit.	<ul style="list-style-type: none">• Perception that the employee is working while collecting retirement.

Characteristics of the proposed DROP Plan:

- Closed time frame for election – employee must make election to participate between June 1, 2013 and June 30, 2013.
- The employee selects a date between July 1, 2013 and June 30, 2015 as their last day of work. If during the two year period, they decide to change their last day of work to an earlier date, they may do so.
- The pension benefit is calculated based on the employee's final average compensation and pension multiplier at the time the employee elects the DROP.
- The employee chooses the form of benefit (e.g. straight life, spouse survivor 50%, 100%).
- The benefit amount is set aside into an escrow account at the time the DROP begins. The benefit accumulates in the account just as if the employee was retired.
- The DROP account earns 4% annual interest.
- The employee cannot access the DROP account until he or she actually quits work. A lump sum is paid when the employee quits working. It can be rolled over into a deferred income program (e.g. 457 Plan).
- Administrative and Supervisory Association employees and independent contract employees who are vested in the Defined Benefit Plan and who have a date of birth no later than June 30, 1959 are eligible to participate in the DROP Plan and may elect to leave at any time during the two year DROP period.

Succession planning and sustainability were key factors in the decision to recommend the DROP Plan for this group of employees. There are eighteen employees who are eligible for the Plan, many of whom hold key positions within the City. Succession planning will allow us to identify skill gaps and training needs. Additionally, the City Manager and Department Heads have continually reviewed opportunities for restructuring and flexibility to accomplish organizational changes that have been identified as beneficial for reaching and maintaining City and department goals, including the sustainability of the City.

BUDGET IMPACT:

On February 19, 2004, the City's Actuaries, Gabriel, Roeder, Smith and Company provided the City with the following opinion when the DROP Plan was implemented for the Police Command Group:

"We believe that the DROP, if implemented as described, would be cost neutral to the City and would result in no material change in the long-term contributions to or liabilities of the Retirement System. This belief holds true should it later be decided to offer the DROP in a similar manner to other groups under the Retirement System, i.e., eligibility would be determined by the existing normal retirement eligibility conditions and benefit conditions for each specific group."

There are some differences in this DROP Plan (e.g. closed plan and eligibility) and Gabriel, Roeder, Smith and Company is working to complete an actuarial report for the DROP Plan as proposed herein. The report is expected to be completed on May 10, 2013 and will be distributed at the May 13, 2013 Council worksession

**2012-2 AMENDMENT
TO THE
CITY OF WYOMING
DEFINED BENEFIT PLAN
(Restated effective July 1, 2011)**

This 2012-2 Amendment to the CITY OF WYOMING DEFINED BENEFIT PLAN (“Plan”) is adopted by the CITY OF WYOMING (“City”). Except as otherwise indicated, the amendment is effective June 1, 2013.

Pursuant to Section 17.1 of the Plan, Plan Sponsor amends the Plan as follows:

Section 19.3 of Schedule B is amended as follows:

- 19.3 Eligibility for the DROP Participants in the Administrative and Supervisory Group and the Administrative Contract Group are eligible for the DROP with the following modifications:
- (a) The Participant’s date of birth must be no later than June 30, 1959;
 - (b) The Participant must elect to participate in the DROP between June 1, 2013 and June 30, 2013;
 - (c) The Participant must elect to terminate employment and cease participation in the DROP between July 1, 2013 and June 30, 2015;
 - (d) The Participant may elect to participate in the DROP even though the Participant has not attained Normal Retirement Age at the time the election is made or upon termination of employment;
 - (e) The monthly amount credited to the DROP Account of a Participant whose DROP Entry Date is prior to his or her Normal Retirement Date shall be his or her Early Retirement Benefit, in addition to the annual interest credited in accordance with the provisions of Section 19.5. The monthly amount credited to the DROP Account of a Participant whose DROP Entry Date is prior to his or her Early Retirement Date shall be his or her Early Retirement Benefit determined as if the Participant was eligible for an Early Retirement Benefit on his or her DROP Entry Date; and
 - (f) The DROP Entry Date may be less than 90 days prior to the date the election is filed with the Board of Trustees.

