

City of Swartz Creek AGENDA

**Regular Council Meeting, Monday January 14, 2008 7:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

Tonight's meeting will be a joint session between the City and Clayton Township, for the purpose of hearing Mr. MARK NOTTLEY'S presentation of the Swartz Creek Area Fire Department Evaluation. Clayton Township has called a Special Meeting of the Township Board to be held here at City Hall.

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1. **CALL TO ORDER, INTRODUCTIONS** (*Both Boards*):
 2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
 3. **ROLL CALL** (*Both Boards*):
 4. **MOTION TO APPROVE AGENDA:**
 - 4A. Proposed / Amended Agenda MOTION Pg. 8
 5. **PRESENTATION:**
 - 5A. Mr. Mark Nottley, Fire Department Evaluation Report PRES. Pg. 25-79
 - 5B. Accept Evaluation (*Both Boards*) RESO. Pg. 8, 25-79
 6. **ADJOURNMENT:**
 7. **MOTION TO APPROVE MINUTES:**
 - 7A. Regular Council Meeting, December 17, 2007 MOTION Pg. 9, 14-24
 8. **REPORTS & COMMUNICATIONS:**
 - 8A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 9, 2-7
 - 8B. Fire Department Evaluation (Agenda Item) Pg. 25-79
 - 8C. Monthly Reports: [Police](#), [DPW](#), [Fire](#), [City Engineer](#) Pg. 80-141
 - 8D. Planning Commission, Kroger Addition (Agenda Item) Pg. 142-166
 - 8E. MML Invoice, Annual Membership (Agenda Item) Pg. 167
 - 8F. CN Railway Donation (Agenda Item) Pg. 168-169
 - 8G. BS&A Software Contract (Agenda Item) Pg. 170-179
 - 8H. Oakland Cooperative Purchasing, Pickup Truck Bids (Agenda Item) Pg. 180-192
 - 8I. DDA Deficit Elimination Plan (Agenda Item) Pg. 193
 - 8J. MDOT Safety Project Call Pg. 194-206
 - 8K. WWS 2008 Proposed Budget Pg. 207-221
 - 8L. MML Legislative Updates Pg. 222-234
 - 8M. County MPO Recycling Letter, County Revenue Sharing Distribution Pg. 235-238
 - 8N. Comcast Correspondences Pg. 239-243
 9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
 10. **COUNCIL BUSINESS:**
 - 10A. Final Site Plan Approval, Kroger Addition RESO. Pg. 9,142-166
 - 10B. Appropriation, Annual MML Membership Dues RESO. Pg. 10,167
 - 10C. Canadian National Railway Donation, Police K-9 Unit RESO. Pg. 10,168-169
 - 10D. Appropriation, Purchase Accounting Software RESO. Pg. 10,170-179
 - 10E. Appropriation & Bid Award, Purchase Pick-up Trucks RESO. Pg. 12,180-192
 - 10F. DDA Deficit Elimination Plan RESO. Pg. 12,193
 11. **MEETING OPENED TO THE PUBLIC:**
 - 11A. General Public Comments
 12. **REMARKS BY COUNCILMEMBER'S:**
 13. **ADJOURNMENT:**

**City of Swartz Creek
CITY MANAGER'S REPORT**

Regular Council Meeting of Monday January 14, 2008 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 11-January-2008

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **PERSONNEL POLICIES & PROCEDURES** *(Status)*
Mr. Nottley is preparing a price to help us with the development of a personnel handbook. I will be back at a near future meeting for some discussion and a recommendation.
- ✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** *(Status)*
County Emergency Management Director, Tami Yorks, will work with us in the development of our new plan. The office is undergoing some changes that should be cleared up soon. In discussions with Councilmember Hicks, it seems logical that we should look to meet with the Fenton Fire Chief for his input before continuing a draft. As you are aware, he has had a recent experience in managing a disaster and should have some valuable input in the process.
- ✓ **VETERANS MEMORIAL** *(Status)*
Nothing new.
- ✓ **FEES, RATES & SERVICE CHARGES** *(Status)*
Water, sewer and various service fees need some adjustments. I am waiting for the official notice from the County on water and sewer rate increases before doing our calculations. Additionally, we have to fix our software issues before we can adjust to a per use water billing system. I look to do this later in tonight's agenda with an appropriation for the purchase of global accounting software.
- ✓ **NON-RESIDENT SERVICES STUDY, RAUBINGER BRIDGE** *(Status)*
Pending.
- ✓ **OVERHEAD UTILITY REORGANIZATION PROJECT** *(Status)*
Pending. I may have some additional information at tonight's meeting.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** *(See Individual Category)*
 - ❑ **BRISTOL ROAD T.I.P. PROJECT, BRISTOL EXTENSION** *(Status)*
REI is working on final payouts. I am trying to get a handle on what, if any additional costs that were added to the project due to Verizon's lack of cooperation.
 - ❑ **SEYMOUR RE-SURFACING PROJECT** *(Status)*
A meeting will be held in mid March with residents of Seymour Road to discuss construction schedules, traffic control, ingress, egress and both long term and short term parking solutions. A date for the meeting has not yet been determined.
 - ❑ **ELMS ROAD RE-SURFACING PROJECT** *(Status)*

Design is completed and into MDOT for approval. This project, as planned, is a pull ahead wherein we will be borrowing funds from the state at 4% interest until the scheduled year of project fund release from the Fed's (2010). We are also looking at constructing a piece of our trail system while we are doing this project. We are still working on grant applications and should have a presentation within the next meeting or two.

MORRISH ROAD RE-CONSTRUCTION PROJECT (*Status*)

We need to begin the planning on this project. As you may be aware, this has been submitted to the TIP as a total reconstruction project with a request for a very low amount of funding. Because of this, it has been approved. Meijer's will be making a sizeable contribution (\$1.5 Million). This money, coupled with funding that we would have had to pay if Meijer had not been approved should be ample to pay the costs of widening, storms, curbs, gutters and traffic signals. Right now, we are awaiting a draft development agreement from Mr. Gildner that we will enter into with Meijer's that covers many of these items.

GM-SPO ISLAND CUTS (*Status*)

Although approved for TIP funding, no timetable has been drafted.

MILLER ROAD REPAIRS (*Status*)

We will look to do this work in the spring.

✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS** (*Status*)

2008 REPAIR ROSTER (*Status*)

Chesterfield from Seymour to Winston, Jennie Lane, Worchester from Winston to Daval (a portion of this is a Major Street, eligible for 202 funding) and Daval from Oakview to Winshall. Bid returns from the Seymour Project are in. When this contract has been awarded from the state, we will approach the contractor and inquire if they will honor the time material and quantity pricing.

NEIGHBORHOOD IMPROVEMENT - T.I.F. DISTRICT (*Status*)

Adam is looking into this. We will be back for additional discussion in the near future.

✓ **FIRE DEPARTMENT EVALUATION, 2008 CONTRACT RENEWAL** (*Resolution*)

I believe by now, everyone has had a chance to review the Fire Evaluation. The staff has spent a considerable amount of time reviewing the document and frankly speaking, it's excellent. We believe that if both governmental units commit to follow it and base future policy and spending in accordance with it, we should notice considerable change in cost and efficiency within a year or two. As of writing, it appears that both governmental units have a positive feeling on the evaluation. If this pans true at tonight's meeting, the next recommended step is an endorsement via resolution accompanied by a directive for myself and Supervisor Shumaker to meet and rough an outline of topics for a new agreement between the City and Township, using the evaluation as a foundation. Once we can identify the issues, maybe we can bring in another member from each governmental unit (suggest Fire Board representatives) to fine-tune the document. I have a resolution to this effect with tonight's packet.

✓ **WATERMAIN SALE** (*Status*)

Pending.

✓ **SEWER REHABILITATION PROJECT, I&I, PENALTIES** (*Status*)

Pending bid preparation and return tabulations.

- ✓ **WWS INTERGOVERNMENTAL JURISDICTION ORDINANCE** *(Status)*
The County has turned up the pressure to adopt both the ordinance and the agreement that transfer enforcement (and probably everything else) over to them. We are working with Mr. Figura evaluating our options. I will probably be back at the next meeting for some discussion and action on this issue.
- ✓ **HERITAGE PARK & NON-MOTORIZED TRAIL SYSTEM** *(Status)*
We closed on the park in the week between Christmas and New Years. The small piece on Raubinger is still with the title company and should be completed shortly. On the non-motorized trail system, we are looking a couple of grant sources to construct a portion of the trail from Miller and Elms north through Elms Park, in conjunction with the Elms Road Paving Project.
- ✓ **SR. CENTER, LEVY, BUILDING & FUTURE FUNDING PLAN** *(Status)*
Nothing new.
- ✓ **SPRINGBROOK, HERITAGE STREET-LIGHTING** *(Status)*
Mr. Gildner is still working on a draft development agreement for Heritage. In conjunction with the agreement, a resolution of dedication of the streets in Phase I will accompany the agreement. Springbrook streetlights are tied with an agreement for service and maintenance of their water system. We will have something shortly for Council consideration.
- ✓ **SWARTZ CREEK SCHOOLS, CAPITAL IMPROVEMENT CAMPAIGN** *(Status)*
It appears that due to the state's economy, the school district has placed a hold on their capital improvements.
- ✓ **LABOR CONTRACTS** *(Status)*
On Mr. Kehoe, he is currently a payroll employee, but he does need an employment agreement. I will look to get something together over the holidays.

On my contract, it probably needs visiting for update purposes. I would like to take a pass on any rate increases for another year or two and until we are on better financial ground. I am not sure how the Council desires to handle an evaluation. As you recall, a couple of years ago I created a list of accomplishments and shortfalls as I saw them. I could bring the list up to date and then bring it back to the Council for discussion and review. Unless the Council has strong input one way or the other, I will do this and set it for a discussion item, hopefully soon. We can then go from here.
- ✓ **RETIREEE HEALTH CARE** *(Status)*
Mr. Gildner is preparing a base agreement that covers retirees. It should be back before the Council for a decision, hopefully soon.
- ✓ **MEIJER'S** *(Status)*
Pending.
- ✓ **BOARDS & COMMISSION APPOINTMENTS** *(Status)*
We have replaced one of the two DDA positions. One remains. We are still evaluating candidates and possibilities. We will be back with some recommendations at a near future meeting.

- ✓ **REQUEST FOR GARBAGE COLLECTION, SWARTZ CREEK ESTATES** (*Status*)
We are watching the direction of the “tipping fee” legislation before bringing it back for review.
- ✓ **ORDINANCE CODIFICATION** (*Status*)
The code has been sent to Mr. Gildner for review, as to form. As soon as he finishes, it will be back for Council adoption.
- ✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** (*Status*)
Nothing new on this property. The party store on the southeast corner has closed. We had some information that the two businesses were going to merge. We have been unable to determine if the closing of the party store is related. In the meantime, the time for removal of the pylon sign expires now. I am working with Mr. Figura to determine the best way to handle the forced removal of the sign.
- ✓ **DELINQUENT PERSONAL PROPERTY TAXES** (*Information*)
Awaiting the County’s next move.
- ✓ **GENERAL LEDGER & ACCOUNTING SOFTWARE** (*Resolution*)
We have talked for the last several years on our accounting software. As a bit of history, for many years we used EZ Entry for general ledger and a variety of other software, that was either proprietary or homemade databases, for accounts payables, receivables, utility billing, cash receipts and asset tracking. For taxes and assessing, we employed direct entry into the County’s G-Link databases until we switched to BS&A for the assessing, about 10 years ago. BS&A tax, delinquent taxes and miscellaneous receivable modules were added after the assessing as they best mated with these programs and were compatible with the County. In 2000, we switched to Fund Balance for general ledger, payables, payroll and utility billing. As it stands today, we are about half-and-half... and the problems abound. One vendor’s software doesn’t communicate with the other, causing added workload wherein one has to be balanced with the other and posted by journal entries. To add to the problem, we have been experiencing “ghost” problems with Fund Balance wherein data entered just disappears. Technical support has been no help in determining the problems. The fix has been to bring employees in on overtime to re-enter the data. On a couple of occasions with the utility billing module, we have had the re-entered data vanish again. These problems are not new. They can be traced back to early 2000’s. As we’ve been discussing, we need to get a single software vendor. Our staff has spent several years looking at solutions and recommends the BS&A comprehensive package. The switch will also allow us to re-index all our data tables on the outside chance we have something corrupted. Very few vendors carry a comprehensive package designed specifically for municipalities. Those that do, with the exception of Fund Balance, are located out of state making support difficult. BS&A is located 40 miles from here and has a huge Michigan client base (spend a bit of time browsing their web site and client lists at www.bsasoftware.com). Our staff spent time talking with cities our size that use a comprehensive package (not just a module or two) as well as mailed out questionnaires, with no negative comments. In order to be on line with the programs by the start of a new fiscal year (July 1, 2008) we have to commit now. If not, our change will have to be in July 2009. I believe the change to a universal software program will correct our utility problems and prepare us for the switch to a per use water and sewer charge. BS&A will allow the billing to be split between two fiscal years, easing the cost burden. I also believe that the nature of

the product and its application makes it impossible to competitively bid. Our purchasing ordinance allows for a single source contract for occasions such as this. I have a resolution for appropriation and purchase included with tonight's agenda.