Except as described above, the rules of Article 19 of the Plan with respect to the DROP shall control. To the extent any of the above rules conflict with or are inconsistent with the rules described in Article 19 of the Plan, the above rules shall control.

In all other respects, the Plan is unchanged.

SIGNATURE

Plan Sponsor signs this 2012-2 Amendment to the City of Wyoming Defined Benefit

Plan on the date stated below.

CITY OF WYOMING

Dated: _____, 2013

Signature

Printed Name and Title

MEMORANDUM OF UNDERSTANDING

RE: Deferred Retirement Option Plan (DROP)

The City of Wyoming (“City”) and the Wyoming Administrative and Supervisory Employees Association agree as follows:

1. A DROP Plan shall be made available to members of the bargaining unit in accordance with the City of Wyoming Defined Benefit Plan and the 2012-2 amendment to the Plan (effective June 1, 2013).

CITY OF WYOMING

WYOMING ADMINISTRATIVE AND
SUPERVISORY EMPLOYEES ASSOCIATION

By: _____

Curtis Holt
Its: City Manager

By: _____

Molly Remenap
Its: President

Date: _____

Date: _____.

05/20/2013

TK

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE GRAND VALLEY REGIONAL BIOSOLIDS
AUTHORITY BUDGET FOR FISCAL YEAR 2013-14

WHEREAS:

1. The GVRBA Operations Team has prepared a budget for fiscal year 2013-14 as required by The Joint Biosolids Project Management Agreement.
2. The GVRBA Board has reviewed and approved the GVRBA budget for fiscal year 2013-14 at its regular meeting held on March 28, 2013.
3. The proposed GVRBA budget was reviewed by the Wyoming City Council at the Work Session held on May 13, 2013.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve the Grand Valley Regional Biosolids Authority budget for fiscal year 2013-14.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried: Yes
 No

I hereby certify the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: May 20, 2013.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