✓ **BUILDING DEPARTMENT, TRADE INSPECTIONS** (*Status*)

I talked with our insurance agent and he strongly recommends that we either put these sub-contractor's on the payroll or require them to carry liability insurance, I agree. I have little interest in expanding our payroll and/or negotiating them into the AFSCME unit that most likely will have to be done at some future point. Given the lukewarm and mixed feelings from the Council coupled with a mediocre at best position of mine, I suggest we leave our current operating policy of the state handling these inspections as is. Unless the Council has different feelings, I will consider the case closed

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **FINAL SITE PLAN APPROVAL. KROGERS** (*Resolution*)

Included with tonight's agenda is a Planning Commission recommendation for approval of the final site plan for an 11,503 square foot addition on the west side of Kroger's. The addition calls for the re-location of the pharmacy drive through window from the west side of the building to a front load pharmacy, similar to the one approved for Meijer's. Adam has spent a fair amount of time working with the Kroger's people and endorses the project.

✓ **ANNUAL MML MEMBERSHIP RENEWAL** (*Resolution*)

Included with tonight's agenda is an invoice for the payment of our annual membership with the Michigan Municipal League. The cost this year is \$3,070.

✓ **POLICE CANINE DONATION, CANADIAN NATIONAL RAILWAY** (*Resolution*)

CN Railway has donated \$1,000 to the Police Canine Unit. Included with tonight's agenda is a resolution of acceptance. Rick will write the appropriate thank-you letters along with appreciation from the Council.

✓ **APPROPRIATION, BID AWARD, PICKUP-TRUCKS, PLOWS** (*Resolution*)

Included with tonight's agenda is an appropriation and bid award for the purchase of two Chevrolet HD2500 4x4 Pickup Trucks. These items are budgeted and will be replacing two trucks, one 16 years old and the other 14 years old. The two older trucks will be sold either by sealed bid solicitation or at the County's auction in April. The trucks to be purchased are under Oakland County's cooperative purchasing Program. The Oakland County bid contract was awarded to Buff Whelan Chevrolet Inc, 40445 Van Dyke Road, Sterling Heights, Contract #1908 expiring September 30, 2008. The base price of the truck bid by Oakland is \$22,576. After the additions and deletions of option extras by Mr. Svrcek, the final price per vehicle is \$21,760. In addition to the trucks, plows will need to be purchased. Oakland County does have a cooperative purchasing contract with Knapheide of Flint, but I'm still evaluating the contract. I will be back at the next meeting with a request to purchase for the plows.

✓ **DDA DEFICIT ELIMINATION PLAN** (*Resolution*)

As the Council is aware from our recent audit report, and as predicted, we have to file a deficit elimination plan with the State's Treasury Department for the DDA. The funds that were borrowed from the City's General Fund still appear as a debt on the DDA books without sufficient revenues to cover it. You may recall we had to do the same

thing last year at this time. A copy of the resolution and the attached letter will be sent to the State. It should be sufficient to satisfy them. We may have one more year, at the most, before either the debt is paid off, or the revenues are sufficient to cover it. A resolution is included with tonight's agenda.

Council Questions, Inquiries, Requests and Comments

- *Park & Ride Improvements, Miller & I-69.* Pending
- *DPW Vehicles, City Identification.* We are looking at the cost to put "City of Swartz Creek DPW" on all our DPW vehicles. The cost to have door stencils for all our DPW vehicles is approximately \$1,500+.
- *Chase Bank Dumpster.* The bank has had to refer this for a security clearance. The decision has been negotiated with Mr. Zettel to locate the dumpster in a brick enclosure at the southeast corner of their property. They will most likely do the work in the spring when the weather breaks. Adam will be handling the matter administratively.
- *Z.B.A. Compensation.* Pending.
- *Miller – Morrish Right Turn.* Pending a report from the Police Chief.
- *Signs, Blackmore & Rowe (in right of way?).* We are still checking into the Blackmore and Rowe sign.

City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday January 14, 2008 7:00 P.M.

Resolution No. 080114-4A **AGENDA APPROVAL**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 14, 2008 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-5A **FIRE DEPARTMENT EVALUATION**

Motion by Councilmember: _____

WHEREAS, The Township of Clayton and the City of Swartz Creek provide fire protection services under a cooperative agreement that expires in April 2008; and

WHEREAS, the agreement creates a Fire Board that is charged with the responsibility of overseeing the operation of the Fire Department through the Fire Chief; and

WHEREAS, the Township and the City desire to set goals to improve the efficiency of the Fire Department, establish a capital purchase program, identify priorities and improve the administrative process; and

WHEREAS, the Township and the City employed a consultant for recommendations to achieve these goals, a final report having been completed and distributed in December 2007; and

WHEREAS; the Township Board and the City Council have reviewed the findings of the consultant and discussed the recommendations at an open meeting and concur on the direction as set forth in the findings.

NOW, THEREFORE, BE IT RESOLVED that the Clayton Township Board and the City of Swartz Creek Council hereby accept and endorse the findings and recommendations as set forth in the evaluation, and further, recognize the evaluation as a base document of goals and objectives for future agreements and contracts between the Township and the City.

BE IT FURTHER RESOLVED, that the Township direct the Supervisor, and the City direct the City Manager to begin the process of identifying issues, goals and objectives for a new agreement between the Township and the City, using the Fire Evaluation as a base document, and further, upon the creation of a rough document, that each municipality will appoint one more representative to a committee that will prepare a final agreement to be brought before each municipality for final review and approval.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-7A MINUTES, DECEMBER 17, 2007

Motion by Councilmember: _____

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held December 17, 2007, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-8A CITY MANAGER'S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager's Report of January 14, 2008, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-10A FINAL SITE PLAN APPROVAL, KROGER ADDITION

Motion by Councilmember: _____

I Move the City of Swartz Creek concur with the recommendation of the Swartz Creek Planning Commission and approve the final revised site plan dated January 9, 2008, for The Kroger Company of Novi Michigan, Parcel ID No: 58-36-576-012, Parcel Address 7084 Miller Road, subject to the following conditions:

1. Applicant shall use lighting that matches the existing lighting on the west elevation of the building.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-10B APPROPRIATION, M.M.L. ANNUAL MEMBERSHIP DUES

Motion by Councilmember: _____

I Move the City of Swartz Creek appropriate an amount not to exceed \$3,070 to the Michigan Municipal League, payment of the City's 2008 annual membership, funds to be apportioned at the discretion of the City's Finance Director.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 080114-10C CANADIAN NATIONAL RAILWAY DONATION, POLICE
CANINE UNIT**

Motion by Councilmember: _____

I Move the City of Swartz Creek accept the generous donation of \$1,000 to the Police Department Canine Unit and further, direct the Chief of Police to draft a letter of thanks and appreciation on behalf of the City.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 080114-10D APPROPRIATION, PURCHASE ACCOUNTING
SOFTWARE**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek relies on electronic technology for the tracking of its business transactions including, but not limited to; general ledger, accounts payable, accounts receivable, cash receipts, tax collection, payroll, parcel assessments, parcel ownership and utility billings; and

WHEREAS, the City currently uses several types of software for its accounting transactions which is inefficient and subject to errors; and

WHEREAS, the City's staff has studied the accounting practices several years and determined that a single software vendor would reduce labor costs and error potential by presenting an environment wherein different financial divisions could communicate to a single general ledger system; and

WHEREAS, the City has changed to BS&A Software for some of its software programs needed to communicate with Genesee County Agencies, being Tax and Assessing modules for the County's Equalization Department, resulting in seamless data communication and transfer; and

WHEREAS, the City Staff has determined through use experience, interviews with full package users, classes and demonstrations that the BS&A full version package is well suited for municipalities such as the City of Swartz Creek and a large number of Cities and Townships in the state currently use the package with excellent results and reviews, and further, recommends the purchase of the full version package; and

WHEREAS, Section 2-402 (a),(2),a,2, of the City's Purchasing policy requires competitive sealed bids for purchases that exceed \$5,000, excepting deviations under the following conditions:

"The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:

- i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and*
- ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids.*

WHEREAS, the City Manager recommends a single source contract with BS&A for the purchase of the full version of accounting software as this is a specialty software with few vendors and a true competitive bid would be difficult, and further, the economic interests of the City would best be served by the purchase of BS&A package, minus the modules the City already owns.

NOW THEREFORE, I move the City of Swartz Creek approve the purchase of BS&A Municipal accounting software package, in accordance with the attached contract, and direct the City Manager to begin the transition process to be effective with the 2008-2009 Fiscal Year, and further, direct the Finance Director to make the necessary budget adjustments and fund apportionment with approximately half the cost to be appropriated in the current fiscal year and the other half payable in the 2008-2009 fiscal year.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-10E

APPROPRIATION & BID WARD, PURCHASE PICKUP TRUCKS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek’s Purchasing Ordinance encourages the use of cooperative extended purchasing programs, and;

WHEREAS, the City of Swartz Creek desires to purchase two 2008 Chevrolet Silverado 4x4 HD2500 Pickup Trucks and by virtue of the size of the City, we cannot purchase such vehicles in a sufficient quantity to allow for a maximum discounted price, and;

WHEREAS, the County of Oakland has an extended cooperative purchasing program that is open for use by any governmental agency and has let for bid the specified vehicle under their purchasing contract number 1908 expiring September 30, 2008, said bid awarded to Buff Whelan Chevrolet Inc, 40445 Van Dyke Road, Sterling Heights, Michigan, base price of \$22,576, and;

WHEREAS, with option selections and delivery, the total cost of each vehicle is \$21,760 for a total of \$43,520.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek recognize Oakland County’s Extended Cooperative Purchasing Program and accept the bid award to Buff Whelan Chevrolet Inc, 40445 Van Dyke Road, Sterling Heights, Michigan and appropriate an amount not to exceed \$43,520 for the purchase of two 2008 Chevrolet Silverado 4x4 HD2500 Pickup Trucks, funds to be appropriated from 661 Motor Pool.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080114-10F

DDA DEFICIT ELIMINATION PLAN

Motion by Councilmember: _____

WHEREAS, the Swartz Creek Downtown Development Authority and the DDA Board was established to revitalize the downtown and provide for financing under the authority of Act 197 of 1975, as amended; and

WHEREAS, under that authority the Board has the ability to authorize the levy and collection of taxes and to authorize the issuance of bonds and other evidences of indebtedness; and

WHEREAS, the Board was granted a loan from the City of Swartz Creek in an amount not to exceed \$65,000 for start up costs till such time as tax revenues allow for reasonable payback; and

WHEREAS, tax revenues are currently insufficient to pay back the loan and the expenditure of a portion of such funds resulted in a deficit of \$27,457 for fiscal year 2007 within the DDA; and

WHEREAS, the State of Michigan Treasury Department, Municipal Audit Division, requires such deficits to be accounted for with a long-term strategy known as a 'deficit elimination plan'.

NOW THEREFORE BE IT RESOLVED, that the City of Swartz Creek City Council approves the attached letter to the Michigan State Treasury Department in which a deficit elimination plan is proposed.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday December 17, 2007 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 12/17/2007

The meeting was called to order at 7:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Mayor Abrams, Mayor Pro-Tem Christie, Hicks, Hurt, Porath, Shumaker.

Councilmembers Absent: Adams

Staff Present: City Manager Bueche, City Clerk Aguilar, City Attorney Michael Gilner, Finance Director Mary Jo Clark, Police Chief Rick Clolinger.

Others Present: Ron Schultz, Tommy Butler, Bob Plumb, Steve Shumaker, Robyn Rosenthal, Joanne Holmquist, Boots Abrams, Virginia Carlson, Carl Carlson, Jamie Adams.

APPROVAL OF PREVIOUS COUNCIL MINUTES

Resolution No. 071217-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hicks

The Swartz Creek City Council hereby approves the Minutes of the Regular Council Meeting held December 10, 2007, to be circulated and placed on file.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams

NO: None. Motion declared carried.

APPROVAL OF AGENDA:

Resolution No. 071217-02

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Hurt

The Swartz Creek City Council approves the Agenda as presented for the Regular Council Meeting of December 17, 2007 to be circulated and placed on file.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams
NO: None. Motion Declared Carried.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 071217-03

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hicks

The Swartz Creek City Council approves the City Manager's Report of December 17, 2007, to be circulated and placed on file.

YES: Hicks, Hurt, Porath, Shumaker, Abrams, Christie.
NO: None. Motion declared carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

Joanne Holmquist, 5373 Miller Rd, commented that she was there to hear the discussion on the Marathon property on the corner of Elms and Miller. She stated that she hoped that it was productive and gets taken care of at this meeting. Ms. Holmquist wanted to send accolades to Tom Svrcek and the crew at the DPS for being careful when plowing near her home, which is an historical house and sits very close to the road.

COUNCIL BUSINESS:

At this time, Councilmember Adams joined the Council meeting.

2006-2007 Fiscal Audit Report

Presentation by Tom Smith of Rehmann-Robson.

Discussion Ensued.

Resolution No. 071217-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the City of Swartz Creek accept the 2006-2007 Fiscal Audit Report prepared by Rehmann-Robson of Saginaw, Michigan, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

YES: Hurt, Porath, Shumaker, Abrams, Adams, Christie, Hicks
NO: None. Motion Declared Carried.

Abandoned Marathon Property

(Discussion Topic)

City Manager Bueche stated that Mr. Kline, Mr. Saroki's representative, was not present at the meeting. Mr. Bueche stated that aside from the re-bar and the base of the light pole being removed, the site does not appear any different to the casual observer. Mr. Bueche talked with Mr. Kline about the money that is owed to the City. Mr. Kline stated that in the course of reconstruction loans, he would find the money to pay back the City. Mr. Bueche stated that the City is proceeding with prosecution for the blight.

Discussion Took Place.

Raubinger Road Bridge, Transfer Agreement, Project Re-Assignment, Appropriation

Resolution No. 071217-05

(Carried)

Motion by Councilmember Adams
Second by Councilmember Hurt

I Move the City of Swartz Creek enter into an agreement with the Genesee County Road Commission as follows:

GENESEE COUNTY ROAD COMMISSION

ROAD AGREEMENT WITH CITY OF SWARTZ CREEK

THIS AGREEMENT made and entered into this _____ day of _____, A.D., 2007, by and between THE BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF GENESEE, MICHIGAN, a Michigan Municipal Corporation, hereinafter called the "ROAD COMMISSION", and the CITY OF SWARTZ CREEK, a Municipal Corporation, hereinafter called the "CITY".

WITNESSETH:

WHEREAS, the CITY has sole jurisdiction over certain roads within the CITY, as provided by the Laws of the State of Michigan; and,

WHEREAS, the ROAD COMMISSION and the CITY have been negotiating to transfer jurisdiction of Raubinger Road from the existing CN railroad tracks to the Bridge over the Swartz Creek, also including the jurisdictional transfer of the bridge from the CITY to the ROAD COMMISSION; and,

WHEREAS, the parties hereto are desirous of entering into a contract relative to their participation in the costs of the Raubinger Road Bridge replacement as hereinafter set forth; and

WHEREAS, the ROAD COMMISSION as additional consideration for this provisions of this agreement has agreed to alter the pavement markings currently in place on Miller Road from the south Seymour Road approach to the west city limits to a three lane configuration that will match the City's current markings.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, it is agreed by and between the parties hereto as follows:

1. CITY does hereby transfer to the ROAD COMMISSION jurisdiction over the portion of Raubinger Road beginning at the north end of the bridge over Swartz Creek and ending at the north edge of CN railroad tracks to the south, for a total distance of approximately 0.25 mile. The legal description is attached.

2. Each party hereby agrees to complete and file in a timely manner Form 2008E (Additions and Deletions) and any other forms or documents necessary to effectuate the transfer.

3. The ROAD COMMISSION agrees that it will make or cause to be made certain highway improvements and/or repairs as hereinafter set forth and identified as the "PROJECT":

The removal of the existing Raubinger Road bridge and placement of a new Raubinger Road bridge over the Swartz Creek, including construction, preliminary engineering, construction engineering and other related activities required to complete this project.

4. All engineering with respect to said improvement and/or repairs shall be part of the total PROJECT cost and shall be performed by the ROAD COMMISSION. All construction shall be under the supervision of and in accordance with the plans and specifications prepared by the ROAD COMMISSION and the Michigan Department of Transportation (MDOT). The ROAD COMMISSION will inform the CITY of the PROJECT grade inspection and final plan and proposal submittal.

5. This bridge PROJECT has been identified as being eligible for the MDOT Local Bridge funding program. Upon the ROAD COMMISSION securing the jurisdiction of this bridge the ROAD COMMISSION will act as the local lead agency on this PROJECT with MDOT. This PROJECT will require a local cost from the CITY and ROAD COMMISSION each, in an amount estimated to be \$77,500.00; which will include local match for the MDOT Local Bridge funds, preliminary engineering costs, construction engineering costs, right-of-way and any other costs of the PROJECT not covered by MDOT Local Bridge funds.

6. The CITY will share equally with the ROAD COMMISSION the local costs of the PROJECT which are not funded by MDOT Local Bridge Funds, except as provided in paragraph 9.

7. The CITY'S payment for this participation shall be based on three (3) invoices from the ROAD COMMISSION, which shall be reimbursement for payments made on this PROJECT. The first invoice shall be sent after the PROJECT is let in the amount estimated to be 50% of the total CITY cost. A second invoice will be sent upon completion of the PROJECT and will be such amount as shall make the total billed by the two invoices approximately 90% of the total CITY cost. The final invoice will be based upon the final payment to the Contractor. The CITY shall agree to make payments within forty-five (45) days of invoice date or be subject to a penalty of one and one-half percent (1½%) of the amount due, per month, which shall be due the ROAD COMMISSION.

8. If PROJECT Construction costs exceed the estimated cost, all such cost will be funded in proportion by each party's participation.

9. If the PROJECT is stopped by action of the CITY and does not proceed to construction, the CITY agrees to reimburse the ROAD COMMISSION for all Engineering and Construction costs incurred on the PROJECT.

10. By the execution of this Agreement by the Mayor and the Clerk of the CITY, the Mayor and the Clerk do hereby certify to the ROAD COMMISSION that this Contract has been signed by them on behalf of said CITY, after being properly authorized to do so by the CITY Council, which authorization was granted on the _____ day of _____, A.D., 2007, by a majority of said CITY Council at a meeting duly called at which a quorum was present. Attached hereto is a copy of the resolution authorizing the execution of this Agreement.

RAUBINGER ROAD BRIDGE COST PARTICIPATION

Agency	<u>TOTAL</u>	<u>Fed/MDO*</u>	<u>Swartz Creek **</u>	<u>GCRC ***</u>
ROW	\$5,000.00		\$2,500.00	\$2,500.00
PE	\$50,000.00		\$25,000.00	\$25,000.00
CE	\$75,000.00		\$37,500.00	\$37,500.00
Construction	<u>\$500,000.00</u>	<u>\$475,000.00</u>	<u>\$12,500.00</u>	<u>\$12,500.00</u>
TOTAL	\$630,000.00	\$475,000.00	\$77,500.00	\$77,500.00

* Fed/MDOT Construction participation is 95% Remaining Local -- Match is 5%

** Swartz Creek Participation is 50% of local cost -- 2.5% of Construction

*** GCRC Participation is 50% of the local cost -- 2.5% of Construction

11. In the event that MDOT funds are denied or withheld for any reason other than as provided in paragraph 9, the parties hereto shall share equally the costs incurred on the PROJECT, however, the parties shall not be required to complete the PROJECT.

12. The ROAD COMMISSION agrees to alter the pavement markings on Miller Road from the south Seymour Road approach to the west city limits of the CITY to a three-lane configuration that will match the City's current pavement markings. The cost of this alteration and any activities related thereto shall be paid in full by the ROAD COMMISSION.

IN WITNESS WHEREOF, we have hereunto set out hands and seals the day and year first above written.

LEGAL DESCRIPTION

A portion of Raubinger Road including the bridge over the West Branch of the Swartz Creek, commencing at the CSX Railroad right-of-way thence North 669.17 feet, more or less, to a point of intersection of the South boundary of the Plat of Brimley Gardens and the North South ¼ line of Section 1, T6N, R5E, City of Swartz Creek, Genesee County, Michigan.

Further, appropriate an amount not to exceed \$77,500 plus 10% contingency, from Local Street Fund 203, the city's match portion of the project; and

Further, direct the Mayor and City Clerk to execute the agreement between the City and the Road Commission along with all necessary documents to accomplish the transfer of the project, bridge, street and funding.

Discussion Ensued.

YES: Porath, Shumaker, Abrams , Hicks, Hurt

NO: Adams, Christie. Motion Declared Carried.

A short break was requested and granted.

Residential Street Parking Permit Process

Resolution No. 071217-06

(Carried)

Motion by Councilmember Hurt
Second by Councilmember Porath

WHEREAS, the Michigan Uniform Traffic Code vests the Chief of Police of the City with the authority to plan the operation of traffic on the streets of the City, including parking areas; and

WHEREAS, it is posted that parking on residential streets from 2:00 AM to 6:00 AM and on one side of the roadways is generally prohibited; and

WHEREAS, the Chief of Police and the City Council find that it may be necessary for residents and their guests to temporarily park along such residential roadways during holidays, special events, street, sidewalk, driveway and house repairs; and

WHEREAS, the Chief of Police and the City Council wish to accommodate the need for parking along Seymour Road to those persons who apply for a permit for doing so, so long as in the discretion of the Chief of Police such parking can be done so in a safe manner.

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek City Council hereby authorizes the Chief of Police to approve parking along residential streets to residents who apply for it, subject to the following restrictions:

- (1) no more than five (5) vehicles per applicant shall be approved;
- (2) the permit shall expire forty-eight (48) hours after it is issued; and
- (3) all vehicles must be parked off the travel portion of the roadway in a manner that does not impede or obstruct vehicular traffic.

Discussion took place.

YES: Shumaker, Abrams, Adams, Christie, Hicks, Hurt, Porath
NO: None. Motion Declared Carried.

Heritage Park Property Closing

Resolution No. 071217-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

I Move the City of Swartz Creek enter into an agreement with Woodside Builders Inc. for the transfer of Real Estate, terms of the agreement as follows:

REAL ESTATE PURCHASE AGREEMENT

This Agreement is made this _____ day of _____, 2007 by and between **WOODSIDE BUILDERS, INC.**, a Michigan corporation, with principal offices at 5232 Morrish Road Rd., Swartz Creek, Michigan 48473 (Seller) and the **CITY OF SWARTZ CREEK**, a Michigan Municipal Corporation, with principal offices at 8083 Civic Drive, Swartz Creek, Michigan 48473 (Buyer).

WHEREAS, Seller is the owner of certain property described in Exhibit 1 which is unimproved, residentially zoned property that is now vacant; and

WHEREAS, Seller agreed to convey to Buyer the parcel of property described in Exhibit 1, that agreement being contingent upon Buyer purchasing an adjacent parcel described in Exhibit 2; and

WHEREAS, Seller has now purchased the parcel described in Exhibit 2 and is desirous of consummating the purchase of the adjacent parcel described in Exhibit 1.

NOW, THEREFORE, Seller and Buyer hereby agree as follows:

1. **Property Description.** Buyer agrees to buy from Seller the property legally described as:

[Exhibit 1]

The property includes all improvements; gas, oil and mineral rights owned by Seller.