GVRBA Budget Worksheet

Resolution No. _____

A	B	C	D	E	F	G	H
1		Information					
2	Annual Biosolids Dry Tons		FY2014	YTD		FY2013	FY2012
3			Budget			Budget	Actual
4	GRWWTP						
5	Amount sent to municipal solid waste landfill		3,751.0	-	0%	12,313.1	11,805.2
6	Amount sent to compost facility		7,615.7	-	0%	-	-
7		<i>GRWWTP Sub-Total</i>	<u>11,366.7</u>	-	0%	<u>12,313.1</u>	<u>11,805.2</u>
8	WCWP						
9	Amount sent to municipal solid waste landfill		286.1	-	0%	1,634.4	1083.6
10	Amount sent to compost facility		580.8	-	0%	5,620.0	-
11	Amount applied to land in bulk form		6,114.6	-	0%	-	5,750.20
12		<i>WCWP Sub-Total</i>	<u>6,981.5</u>	-	0%	<u>7,254.4</u>	<u>6,833.8</u>
13		Total	18,348.2	-	0%	19,567.5	18,639.0
14	Partner Percentage of Total						
15	GRWWTP		61.85%	0.00%	0%	62.84%	
16	WCWP		38.15%	0.00%	0%	37.16%	
17	Annual Debt Service		\$ 2,099,381.25			\$ 2,095,071.88	
18	Dry Ton Rate		\$ 376.25	#DIV/0!	#DIV/0!	\$ 360.16	\$ 347.50
19			Revenue				
20	Cash Balance						
21							
22		Operations (Subfund 592)					
23		Construction (Subfund 593)					
24		<i>Cash Balance Total</i>	\$ -				
25	Revenue Requirements		\$ 6,903,434.25				
26	Partner Share of Revenue Requirements						
27	GRWWTP (Monthly = \$355,814.51)		\$ 4,269,774.08	\$ -	0%	\$ 4,428,606.19	\$ 4,116,821.40
28	WCWP (Monthly = \$219,471.68)		\$ 2,633,660.17	\$ -	0%	\$ 2,618,825.69	\$ 2,654,476.92
29			Expenses				
30	7260 Supplies						
31	Polymer		\$ 756,000.00	\$ -	0%	\$ 775,000.00	\$ 744,977.24
32	Miscellaneous		120,000.00	-	0%	120,000.00	8,269.26
33		<i>Supplies Sub-Total</i>	<u>876,000.00</u>	-	0%	<u>895,000.00</u>	<u>753,246.50</u>
34	8180 Contractual Services						
35	Trucking		128,000.00	-	0%	400,000.00	345,451.01
36	Landfill		333,000.00	-	0%	985,000.00	856,470.97
37	Composting		769,300.00	-	0%	-	-
38	Land Application		1,378,000.00	-	0%	1,350,000.00	1,318,904.72
39	GRWWTP O&M Segments 1 & 4		732,380.00	-	0%	720,294.00	605,869.75
40	Financial Processing (Grand Rapids Comptrollers)		5,000.00	-	0%	5,000.00	3,224.91
41	WCWP O&M Segments 2 & 3		123,427.00	-	0%	98,120.00	90,373.15
42	Administration Services (Legal/Audit/Insurance)		35,000.00	-	0%	35,000.00	27,507.40
43	Centrifuge Service Agreement (Siemens)		6,800.00	-	0%	6,800.00	6,800.00
44		<i>Contractual Services Sub-Total</i>	<u>3,510,907.00</u>	-	0%	<u>3,600,214.00</u>	<u>3,254,601.91</u>
45	9430 Equipment Rental or Lease						
46	WCWP Storage Tanks		417,146.00	-	0%	417,146.00	417,200.04
47		<i>Equipment Rental or Lease Sub-Total</i>	<u>417,146.00</u>	-	0%	<u>417,146.00</u>	<u>417,200.04</u>
48	9450 Land Rental or Lease						
49	PDR Program		-	-	#DIV/0!	40,000.00	-
50		<i>Land Rental or Lease Sub-Total</i>	<u>-</u>	-	#DIV/0!	<u>40,000.00</u>	<u>-</u>
51	Debt Service						
52	GRWWTP		1,298,467.30	-	0%	1,316,543.17	1,247,571.36
53	WCWP		800,913.95	-	0%	778,528.71	804,419.04
54		<i>Debt Service Sub-Total</i>	<u>2,099,381.25</u>	-	0%	<u>2,095,071.88</u>	<u>2,051,990.40</u>
55							
56		Expenses Total	\$ 6,903,434.25	\$ -	0%	\$ 7,047,431.88	\$ 6,477,038.85
57	GRWWTP = City of Grand Rapids Wastewater Treatment Plant						WCWP = City of Wyoming Clean Water Plant
58	MDEQ = Michigan Department of Environmental Quality						O&M = Operation and Maintenance
59	GVRBA = Grand Valley Regional Biosolids Authority						PDR = Purchase of Development Rights
60							

**City of Wyoming
Downtown Development Authority
2013-2014 Budget Proposals and Justifications**

Revenue: City Finance Director, Tim Smith, has advised to budget for interest at \$1,500. Proposed Operating Expenses will be paid out of Fund Balance.

Operating Expenses:

- **Staff, \$0:** The DDA Budget historically helps support the salaries of City employees working with the DDA, however due to revenue constraints the City will not request a fee in the 2013/14 budget.
 - **Administrative Fees, \$0:** Various fees for administrative costs incurred to the City of Wyoming by the DDA, however due to revenue constraints the City will not request a fee in the 2013/14 budget.
 - **Professional Services (Legal), \$5,000:** Services are expected to be used for resetting the tax base, opportunities regarding development, assistance with legal issues, financing programs, acquisition and general advice.
 - **Professional Services (Consultant), \$0:** To maximize the efforts of Turn on 28th Street funds are used for special projects, however due to revenue constraints no funds will be designated in the 2013/14 budget.
 - **Landscape Maintenance, \$35,000:** These funds will be used for the annual maintenance contract, as well as miscellaneous repair costs.
 - **Marketing/Promotion, \$30,000:** To market and promote the Turn on 28th Street project.
 - **Travel and Training, \$1,000:** The Turn on 28th Street Plan paired with the marketing/promotion material provides us with tools to take to ICSC events. In July the ICSC annual event is in Novi.
 - **Supplies, \$100:** Office and event supplies.
 - **Printing and Advertising, \$400:** Public Hearing Notices.
 - **Other Services, \$0:** There are no miscellaneous items budget for in 2013/14.
 - **Projects:**
 1. **Acquisitions/Gap Financing, \$0:** These are funds for economic development, such as incentive programs, land acquisition, or demolition assistance. No funds will be added in the 2013/14 budget.
 2. **Business Development, \$0;** Costs for developing business relations, such as on-site visits, coffee, lunches. No funds will be designated in the 2013/14 budget.
 3. **Christmas Decorations, \$0;** There is no funding available in this budget year for the replacements and decorations for the DDA corridor.
 4. **Banners, \$0:** There is no funding designated in the 2013/14 budget for banner replacement.
 5. **Metro Cruise, \$3,100:** Contribution to Metro Cruise \$2,500 and Slush Machine rental \$600.
 6. **Networking/Educational Membership Events, \$0:** There is no funding designated for networking/educational membership events in the 2013/14 budget.
 7. **Pedestrian Light Pole Replacements, \$1,500:** As needed.
 8. **Street Trees, \$0:** DDA Replacement Trees.
 9. **Project Costs, \$500:** Wyoming Gives Back DDA Holiday Event.
- Expenditures: \$76,600**