2. **Consideration.** The consideration for this contract is One Dollar (\$1.00), the receipt and sufficiency of which is acknowledged.
3. **Title Evidence.** As evidence of marketable title, Seller will provide, at Buyers expense, an owners policy of title insurance, including a policy commitment at closing, in the amount of One Hundred Thousand Dollars (\$100,000.00).
4. **Title Objections.** If Buyer objects to the evidence of title, Seller will have 30 days after receiving written notice to remedy the claimed defects. After 30 days, Seller will refund the deposit in full termination of the contract if unable to furnish marketable title.
5. **Taxes and Assessments.** There are no unpaid real estate taxes or assessments on the property.
6. **Closing Date.** Buyer and Seller will close the sale within ten (10) days after all necessary documents are ready.
7. **Occupancy.** Seller will give occupancy immediately at closing.
8. **Property Inspection.** The sale is contingent upon the completion and acceptance by the Buyer of a Phase I Environmental Study unless buyer declines said study.
9. **Default.** If Buyer defaults, Seller may enforce this contract or may cancel the contract, keep any deposit, and pursue legal remedies. If Seller defaults, Buyer may enforce this contract or pursue legal remedies.
10. **Restrictive Covenant.** This contract is subject to the condition that the property described in Exhibits 1 and 2 be used for the purpose of a public park, and if it ever ceases to be so used, the Seller or its assigns and/or successors may re-enter and take the land. However, this right of reverter shall be extinguished upon the ninetieth (90th) year anniversary of this gift. Further, should the Buyer not establish a public park within five (5) years from the date hereof, Seller or its assigns and/or successors shall have the option of purchasing the parcels described in Exhibits 1 and 2 for the purchase price equal to the sum paid by Buyer for the parcel described in Exhibit 1 plus three percent (3%) for each year that the Buyer

owns the property, up to a maximum of fifteen percent (15%). If Seller wishes to exercise this option, it shall give written notice to Buyer within ninety (90) days of the five (5) year anniversary of this contract or the property reverts to the buyer without covenants.

11. **Savings Clause.** The terms of this contract shall survive the closing.

12. **Heirs and Successors.** This contract binds Buyer, Seller, their personal representatives and heirs, and anyone succeeding to their interest in the property. Buyer shall not assign this contract without Sellers prior written permission.

13. **Contingency.** The sale is contingent upon approval by resolution of the Swartz Creek City Council of this agreement.

SELLER:

KHALIL NEMER

By: _____

By: _____

Witness:

BUYER:

CITY OF SWARTZ CREEK,
a Michigan Municipal Corporation,

By: _____
Its Mayor

By: _____
Its City Clerk

Witness:

Approved as to form:

Richard J. Figura, City Attorney

Exhibit 1

PART OF THE SOUTHEAST ¼ OF SECTION 30, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE SOUTH LINE OF SECTION 30, THAT IS N89°26'32"E 732.63 FEET FROM THE SOUTH ¼ CORNER OF SECTION 30; THENCE N00°58'31"W 1440.00 FEET; THENCE 89°01'29"E 580.50 FEET; THENCE S00°58'31"E 510.00 FEET; THENCE S89°26'32"W 430.00 FEET; THENCE S00°58'31"E 930.00 FEET TO THE SOUTH LINE OF SECTION 03; THENCE S89°26'32"W 150.00 FEET ALONG THE SOUTH LINE OF SECTION 30 TO THE POINT OF BEGINNING.

Exhibit 2

Part of the Southeast 1/4 of Section 30, Township 7 North, Range 6 East, City of Swartz Creek, Genesee County, Michigan, described as: Beginning at a point on the South line of Section 30, that is North 89 degrees 26 minutes 32 seconds East, 883.14 feet from the South 1/4 corner of Section 30; thence North 89 degrees 26 minutes 32 seconds East, 430 feet along the South line of Section 30; thence North 00 degrees 58 minutes 31 seconds West, 930 feet; thence South 89 degrees 26 minutes 32 seconds West, 430 feet; thence South 00 degrees 58 minutes 31 seconds East, 930 feet to the point of beginning. Reserving therefrom that part used, taken or deeded for Bristol Road, so-called. Also reserving the drainage easement described as follows: The East 30 feet of the said property and the South 30 feet of the North 270 feet of said property as well as to include a pond by Flint Surveying and Engineering drawing denoted as job number 20623 on Flint Surveying and Engineering site plan.

Commonly known as 6212 West Bristol Road, Swartz Creek, Michigan 48473.
Permanent Parcel No. 58-30-400-003.

Discussion took place.

YES: Abrams, Adams, Christie, Hicks, Hurt, Porath
NO: Shumaker. Motion Declared Carried.

Poverty Exemption Threshold Increase

Resolution No. 071217-08

(Carried)

Motion by Mayor Pro Tem Christie
Second by Councilmember Hurt

WHEREAS, the City of Swartz Creek, in accordance with federal and state guidelines, maintains a Poverty Exemption Policy; and

WHEREAS, the City of Swartz Creek's Poverty Exemption Policy requires that the SEV of an eligible parcel must not exceed \$40,000; and

WHEREAS, the City Assessor and City Treasurer have recommended that the residents of the City of Swartz Creek could be better served under the Poverty Exemption Policy if the SEV requirement was increased to \$50,000.

NOW, THEREFORE, BE IT RESOLVED that effective January 1, 2008, the City of Swartz Creek increases the SEV requirement for the Poverty Exemption Policy to \$50,000.

Discussion Ensued.

YES: Adams, Christie, Hicks, Hurt, Porath, Shumaker, Abrams
NO: None. Motion Declared Carried.

Senior Center Audit

Resolution No. 071217-09

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the City of Swartz Creek receive and place on file the 2006-2007 Fiscal Audit for the Swartz Creek Area Senior Center

Discussion took place.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams, Adams.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Tommy Butler, 40 Somerset, commented on the abandoned Marathon station. He stated that he thought that Mr. Saroki's representative was just "blowing smoke" to the City Council.

REMARKS BY COUNCILMEMBERS:

Councilmember Hicks stated that she was glad that the Council made some decisions tonight.

Councilmember Shumaker commended the Public Services Department for the nice job they did with the snow removal.

Councilmember Porath talked about the report on the Poverty Exemption. He stated that in one sentence it stated "more" than 3 consecutive years to qualify and in another sentence it was "up to" 3 years. He was unsure which one it was supposed to be. It was clarified that the poverty exemption shall not be granted to the same applicant for more than three consecutive years.

Mayor Pro-Tem Christie talked about the Park and Ride improvements. He wondered if there was any word on the issue with the lighting. City Manager Bueche stated that there has been some discussion with the Bay City District. Mayor Pro-Tem Christie stated that he feels that some guidelines should be put on utility companies when they come into the city.

Mayor Abrams spoke about legislation that was produced in reference to AT&T boxes.

Councilmember Shumaker wanted to announce that the City put new Christmas lights at Morrish Rd. at Miller Rd.

ADJOURNMENT:

There being no objection, Mayor Abrams declared the meeting adjourned at 9:14 p.m.

Richard B Abrams, Mayor

Juanita Aguilar, City Clerk

SWARTZ CREEK AREA FIRE DEPARTMENT



EVALUATION OF FIRE DEPARTMENT OPERATIONS

December 2007



REHMANN ROBSON

Certified Public Accountants



REHMANN ROBSON

Certified Public Accountants

A member of THE REHMANN GROUP



December 4, 2007

Mr. Roderick Shumaker
Township Supervisor
Clayton Township
2011 South Morrish Road
Swartz Creek, MI 48473

Mr. Paul Bueche
City Manager
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

Dear Mr. Shumaker and Mr. Bueche,

We have completed our Evaluation of Fire Department Operations for the Swartz Creek Area Fire Department (SCAFD). This review has included an evaluation of operational and procedural practices, budgetary and equipment issues, service levels and the full scope of responsibilities and activities borne by a professional firefighting agency. This final report contains the findings and conclusions resulting from this analysis and recommendations for improvement.

We appreciate the cooperation extended to us by employees in SCAFD, particularly Fire Chief Brent Cole. In each case we found employees to be cooperative, candid and willing to offer suggestions for improving operations.

We have sincerely enjoyed this opportunity to work with Clayton Township and the City of Swartz Creek. Should you have questions concerning this report, please do not hesitate to contact me at 517.841.4912.

Very truly yours,

REHMANN ROBSON

Mark W. Nottley, Principal
Governmental Consulting Division

**SWARTZ CREEK AREA FIRE DEPARTMENT
EVALUATION OF FIRE DEPARTMENT OPERATIONS**

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SECTION I
EXECUTIVE SUMMARY

SECTION I

EXECUTIVE SUMMARY

BACKGROUND

In July 2007, Rehmann Robson was retained by the City of Swartz Creek and Clayton Township to conduct an operational evaluation of the Swartz Creek Area Fire Department (SCAFD). This final report contains the findings, conclusions and recommendations resulting from this study.

In conducting the review, it has been our intention to provide the City and Township with a thorough assessment of SCAFD, resulting in practical, implementable recommendations for improvement. Toward this end, the evaluation has considered:

- Organization and command structure
- Operational management and performance
- Personnel management
- Service scope
- Equipment and capital issues
- Budgetary and revenue issues
- Other miscellaneous issues pertaining to the operation of SCAFD

METHODOLOGY

In conducting the study, we have obtained information from a number of sources, including:

- Interviews with the Fire Chief, command officers and Fire Board members
- Review of financial and operational data
- Utilization of a Fire Chief and FEMA grant reviewer as a project team member
- On-site inspection of facilities, equipment and the service area
- Benchmark data collected from other fire agencies
- Research related to specific operational or other concerns.

MAJOR FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

Based on the information obtained from these sources, we have compiled this final report document. The report is organized as follows:

- ***Section II:*** An overview and backdrop for the study.
- ***Section III:*** Specific findings and conclusions pertaining to SCAFD's operational strengths and weaknesses.
- ***Section IV:*** Recommendations for improvement.

Major conclusions, contained in Section III, can be summarized as follows:

A. Service Area Overview

1. THE FUTURE GROWTH OF THE SERVICE AREA WILL LIKELY BE LIMITED. THIS WILL IMPACT FUTURE FINANCES.

- **The economic downturn has affected the SCAFD communities**
- **Revenue growth will be slow, affecting future financial wherewithal**

2. MUCH OF THE SERVICE AREA IS LOW DENSITY AND/OR RESIDENTIAL. THIS PROFILE SHOULD INFLUENCE AND GUIDE VARIOUS ASPECTS OF OPERATIONS AND EXPENDITURES.

- **All aspects of operations should be geared toward firefighting within this profile**
- **Procedures and equipment should reflect this standard**

B. Overall Operations

1. SCAFD APPEARS TO BE GENERALLY WELL MANAGED.

- **From a technical perspective the Department appears strong**
- **The Chief appears highly committed**

2. *DEPARTMENTAL WORKLOAD IS RELATIVELY CONSTANT AND PREDICTABLE FROM YEAR-TO-YEAR.*

- **Historically, call volume has remained constant**
- **With limited new growth expected, it is likely that workload will remain static**

3. *THE FIREFIGHTING CONTINGENT APPEARS SUFFICIENT TO MEET OPERATING NEEDS.*

- **Turnout appears adequate on all shifts**
- **SCAFD is relatively well-staffed in comparison to other paid-on-call departments**

C. Personnel Management

1. *THE FIRE CHIEF EMPLOYS AN AUTHORITATIVE MANAGEMENT APPROACH.*

- **There are some negatives associated with this management style**
- **Communications, interpersonal relations and consensus building are areas that are discussed**

2. *SOME PERSONNEL SYSTEM DEFICIENCIES ARE APPARENT. DECISIONS MUST BE MADE REGARDING RELATED RESPONSIBILITIES.*

- **Some inconsistencies are apparent in personnel policies and approach, increasing liability exposure**
- **A comprehensive review would be beneficial**
- **The respective roles of the Fire Chief and Board are discussed**

3. *FIREFIGHTER PAY IS DIFFICULT TO COMPARE, HOWEVER, SOME CONCLUSIONS CAN BE DRAWN BASED ON OUR ASSEMBLED DATA.*

- **The Fire Chief appears to receive an equitable base wages – however, other compensable factors are also examined and contrasted**
- **The wages of other personnel are examined and generally found to be comparable to the market**

4. CONCLUSIONS CAN ALSO BE MADE REGARDING SCAFD'S PAY PRACTICES.

- All components of the Fire Chief's compensation should be clearly understood and agreed-upon. An employment contract would be beneficial
- In its entirety, SCAFD's compensation program appears equitable and progressive

5. SCAFD MAY BENEFIT FROM AN INCREASED FOCUS ON PERFORMANCE EVALUATION.

- Performance evaluation should be viewed as a positive tool
- The Chief should be evaluated annually – other Firefighters bi-annually

D. Equipment and Capital Requirements

1. SCAFD'S CURRENT PHILOSOPHY REGARDING EQUIPMENT PURCHASE APPEARS TO BE FOCUSED ON ACQUIRING TOP-OF-THE-LINE APPARATUS.

- Examples are given – the current philosophy favors the purchase of comparatively expensive equipment
- SCAFD is not taking full advantage of competitive bidding to reduce equipment costs

2. SCAFD SHOULD CONSIDER REPLACEMENT OF THE GRASS RIG, AS WELL AS SELF-CONTAINED BREATHING APPARATUS (SCBA).

- A new grass rig is needed. Options are provided for purchase or vehicle conversion
- SCBA should be a priority purchase

E. Budgetary and Revenue Issues

1. SCAFD'S OPERATING BUDGET IS RELATIVELY STABLE. HOWEVER, CAPITAL BUDGETING REMAINS PROBLEMATIC AND WILL BE A GROWING ISSUE.

- There is currently no capital fund

- Future capital needs will require extensive pre-funding, cost estimates are provided
- The City has pre-funded somewhat for this purpose – however, the Township may require an earmarked millage

2. *A MORE AGGRESSIVE AND PROFESSIONAL APPROACH TO GRANT SOLICITATION COULD BE BENEFICIAL.*

- Past grant writing has not been of sufficient quality to secure FEMA monies
- SCBA needs should be a focus of a more professional grant writing strategy, as outlined

F. Miscellaneous Service Issues

1. *THE AUTOMATIC AID AGREEMENTS ARE BENEFICIAL, BUT UNBALANCED IN REGARD TO SERVICES GIVEN AND RECEIVED.*

- SCAFD receives approximately one response for each three that are given
- Automatic aid call-out should proceed from more precise protocol or be limited to certain times of day

2. *SCAFD COULD CONSIDER A COST RECOVERY FEE SCHEDULE.*

- Many communities are adopting fees for service
- This might include accident clean-up, HAZMAT or fire suppression

3. *EMERGENCY MEDICAL SERVICES ARE NOT PROVIDED BY SCAFD. THIS APPEARS APPROPRIATE.*

- Currently, services are provided by the County and private sector
- Service appears adequate allowing SCAFD to focus on its primary mission
- If a service void developed, a limited response could be implemented

4. AS A PAID-ON-CALL DEPARTMENT, SCAFD IS ONLY marginally INVOLVED IN FIRE PREVENTION ACTIVITIES.

- On-duty personnel are not available for fire prevention programming
- A right-to-know inspection program would provide benefit if the staffing issue could be resolved

Specific recommendations are as follows:

1. AN ANNUAL PERFORMANCE REVIEW PROCESS SHOULD BE INSTITUTED FOR THE FIRE CHIEF.

- To provide a basis for specifying mutual professional goals and objectives
- To improve communications

2. THE PERSONNEL ADMINISTRATION SYSTEM SHOULD BE REVIEWED, REVISED AND EXPANDED.

- Personnel policies, recruitment practices and disciplinary actions should be reviewed and revised
- Performance evaluations should be instituted for all firefighting personnel
- Training and succession plans should be developed

3. THE FIRE CHIEF SHOULD BE GIVEN AN EMPLOYMENT CONTRACT.

- If changes are desired, compensation should be negotiated
- All aspects of compensation should be clearly documented
- All terms of employment should be specified

4. BROAD-BASED COMPETITIVE BIDDING SHOULD BE INSTITUTED FOR ALL CAPITAL AND MAJOR EQUIPMENT PURCHASES.

- A low bid policy should be adopted by the Board
- A broader bid solicitation process should be implemented

5. *OUR CONCLUSIONS REGARDING EQUIPMENT NEEDS SHOULD SERVE AS THE GUIDE FOR FUTURE PURCHASES.*

- **Changes have been made to the current replacement schedule – these should be adopted**
- **A grass rig and SCBA should be the first priorities**

6. *GRANT WRITING SHOULD BE CONTRACTED OUT OR ASSIGNED ELSEWHERE IN THE ORGANIZATION.*

- **A skilled and enthusiastic approach is required**
- **Options are discussed for the assumption of responsibility**
- **SCBA should be the first and primary objective of grant application**

7. *A CAPITAL BUDGET SHOULD BE ESTABLISHED AND FUNDED.*

- **An annual level of funding should be agreed-upon and funded**
- **The Township should pursue a millage for this purpose**
- **A capital fund should be established within the SCAFD financial system**

8. *THE AUTOMATIC AID AGREEMENTS SHOULD BE MODIFIED.*

- **The Fire Chief should revisit and revise the basis for response**
- **Time limitations or more exact information should be employed to limit turnout to necessary response**

9. *SCAFD SHOULD INSTITUTE A COST RECOVERY FEE SCHEDULE.*

- **Ideally, a series of service charges including fire suppression**
- **Related fees should be earmarked for the capital fund**

10. *SCAFD COULD ALSO CONSIDER THE ADOPTION AND IMPLEMENTATION OF A RIGHT-TO-KNOW INSPECTION PROGRAM.*

- **Staffed with paid-on-duty personnel**
- **Funded by a modest inspection fee designed to only recover related expenses**

SECTION II

BACKDROP AND OVERVIEW OF THE STUDY

SECTION II

BACKDROP AND OVERVIEW OF THE STUDY

The City of Swartz Creek and Clayton Township have maintained a cooperative arrangement for the provision of fire services for more than thirty years. This arrangement is formalized through a negotiated agreement that provides the conditions for the funding and operation of the Swartz Creek Area Fire Department (SCAFD). The SCAFD Board, comprised of seven appointed members, oversees a paid-on-call fire agency providing fire suppression and prevention services to the approximately 38.7 square miles that comprise the two funding jurisdictions. More directly, an appointed Fire Chief provides administrative and operational management, and directs the efforts of the approximately forty-member firefighting cadre.

As with most fire departments, the costs pertaining to SCAFD operations require ongoing scrutiny. As a labor-intensive operation with large capital requirements, SCAFD represents a fairly significant financial outlay for the two communities. This is particularly evident in the current fiscal environment – a point-in-time characterized by limited growth, shrinking property tax revenues and reductions in state-shared revenues to municipalities.

Faced with cost limitations in providing public services, the City and Township must maintain a prudent approach to the funding of all operational areas – including SCAFD. However, the two entities do not wish to compromise public safety in this important service area. Instead, they wish to determine the cost benefit of current operations and assure that scarce dollars are being expended at the highest level of cost efficiency. Essentially, the City and Township wish to exercise their fiduciary responsibility in a prudent fashion, thus assuring the greatest level of cost benefit to the residents of the two communities.

To accomplish this task, the City and Township engaged our firm to provide an in-depth evaluation of SCAFD operations and funding. Key focuses of this evaluation have included:

- Determining the ideal service level – and what the communities truly need in regard to related operating and capital expenditures
- Identifying means of increasing the cost efficiency of fire operations through the introduction of new approaches and techniques
- Evaluating and concluding upon more rational methods for funding fire operations and capital acquisition
- Identifying any areas where professional approach is lacking and recommend methods for upgrading these practices.
- Developing solid recommendations for improvement and a “road map” for achieving further professionalism in operations.

To accomplish this, we have performed an in-depth evaluation of all facets of SCAFD operations. This final report document is the culmination of this analysis and review process. The following Section III details our findings and conclusions regarding the strengths and weaknesses of current operations – followed by a section detailing our recommendations for improvement.

SECTION III
FINDINGS AND CONCLUSIONS

SECTION III

FINDINGS AND CONCLUSIONS

In this section of the report, we summarize the findings and conclusions resulting from our review of the Swartz Creek Area Fire Department (SCAFD). To facilitate review, this information is organized in a number of subsections as follows:

- A. Service Area Overview*
- B. Overall Operations*
- C. Personnel Management*
- D. Equipment and Capital Requirements*
- E. Budgetary and Revenue Issues*
- F. Miscellaneous Service Issues.*

Each is discussed separately below.

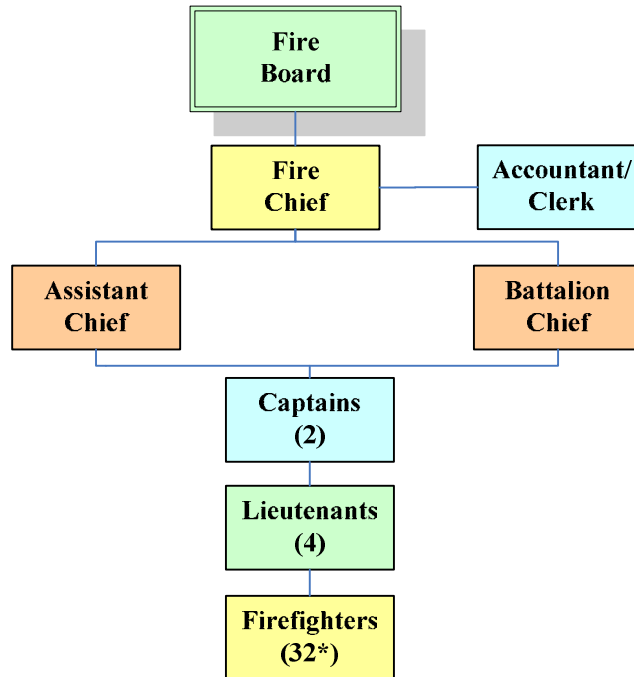
A. Service Area Overview

The Swartz Creek Area Fire Department provides fire protection services to the full geographic area of its two member communities: the City of Swartz Creek and Clayton Township. Additionally, an automatic aid agreement has been negotiated with three neighboring communities – an issue discussed later in this report.

SCAFD operates as a paid-on-call fire department with a part-time Chief and a well-defined command structure. The Department's mission is primarily fire suppression and rescue. In performing its duties, SCAFD represents an integral component of the overall emergency services network of its service area, and Genesee County more generally. The Department and its service area have achieved an ISO Public Protection Classification level of 5 from the Insurance Services Office, a relatively impressive level for a suburban/rural fire district.

The organization of SCAFD is illustrated in the following Exhibit 1.

**Exhibit 1
Swartz Creek Area Fire Department
Current Organization**



*Estimated

Key findings regarding SCAFD’s service area include the following:

1. THE FUTURE GROWTH OF THE SERVICE AREA WILL LIKELY BE LIMITED. THIS WILL IMPACT FUTURE FINANCES.

The greater Flint area experienced fairly steady building activity throughout the period 1990-2005. Despite a declining industrial base, residential and commercial development was brisk, including development within Swartz Creek and Clayton Township. More specifically, the following statistics indicate the level of growth during the period 1990-2000:

	1990	2000	
	Housing Units	Housing Units	% Increase
City of Swartz Creek	1,981	2,357	19.0
Clayton Township	2,271	2,890	27.3

Source: U.S. Census Bureau

Though precise statistics are not available, it is apparent that this growth trend continued forward into 2005. At that point, Genesee County, and in turn, the City of Swartz Creek and Clayton Township were affected by the decline in the housing market that has

impacted the State of Michigan so heavily. The initial impact of this downturn is indicated in Exhibit 2.

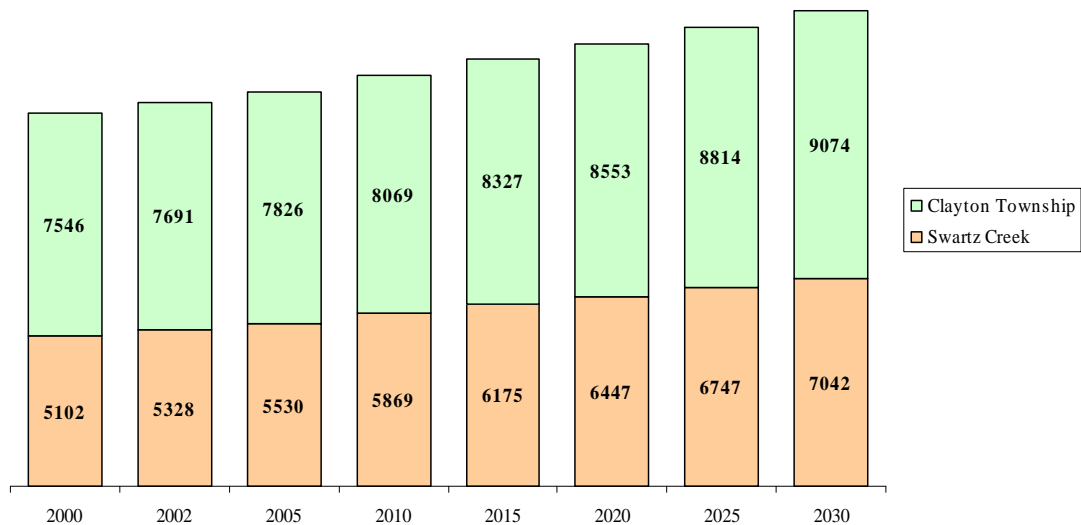
Exhibit 2
Comparison of Southeastern Michigan Building Permits

County	2006	2005	+/-	%
Macomb	2,616	4,185	-1,569	-37.5%
Wayne	2,534	4,653	-2,119	-45.5%
Oakland	2,133	4,368	-2,235	-51.2%
Washtenaw	850	1,632	-782	-47.9%
Genesee	844	1,817	-973	-53.5%
Livingston	654	1,482	-828	-55.9%
Monroe	511	745	-234	-31.4%
St. Clair	377	692	-315	-45.5%
Lapeer	207	474	-267	-56.3%
Total	10,726	20,048	-9,322	-46.5%

Source: Housing Consultants Inc.