Budget Worksheet Report

2014 City
Manager
Recommended

2013 Estimated
Amount

2013 Actual
Amount

2013 Amended
Budget

2012 Actual
Amount

2011 Actual
Amount

2010 Actual
Amount

2009 Actual
Amount

2008 Actual
Amount

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2013 Actual Amount	2013 Estimated Amount	2014 City Manager Recommended
Downtown Development Authority							
Fund	995						
Revenue							
Taxes							
402.000	Property Taxes Property Taxes	\$223,891.92	(\$287,862.79)	\$0.00	(\$65,693.32)	(\$66,000.00)	\$0.00
	<u>Total: Taxes</u>	\$223,891.92	(\$287,862.79)	\$0.00	(\$65,693.32)	(\$66,000.00)	\$0.00
Interest and Rentals							
664.000	Interest on Investments	\$8,594.12	\$8,688.59	\$200.00	\$2,530.21	\$2,500.00	\$1,500.00
	Interest on Investments	\$8,594.12	\$8,688.59	\$200.00	\$2,530.21	\$2,500.00	\$1,500.00
	<u>Total: Interest and Rentals</u>	\$8,594.12	\$8,688.59	\$200.00	\$2,530.21	\$2,500.00	\$1,500.00
Other Revenues							
688.000	Miscellaneous Income	\$2,722.00	\$4,838.03	\$0.00	\$0.00	\$0.00	\$0.00
	Miscellaneous Income	\$2,722.00	\$4,838.03	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Other Revenues</u>	\$2,722.00	\$4,838.03	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals		\$235,208.04	(\$274,336.17)	\$200.00	(\$63,163.11)	(\$63,500.00)	\$1,500.00
Expenses							
Department	000						
Activity	72800						
Contingency							
700.000	Contingency Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Contingency</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies							
727.000	Office Supplies Office Supplies	\$12.40	\$544.94	\$0.00	\$73.05	\$100.00	\$100.00
	Office Supplies Office Supplies	\$12.40	\$544.94	\$0.00	\$73.05	\$100.00	\$100.00
	<u>Total: Supplies</u>	\$12.40	\$544.94	\$0.00	\$73.05	\$100.00	\$100.00
Other Services and Charges							
801.000	Professional Services	\$79,850.00	\$55.55	\$0.00	\$4,651.23	\$12,500.00	\$0.00
	Professional Services	\$79,850.00	\$55.55	\$0.00	\$4,651.23	\$12,500.00	\$0.00
801.009	Professional Services	\$407.62	\$1,707.69	\$30,000.00	\$0.00	\$15,000.00	\$30,000.00
	Marketing/Web Site	\$407.62	\$1,707.69	\$30,000.00	\$0.00	\$15,000.00	\$30,000.00
801.021	Professional Services Legal	\$1,440.00	\$285.00	\$0.00	\$1,423.00	\$5,000.00	\$5,000.00
	Special Counsel	\$1,440.00	\$285.00	\$0.00	\$1,423.00	\$5,000.00	\$5,000.00
802.000	Administrative Fee	\$15,169.99	\$10,560.00	\$15,470.00	\$15,470.04	\$15,470.00	\$0.00
	Administrative Fee	\$15,169.99	\$10,560.00	\$15,470.00	\$15,470.04	\$15,470.00	\$0.00
810.000	Contract Labor Contract Labor	\$61,200.00	\$61,265.00	\$12,500.00	\$0.00	\$0.00	\$0.00
	Contract Labor Contract Labor	\$61,200.00	\$61,265.00	\$12,500.00	\$0.00	\$0.00	\$0.00
	<u>Total: General Government</u>	\$235,208.04	(\$274,336.17)	\$200.00	(\$63,163.11)	(\$63,500.00)	\$1,500.00
	<u>Total: Economic Development</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2013 Actual Amount	2013 Estimated Amount	2014 City Manager Recommended
Fund	995	Downtown Development Authority					
Department	000	General Government					
Activity	72800	Economic Development					
860.000	Travel and Training Travel and Training	\$233.10	\$55.55	\$0.00	\$75.76	\$500.00	\$1,000.00
900.000	Printing & Advertising Printing & Advertising	\$347.65	\$480.17	\$0.00	\$0.00	\$400.00	\$400.00
932.000	Property Maintenance Property Maintenance	\$29,251.72	\$33,435.49	\$30,000.00	\$27,847.68	\$35,000.00	\$35,000.00
956.000	Other Services Other Services	\$228.80	\$356.55	\$0.00	\$13.36	\$20.00	\$0.00
967.000	Project Costs Project Costs	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00
967.100	Project Costs Acquisitions/Gap Financing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.110	Project Costs Banners	\$0.00	\$101.69	\$0.00	\$0.00	\$0.00	\$0.00
967.120	Project Costs Business Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.130	Project Costs Christmas Decorations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.140	Project Costs Metro Cruise	\$3,450.00	\$7,000.00	\$3,100.00	\$3,076.00	\$3,100.00	\$3,100.00
967.150	Project Costs Networking/Educational Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.160	Project Costs Pedestrian Light Pole Replacements	\$14,082.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
967.165	Project Costs Mast Arm Signal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.170	Project Costs Realtor Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
967.180	Project Costs Street Trees	\$375.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total: Other Services and Charges	\$206,035.88	\$117,202.69	\$93,070.00	\$52,557.07	\$88,990.00	\$76,500.00
Debt Service							
991.000	Bond Payments Bond Payments	\$25,251.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2013 Actual Amount	2013 Estimated Amount	2014 City Manager Recommended
Fund	995						
Department	000						
Activity	72800						
995.000	Interest on Bonds	\$51.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Bonds	\$25,302.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total Debt Service</u>	\$231,351.20	\$117,747.63	\$93,070.00	\$52,630.12	\$89,090.00	\$76,600.00
	Activity Total: Economic Development	\$231,351.20	\$117,747.63	\$93,070.00	\$52,630.12	\$89,090.00	\$76,600.00
	Department Total: General Government	\$235,208.04	(\$274,336.17)	\$200.00	(\$63,163.11)	(\$63,500.00)	\$1,500.00
	Revenue Totals:	\$231,351.20	\$117,747.63	\$93,070.00	\$52,630.12	\$89,090.00	\$76,600.00
	Expense Totals						
	Fund Total: DOWNTOWN DEVELOPMENT AUTHORITY	\$3,856.84	(\$392,083.80)	(\$92,870.00)	(\$115,793.23)	(\$152,590.00)	(\$75,100.00)
	Revenue Grand Totals:	\$235,208.04	(\$274,336.17)	\$200.00	(\$63,163.11)	(\$63,500.00)	\$1,500.00
	Expense Grand Totals:	\$231,351.20	\$117,747.63	\$93,070.00	\$52,630.12	\$89,090.00	\$76,600.00
	Net Grand Totals:	\$3,856.84	(\$392,083.80)	(\$92,870.00)	(\$115,793.23)	(\$152,590.00)	(\$75,100.00)