The recovery from this economic downturn is expected to be slow, with the total impact still unknown. As seen in Exhibit 3, the Genesee County Metropolitan Alliance estimates some modest future growth for the two communities, however, these and other estimates are subject to revision and are speculative at best.

Exhibit 3
SCAFD's Estimated Service Area Population



Source: Genesee County Metropolitan Alliance

Summarily, all indications point to a static growth scenario for the foreseeable future. This will impact SCAFD in several ways, including the following:

- The property inventory (and population) of the two communities should not increase significantly. In turn, service demand (and associated operating needs) should remain relatively constant.
- Property tax revenues will remain flat, or possibly decrease. In turn, SCAFD (and other municipal operating departments) will be expected to operate at a greater level of cost efficiency.

Essentially, SCAFD must prepare for a future in which resources are scarce while the level of service demand remains at or near the current level. In turn, operating requirements should not vary greatly, presuming the scope of services remains unchanged.

2. MUCH OF THE SERVICE AREA IS LOW DENSITY AND/OR RESIDENTIAL. THIS PROFILE SHOULD INFLUENCE AND GUIDE VARIOUS ASPECTS OF OPERATIONS AND EXPENDITURES.

The SCAFD service area is primarily zoned residential with the City designating 93% of its land mass to this use, and the Township 91%. Essentially, the City can be seen as a developed “bedroom” community with the Township modeling future growth to achieve a less dense, though similar end result. At present, population density within the Township is relatively low, averaging 220 residents per square mile. The City, as a more developed entity, averages 1,326 residents per square mile.

The profile of a community dictates many of the procedural and equipment requirements of a fire service. In the case of SCAFD, the department should be well equipped to address residential and rural firefighting needs. Training, apparatus and other aspects of operations should be directed and/or selected to meet the needs of this profile – not that of another community or personal standard. This issue is revisited throughout this report as we evaluate the various facets of operations.

B. Overall Operations

As noted, SCAFD operates primarily as a fire suppression and rescue agency. Emergency medical response is not provided and fire prevention programming is minimal. In this sense, SCAFD is a very targeted agency with a clearly defined operational mission. Key findings related to operations include the following:

1. SCAFD APPEARS TO BE GENERALLY WELL MANAGED.

The SCAFD Fire Chief has held this position since 1996. A career Firefighter for another department, the Chief administers SCAFD on a part-time basis. From all indications, the

Chief approaches his position in a dedicated and technically competent manner. Examples include the following.

- The department's command structure is well-defined with each command officer having assigned areas of responsibility (e.g. training, vehicle repair, quartermaster, various inventories, fire education and others).
- Standard operating procedures (SOP) are generally well documented. SOP has been edited and customized, rather than just adopted as boilerplate.
- Average response times appear adequate, averaging between seven and seventeen minutes throughout the service area. Additionally, automatic aid agreements have been negotiated as a means of increasing response capability.
- Vehicle and equipment maintenance practices appear sound with several examples of innovative and/or cost effective approaches to vehicle customization or fabrication (i.e. such as the conversion of the 1991 International to a tanker).
- Records management and accounting systems appear to be well conceived; facilitated by the ongoing input of a part-time Accountant/Clerk.

Summarily, SCAFD appears well-managed from a technical and response perspective. Much of this appears to be due to the Fire Chief's dedication to his position and agency.

2. DEPARTMENTAL WORKLOAD IS RELATIVELY CONSTANT AND PREDICTABLE FROM YEAR-TO-YEAR.

A fire agency's workload is never predicable, as related to the potential for a serious fire occurrence. However, in regard to ongoing call volume, SCAFD maintains a relatively constant level of output. This is illustrated in the following Exhibit 4, a summary of historic calls for service.

Exhibit 4
SCAFD's Historic Calls for Service

Calendar Year	Clayton Township	Swartz Creek	Automatic Aide	Mutual Aid	Weather	Total Calls
2003	104	64	37	22	3	230
2004	97	60	36	17	5	215
2005	104	50	30	21	1	206
2006	88	67	46	11	1	213
2007*	107	65	44	19	4	239
Annual Average	100	61.2	38.6	18	2.8	220.6
% of Annual Average	45.33	27.74	17.50	8.16	1.27	

*10 months extrapolated to 12 months

Source: SCAFD

As seen in the exhibit, SCAFD's annual call volume has remained relatively constant for the past five years. This is to be expected, considering the narrow service scope (i.e. fire suppression) of the agency. Nationally, most other fire agencies have also experienced flat or even declining levels of fire suppression activity. Increases in call activity can typically be attributed to medical response – a service not performed by SCAFD.

As previously discussed, the member communities cannot expect significant new growth over the coming decade. Related, call volume will likely remain flat – an important consideration for future planning and expenditures.

As seen in Exhibit 5, SCAFD's 2006 fire-related call volume is generally consistent with a survey of other fire departments in the metro area. The provision of first responder medical service has put pressure on some of these departments to maintain adequate call-out from the paid-on-call contingent. As discussed in the following finding, this does not appear to be a problem with SCAFD – largely due to its narrower focus on fire suppression, predictable workload, and ability to recruit and maintain an acceptable number of firefighting personnel.

**Exhibit 5
Comparison of Call Volume**

City/Township	Fire-related	Medical	Other	Total Calls for Service
Swartz Creek	141	0	72	213
Clio Area Fire Authority	192	0	117	309
Davison-Richfield Fire Authority	216	47	82	345
City of Fenton	84	216	242	542
Fenton Township	60	422	194	676
Flushing	108	0	160	268
Genesee Township Central Fire Dept.	243	0	7	250
LSW Emergency Services Fire Division	98	328	0	426
Milford Township	109	654	327	1090
Mundy Township	83	508	159	750
North Oakland County Fire Authority	92	427	143	662
AVERAGE	129	260	143	532

Source: Rehmann Robson survey

3. THE FIREFIGHTING CONTINGENT APPEARS SUFFICIENT TO MEET OPERATING NEEDS.

A common problem for paid-on-call agencies is the uncertainty regarding firefighter turnout. Some departments simply have insufficient levels of personnel responding on one or more shifts, while others have problems getting fire personnel to respond to certain types of calls.

While SCAFD also notes some ongoing concerns with daytime turnout, the agency, on whole, appears to manage a more than adequate turnout for all service calls, irrespective of time of day. This is illustrated in Exhibit 6, an estimate of manpower turnout for SCAFD and other surveyed agencies.

**Exhibit 6
Comparison of Average Response**

City/Township	Average manpower response to a call		
	Day	Afternoon	Night
Swartz Creek	7-12	15-23	12-20
Clio Area Fire Authority	10	-	13
Davison-Richfield Fire Authority	5-7	6-12	8-15
City of Fenton	7	7	15
Fenton Township	15	6	20
Flushing	5	5	10-15
Genesee Township Central Fire Dept.	12	-	14
LSW Emergency Services Fire Division	11	11	17
Milford Township	7	13	4
Mundy Township	10	15	10-15
North Oakland County Fire Authority	10	8	20+

12 hr shift: 6am-6pm; 6pm-6am

12 hr night shift: 6pm-6am

Source: Rehmann Robson survey

In large part, maintaining an adequate turnout is a direct result of SCAFD's ability to recruit and retain a sizable firefighting force. As evidence of this, as seen in Exhibit 7, SCAFD maintains a much larger firefighting contingent per capita. This should be viewed as an extremely positive situation – particularly in light of the problems and issues that the paid-on-call paradigm is experiencing more generally.

**Exhibit 7
Comparative Personnel Levels**

City/Township	Population served	Total Personnel	Personnel per 1,000 Capita	Service area (sq. mi.)	Personnel per Sq. Mile
Swartz Creek	13,000	43	3.31	38.7	1.1
Clio Area Fire Authority	25,000	57	1.14	72.0	0.79
Davison-Richfield Fire Authority	35,000	35	0.50	72.0	0.49
City of Fenton	18,000	39	1.08	25.0	1.56
Fenton Township	25,000	38	0.76	40.0	0.95
Flushing	19,000	26	0.68	36.0	0.72
Genesee Township Central Fire Dept.	16,000	25	0.78	18.5	1.35
LSW Emergency Services Fire Division	8,000	43	2.69	110.0	0.39
Milford Township	16,500	31	0.94	36.0	0.86
Mundy Township	14,600	34	1.16	34.6	0.98
North Oakland County Fire Authority	10,000	55	2.75	69.0	0.80
AVERAGE	18,710	38	1.25	51.3	0.89

Source: Rehmann Robson survey

It should also be noted that SCAFD’s numbers are not “padded” by phantom firefighting personnel. The Fire Chief maintains strict standards regarding mandatory turnout for service calls and training, thus assuring that each member of the force is a legitimate and reliable asset. As seen in Exhibit 8, most of the surveyed departments report similar enforcement policies – though the practice is hardly universal or consistently applied.

**Exhibit 8
Comparison of Response Policy**

City/Township	Is there a minimum percentage of annual calls that paid-on-call must respond to?	If yes, please specify percentage:	If yes, is it enforced?
Swartz Creek	Yes	25% of available	Yes
Clio Area Fire Authority	Yes	50%	Yes
Davison-Richfield Fire Authority	Yes	60%	Yes
City of Fenton	Yes	30%	Yes
Fenton Township	Yes	30%	Yes
Flushing	No	-	-
Genesee Township Central Fire Dept.	Yes	25%	Yes
LSW Emergency Services Fire Division	No	-	-
Milford Township	Yes	15% per month	Yes
Mundy Township	Yes	45%	Yes
North Oakland County Fire Authority	Yes	33%	Yes

Source: Rehmann Robson survey

On the negative side, a high turnout has cost ramifications. To mitigate the cost impact, some departments assign firefighters to two or more battalions or otherwise limit

response to certain types of calls. SCAFD has not pursued this course, opting instead for the safety of a full turnout. We do not disagree with this policy, since for all practical purposes, SCAFD's approach to fire response (i.e. a successful paid-on-call system) is ultimately more cost effective than most other firefighting options. In this sense, a full turnout may be one concession for assuring response adequacy and internal harmony as Firefighters are assured a reasonable level of ongoing participation.

C. Personnel Management

In SCAFD, the personnel function is divided between the Board and Fire Chief. The Chief has day-to-day responsibility for supervision and the administration of personnel rules, while the Board has ultimate and final responsibility for employment and disciplinary matters. Our findings regarding personnel management include the following:

1. THE FIRE CHIEF EMPLOYS AN AUTHORITATIVE MANAGEMENT APPROACH.

In conducting the study, we have found the Fire Chief to be more than cooperative in providing us with needed data and information. However, in our interviews with the Fire Chief, he has sometimes been curt, impatient with the study process and unsure of our motives. Interviews with others suggest that this behavior is not reserved for our consulting team, but fairly common. In essence, the Fire Chief appears to take his leadership role seriously, with little or no room for compromise or critique.

Departmental personnel (and other interviewees) appear resigned to this management style. Some cite the negative aspects of the Chief's approach and the tension it has caused – both internally, and at a political level. In commenting on this, it should also be mentioned that all of the interviewed command officers appear highly loyal to the command structure and the Fire Chief and organization more generally.

While the Fire Chief's management style could be discounted as a personality trait, it should be noted that, taken to extremes, it can have negative ramifications. More specifically:

- Political tensions are apparent due to one or more equipment requests that have not been approved. The Chief's outward frustration and reluctance to compromise on this issue has served to somewhat polarize SCAFD from its funding jurisdictions on the important issue of capital acquisition.
- Command officers have defined roles but appear to have limited input into the actual decision making process. With decision making so centered in one person, valuable group and individual input is undoubtedly lost. As an example, the department has had no success in grant writing. Delegating this responsibility to someone with strong writing skills has apparently not been

considered but is, in our opinion, a potentially beneficial option. (This issue is discussed further in a following subsection.)

A standard conclusion and recommendation for this situation would be to encourage, or require the Fire Chief to seek additional professional training in communications, interpersonal relations, consensus building or similar workshops. However, this type of training has apparently been suggested in the past, without the desired interest or outcome.

In this situation, a more formal approach may be preferable. One option would be to institute an annual performance evaluation, with interpersonal relations being one factor to be rated. Remedial training, (if deemed beneficial), could then be jointly agreed upon with progress noted in later evaluations.

2. SOME PERSONNEL SYSTEM DEFICIENCIES ARE APPARENT. DECISIONS MUST BE MADE REGARDING RELATED RESPONSIBILITIES.

Unlike a municipal fire department, SCAFD does not have an organizational (i.e. in-house) human resources function on which it can rely. Instead, human resources decisions are made by the Fire Chief or Board – neither of whom are trained in personnel management.

Related to this, the State and Federal laws pertaining to personnel management are broad, other times stringent, and if ignored, potential land mines for litigation. In conducting the evaluation, we noted several areas that indicate a general lack of consistency in personnel practices and application. Specifically:

- SCAFD’s employment application solicits information regarding an applicant’s marital status. Federal employment anti-discrimination laws prohibit such questions.
- The Fire Chief has apparently posted disciplinary actions in a public setting. This action violates privacy laws regarding personal documentation and employer/employee communications.
- The Fire Board has apparently refused to accept the resignation of a firefighter in the recent past. Presuming that SCAFD’s objective is to be an at-will employer, this action by the Board would compromise the employee’s right to separate at any time, for any purpose – a tenet of at-will law.

Summarily, the existence of these administrative deficiencies indicates the need for a more professional and comprehensive approach to personnel management. In this sense, the deficiencies noted above are likely the “tip of an iceberg” that should be addressed in a thorough and broad-based manner.

At present, the Board has ultimate responsibility for personnel actions. As seen in Exhibit 9, this is fairly common among the surveyed agencies.

**Exhibit 9
Comparison of Personnel Management Practices**

City/Township	Makes major personnel decisions (hire, fire, etc.)			
	Fire Chief	Board	Manager	Other
Swartz Creek	-	Final approval of Chief's recommendations	-	-
Clio Area Fire Authority	-	Final approval of Chief's recommendations	-	-
Davison-Richfield Fire Authority	-	Final Decisions	-	-
City of Fenton	Yes	-	-	Fire Chief and City Manager work together on discipline and firing
Fenton Township	Yes	-	-	-
Flushing	-	-	Final Decisions	-
Genesee Township Central Fire Dept.	-	Final Decisions	-	-
LSW Emergency Services Fire Division	Yes	-	-	-
Milford Township	-	Final approval of Chief's recommendations	-	-
Mundy Township	-	Final Decisions	-	-
North Oakland County Fire Authority	Yes	-	-	-

Source: Rehmann Robson survey

However, as seen in Exhibit 9, in SCAFD and the other agencies that have a Board, the responsibilities related to personnel management are generally limited to final approval of the Chief's recommendations. The Board is essentially relying on the Chief, or others to maintain the actual personnel management system.

In this regard, the upgrade of SCAFD's personnel practices is an organizational issue and concern. The Fire Chief should either identify internal resources for accomplishing upgrades or identify, and rely on third-party assistance. Options are presented in the recommendations section for either of these approaches.

In regard to overall responsibility for personnel actions, it does not seem inappropriate for the Board to render final decisions regarding hire and termination. However, the Board should not be involved in other personnel matters including disciplinary actions short of termination. Related, the Board's role should be clearly articulated and limited to the oversight duties deemed most appropriate.

3. FIREFIGHTER PAY IS DIFFICULT TO COMPARE, HOWEVER, SOME CONCLUSIONS CAN BE DRAWN BASED ON OUR ASSEMBLED DATA.

The compensation levels for SCAFD personnel is another component of personnel management. One method of evaluating pay levels is to compare SCAFD’s wages to those of other fire agencies. However, the comparison of pay levels between fire agencies can be difficult due to the differences in hours, assignments, perquisites and other factors. While recognizing this, we have collected information related to pay and included this information in several following exhibits.

First, Exhibit 10 presents comparative wage data for the Fire Chief, Assistant Chief and Battalion Chief positions.

**Exhibit 10
Comparison of Wages
Fire Chief, Assistant Chief and Battalion Chief**

City/ Township	Fire Chief				Assistant Chief				Battalion Chief			
	Base Pay	Stipend	Per Run/hr.	Training	Base Pay	Stipend	Per Run/hr.	Training	Base Pay	Stipend	Per Run/hr.	Training
Swartz Creek	\$29,211	-	\$14.68	\$14.68	\$4,860	-	\$14.98	\$14.98	\$5,160	-	\$15.28	\$15.28
Clio Area Fire Authority	\$17,825	\$600	-	-	\$13,368	\$600	-	-	\$2,045	\$600	\$14.06	\$14.06
Davison-Richfield Fire Authority	\$49,000	\$800	-	-	\$14,000	-	-	-	\$12,000	-	-	-
City of Fenton*	\$56,000	-	-	-	-	\$3,500	\$15.00	\$15.00	-	\$4,000	\$15.00	\$15.00
Fenton Township	\$59,000	-	-	-	-	-	-	-	\$4,050	-	\$19.00	-
Flushing	\$28,100	-	-	-	-	\$2,100	\$11.44	\$11.44	-	\$1,500	\$11.21	\$11.21
Genesee Township Central Fire Dept.	\$4,641	-	\$11.47	\$11.47	\$3,646	-	\$11.47	\$11.47	-	-	-	-
LSW Emergency Services Fire Division	\$6,000	-	\$12.00	\$12.00	\$4,000	-	\$12.00	\$12.00	\$1,000	-	-	\$12.00
Milford Township	\$67,600	-	-	-	-	\$3,900	\$14.00	\$14.00	-	-	-	-
Mundy Township	\$60,000	-	-	-	-	\$5,628	\$13.77	\$13.77	-	\$3,939	\$13.77	\$13.77
North Oakland County Fire Authority	\$55,000	-	\$19.00	\$20.00	-	\$4,000	\$19.00	\$20.00	-	-	-	-

*Battalion Chief = Deputy Chief

Source: Rehmann Robson survey

As seen in the exhibit, these positions may receive several forms of compensation. Moreover, some Fire Chiefs in our sample are full-time, and accordingly receive a higher base wage.

In addition to the above, Exhibit 11, below, contains information regarding run pay and vehicle use among the Fire Chiefs. These factors should also be considered in evaluating relative compensation for the Fire Chief’s position.

Exhibit 11
Comparison of Fire Chief Run Pay and Vehicle Use

City/Township	Does the Fire Chief get per run pay?	Does the Fire Chief get a personal vehicle?	If yes, is the use of the vehicle limited or unlimited?
Swartz Creek	Yes	No	-
Clio Area Fire Authority	No	Yes	Limited
Davison-Richfield Fire Authority	No	Yes	Limited
City of Fenton	No	Yes	Limited
Fenton Township	No	Yes	Unlimited
Flushing	No	No	-
Genesee Township Central Fire Dept.	Yes	No	-
LSW Emergency Services Fire Division	Yes	No	-
Milford Township	No	Yes	Unlimited
Mundy Township	No	Yes	Limited
North Oakland County Fire Authority	Yes	Yes	Unlimited

After hours calls

Source: Rehmann Robson survey

Reviewing the information contained in Exhibits 10 and 11 can be burdensome, due to the lack of standardization. However, having collected and reviewed the data at some length, we have summarized the following, as pertaining to the SCAFD positions:

- The SCAFD Fire Chief is paid approximately one-half the base of the full-time Chiefs and roughly the same as the Flushing Fire Chief, a similar part-time position. This would appear to be a relatively fair level of compensation.
- However, the SCAFD Fire Chief is provided per run and training pay at an additional hourly rate. This is not consistent with the majority of the survey sample.
- The SCAFD Fire Chief does not receive a personal vehicle, a perquisite granted to a majority of the Chiefs in the surveyed agencies.

- The wages of the Battalion Chief and Assistant Chief appear comparable – particularly since each have well-defined additional duties (i.e. equipment repair and training officer respectively).
- The provision of per run and training pay to the Assistant Chief and Battalion Chief is consistent with pay practices in the majority of the surveyed departments.

Exhibit 12 continues the comparison of pay for other officers and the Firefighter rank.

**Exhibit 12
Comparison of Wages
Captain, Lieutenant and Firefighter**

City/ Township	Captain				Lieutenant				Firefighter		
	Base Pay	Stipend	Per Run/hr.	Training	Base Pay	Stipend	Per Run/hr.	Training	Base Pay	Per Run/hr.	Training
Swartz Creek	\$1,860-\$3,600	-	\$14.23	14.23*	\$1,560	-	\$13.16	13.16*	-	\$9.04-\$14.98	\$9.04-\$14.98
Clio Area Fire Authority	\$1,023	-	\$14.06	\$14.06	\$569	-	\$14.06	\$14.06	-	\$14.06	\$14.06
Davison-Richfield Fire Authority	\$3,000	-	\$13-\$17	\$13.90	\$3,000	-	\$13-\$17	\$13.90	-	\$13-\$17	\$13.90
City of Fenton	-	\$2,500	\$15.00	\$15.00	-	\$2,000	\$15.00	\$15.00	-	\$15.00	\$15.00
Fenton Township	\$2,400	-	\$19.00	-	\$1,625	-	\$19.00	-	-	\$13-\$19	\$13-\$19
Flushing	-	\$900	\$10.86	\$10.86	-	\$600	\$10.50	\$10.50	-	\$9.87	\$9.87
Genesee Township Central Fire Dept.	\$2,984	-	\$11.47	\$11.47	\$2,271	-	\$11.47	\$11.47	-	\$11.47	\$11.47
LSW Emergency Services Fire Division	\$600.00	-	-	\$12.00	\$400	-	-	\$12.00	-	\$12.00	\$12.00
Milford Township	-	\$3,000	\$16.00	\$16.00	-	\$2,100	\$16.00	\$16.00	-	\$8-\$16	\$8-\$16
Mundy Township	-	\$2,814	\$13.77	\$13.77	-	\$2,252	\$13.77	\$13.77	-	\$13.77	\$13.77
North Oakland County Fire Authority	-	\$3,500	\$19.00	\$20.00	-	\$1,700	\$19.00	\$20.00	-	\$12-\$17	\$20.00

* Average of multiple wages

Source: Rehmann Robson survey

Based on our review of Exhibit 12, we have noted the following:

- SCAFD’s Firefighter wage (i.e. \$9.04 - \$14.98) is generally lower than the gross average of the surveyed departments (i.e. \$14.46). However, SCAFD

uses a sliding scale to determine hourly rates, factoring in training and longevity. As an example, a ten year Firefighter has a base rate of \$12.09. However, if the Firefighter has completed Command Officer III training, the rate would rise to \$14.08.

- SCAFD's Firefighters receive an additional \$1.25 per run (and training hour) in deferred compensation. This added compensation appears to be an innovative method for encouraging longevity that is not reported by any of the surveyed agencies. The presence of this benefit effectively narrows the per hour gap, resulting in a much greater level of pay comparability.

4. SUMMARILY, SOME CONCLUSIONS CAN BE MADE REGARDING SCAFD'S PAY PRACTICES.

The information contained in Exhibits 10-12, combined with our knowledge of SCAFD's pay practices, provides the backdrop for the following conclusions regarding SCAFD's pay system:

- Fire Chief:

The SCAFD Fire Chief's base wage appears appropriate. However, other compensable factors must also be considered. Specifically:

- The Fire Chief receives per run and training session pay. This is not the typical situation among our survey sample.
- The Fire Chief, unlike many in our sample, does not have use of a vehicle. This is a perquisite with obvious value.
- The Fire Chief apparently accrues comp-time and uses this time for vacations and other off-time. Policymakers do not appear to understand the method for the accounting and use of this time. Related, a formal, written policy does not appear to exist.

In considering the legitimacy of each of the above benefits, there will always be opposing views on what is fair and equitable. Ideally, consensus would be achieved through negotiation, with the results clearly specified in a written contract. Through this process, any questions or concerns regarding compensation could be addressed in a forthright, business-like manner.

- Command Officers:

The base wages for command officers appear to be reasonable. The per run pay provides an incentive for call response and is appropriate at all levels. As noted, the additional duties borne by the Assistant and Battalion Chiefs (as

well as the Captain/Quartermaster) appear to be compensated at modest and acceptable levels.

- Firefighters:

As noted, Firefighter hourly pay, in its entirety, is generally market comparable. The pay system, tiered by longevity and training accomplishment is complex, but appears to provide true incentives. More specifically:

- The training component encourages a more professional department.
- The longevity component rewards and encourages experience.
- The deferred compensation component encourages tenure and long-term commitment.

Ideally, pay systems are designed to promote and accomplish organizational objectives. In this regard, SCAFD's compensation system appears to satisfy this objective.

5. SCAFD MAY BENEFIT FROM AN INCREASED FOCUS ON PERFORMANCE EVALUATION.

Presently, SCAFD conducts a performance evaluation of each Firefighter following the completion of one year on the force. This is the extent of the performance evaluation process – no other evaluations are performed.

Performance evaluation is often associated with negative factors. In fact, it is an opportunity to promote positive planning, career development and the articulation of command goals. In this sense, SCAFD would benefit from a greater focus on performance evaluation. Ideally, this would include:

- Bi-annual review of all firefighting personnel.
- Annual evaluation of the Fire Chief conducted by the SCAFD Board.

Through this process, goals and expectations could be clearly communicated, performance problems could be addressed in a consistent manner and individual development plans instituted. In regard to the latter, SCAFD does not currently have a succession plan for the Fire Chief or other top administrative positions. This would be one key element of a performance evaluation process.

D. Equipment and Capital Requirements

Capital expenditures represent a significant ongoing expenditure for the two funding communities, and an issue of contention over the two prior years. Our conclusions focus on the actual requirements of SCAFD and approaches for funding these needs. They include the following:

1. SCAFD'S CURRENT PHILOSOPHY REGARDING EQUIPMENT PURCHASE APPEARS TO BE FOCUSED ON ACQUIRING TOP-OF-THE-LINE APPARATUS.

During our interview sessions, the Fire Chief strongly emphasized his commitment to maximizing the safety and well-being of the fighting force. The Chief notes that this is (among others) a strong justification for the acquisition of a ladder truck. We consider this an admirable position, however, it is apparent that it is a position that must also be tempered by cost and other considerations. This is a reality faced by all emergency service providers including police, emergency medical and others.

In reviewing SCAFD's equipment, our project team drew several conclusions related to this issue. More specifically:

- SCAFD appears to focus on buying top-of-the-line apparatus and equipment. As examples:
 - All engines are Pierce brand. This is among the more expensive brands of fire trucks, considered the ‘Cadillac’ among available options. However, SCAFD does not require this more costly option with its modest workload and low density environment. Other brands have proven to be equally durable, often at lower price.
 - Further, the engines are custom chassis, rather than commercial. The custom does have a smaller turning ratio (which is useful in the City). However, this feature adds \$20,000 or more to the purchase price of each vehicle.
 - SCAFD uses 5 inch hose which, again, is the ‘Cadillac’ of the industry. A 4 inch hose is quite common for a rural department and provides a generally adequate water stream.
 - The Fire Chief will apparently request a heavy rescue vehicle to replace the current squad within the context of the replacement schedule. The cost difference between the two vehicles is substantial – likely \$100,000 or more. While the heavy rescue is bigger, with custom chassis and greater equipment storage capability, a small department like SCAFD should be adequately served by a new squad.

- SCAFD does not appear to require a ladder truck. There are few buildings beyond three stories in the jurisdiction and set up would be problematic at many of the large homes in the Township, due to their location in former farm fields (i.e. stabilizing jacks would often lack the necessary foundation). Moreover, the Fire Chief’s plan to use the ladder truck as a primary response vehicle is a costly option.

As an option to ladder truck purchase, SCAFD should rely on mutual aid in the rare occasions in which a ladder truck is needed. Several nearby agencies have this equipment including Clio, Fenton and Davison. All are located roughly 20 miles from Swartz Creek.

- SCAFD also desires a back-up pumper at Station #2, citing the need for readiness if the front-line pumper is down. However, fire truck repairs are typically performed quickly and expeditiously, with a short turn-around time. In most departments, having a truck down for a week would be a rare occurrence. Essentially, mutual aid should fill any void that results. This is one primary reason for having mutual aid agreements.

Having said this, the presence of a back-up vehicle is advantageous from an ISO grading perspective (i.e. increase in pumping capacity). Related, an older, lightly used vehicle is relatively inexpensive to maintain. Consequently, the current 1991 pumper, when replaced (possibly in 2016) could be retained as a back-up at minimal cost.

- SCAFD is not taking full advantage of the competitive bid process. The Pierce vehicles are evidence of this. If SCAFD was bidding and considering low bid, it would not be selecting Pierce.

2. SCAFD SHOULD CONSIDER REPLACEMENT OF THE GRASS RIG, AS WELL AS SELF-CONTAINED BREATHING APPARATUS (SCBA).

SCAFD’s current apparatus replacement is illustrated in Exhibit 13.

Exhibit 13
SCAFD's 2008 Fire Apparatus Replacement/Addition Schedule

New or Replacement Year	Purchased New Year	Original Cost	Service Years When Replaced	Apparatus Description	Replacement/Additional Apparatus	Projected Cost
2012	1991	\$55,459	20	1991 Chevy Step Van (Squad)	Fire designated squad & air system unit	\$450,000
2013	1993	\$24,290	20	1993 Chevy Crew Cab	Replace with like utility vehicle	\$65,000
2016	1991	\$180,681	25	1991 Pierce, 1,500 GPM pump, 1,000 gallon tank	1,500 GPM pumper, 750 gallon tank	\$522,395
2020	1992	\$71,235	28	1992 International, 5,000 gallon tanker	New chassis & pump - remount tank	\$350,000
2023	1997	\$215,366	25	1998 Pierce, 1,500 GPM pump, 750 gallon tank	1,500 GPM pumper, 750 gallon tank	\$770,000
2024	1999	\$227,919	25	1999 Pierce, 1,500 GPM pump, 750 gallon tank	1,500 GPM pumper, 750 gallon tank	\$820,000

Source: SCAFD

Not included in this schedule are the department's two 1979 grass rigs. Currently, one of these vehicles is stationed at each fire house. In our discussions, the Fire Chief has not expressed a desire to replace one or both of these vehicles. Instead, he cites the potential for automatic or mutual aid if a grass rig is required.

In considering the rural Township areas serviced by SCAFD, it is our opinion that a well functioning grass rig has value, ideally housed at Station #2. In regard to replacement of the current vehicle(s) SCAFD has several options.

- Purchase a new fully equipped grass rig vehicle at a cost of \$40,000 - \$60,000.
- Purchase only the slide-on tank and pump at a cost of roughly \$10,000. In turn, mount this equipment on the 1993 Chevrolet crew cab, and convert the vehicle to its new use. This vehicle is now used to transport Firefighters to and from training. Instead, Firefighters could be paid mileage for use of their own vehicles – or other accommodations could be made.

SCAFD also requires new SCBA. Current equipment is both aged, and not standardized. The Fire Chief estimates the cost of new SCBA at \$5,200 per unit, with 24 units required. In our experience, a cost of \$4,000 per unit may be more accurate if the purchase is bid among competing manufacturers. Should our estimate be accurate, SCAFD will be required to expend approximately \$100,000.

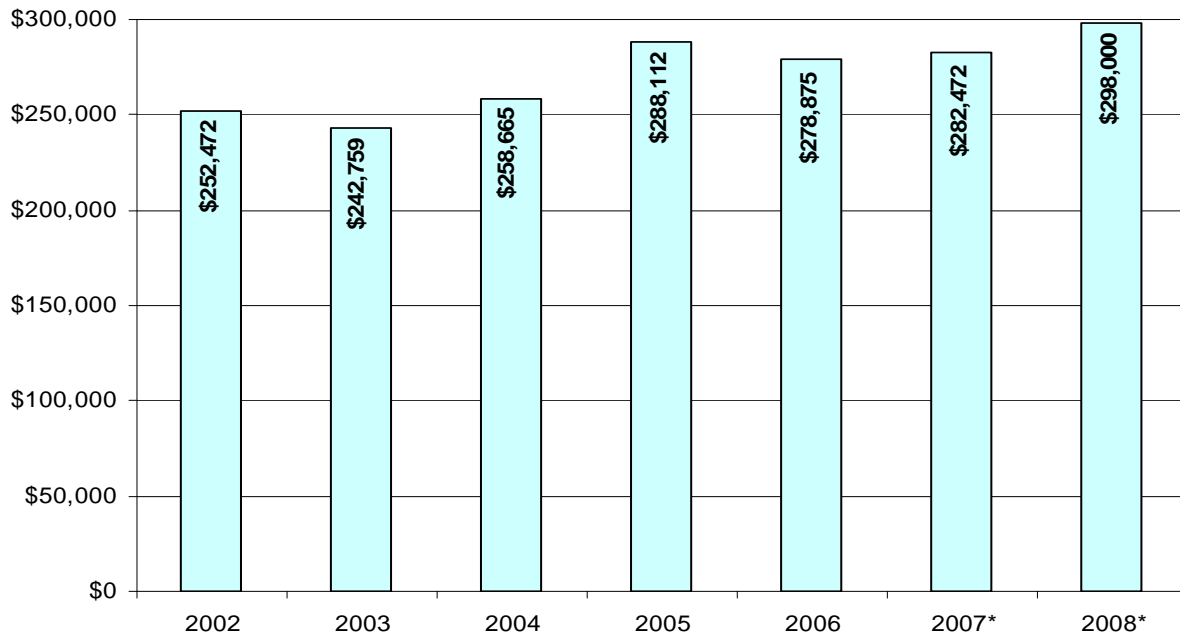
E. Budgetary and Revenue Issues

Budgetary and revenue issues encompass both operating and capital budgets as well as funding methods. Key findings include the following:

- 1. SCAFD'S OPERATING BUDGET IS RELATIVELY STABLE. HOWEVER, CAPITAL BUDGETING REMAINS PROBLEMATIC AND WILL BE A GROWING ISSUE.**

Exhibit 14 illustrates historic and budgeted expenditures for SCAFD:

**Exhibit 14
Historic and Budgeted Expenditures**



*Budgeted
Source: SCAFD

As seen in the exhibit, expenditures are relatively steady from year-to-year, increasing by approximately 3% per annum during the period 2002-2008. In regard to annual funding, each jurisdiction is responsible for one-half of the operating budget, as well as direct labor costs for calls to their service area.

As seen in Exhibit 15, this is one of many funding formulas utilized throughout Michigan.

Exhibit 15
Comparable Funding Formulas

City/Township	Multi-jurisdictional funding formula
Swartz Creek	Each government pays 1/2 of budget and labor costs to calls for service to their jurisdiction.
Clio Area Fire Authority	1 mill per jurisdiction
Davison-Richfield Fire Authority	Each government charged on a per run basis. Operating revenue comes from several sources including interest from trust funds, cost recovery and inspection income.
City of Fenton	City is funded through the General Fund. Contract with Tyrone Twp. on a per run basis.
Fenton Township	Fenton Twp. - Assessment; Tyrone Twp. - Pay per alarm.
Flushing	City Department serves Twp. Flat rate fee billed to Twp. Annually.
Genesee Township Central Fire Dept.	N/A - only one jurisdiction served.
LSW Emergency Services Fire Division	Dedicated millage of 1 mill.
Milford Township	N/A - only one jurisdiction served; dedicated millage of 1 mill.
Mundy Township	N/A - only one jurisdiction served.
North Oakland County Fire Authority	Each jurisdiction contributes half of the budget.

Source: Rehmann Robson survey

The City of Swartz Creek and Clayton Township generally seem pleased with the formula used to fund general operations. In this sense, the two communities have avoided the bickering and petty arguments that plague some communities and joint service agreements.

However, the funding of capital acquisitions does not proceed as smoothly. This is primarily due to the significant cost associated with these expenditures, and the lack of a long-term funding plan. Related to this:

- There is no capital fund for SCAFD. Capital expenditures for vehicles are roughly scheduled at five-year intervals and must be approved by both jurisdictions.
- The City of Schwartz Creek budgets \$20,000 per annum for capital acquisition for SCAFD, with a current balance of \$160,000. Consequently, there is some potential pre-funding on the City's side, though it is separate from the SCAFD budget.
- Clayton Township does not budget for SCAFD's capital needs. The Township levies only 2.0146 mills and does not have sufficient inflows to dedicate a portion to this purpose – particularly with the ongoing reductions in state-shared revenues.

In regard to equipment inventory, we generally agree with the current uses and deployment. Assuming that it remains the same for the foreseeable future, we anticipate that SCAFD will have the following major assets that require ongoing replacement.

- 3 engine/pumpers
- 1 squad
- 1 tanker
- 1 grass rig

We have included these in the following Exhibit 16 with an estimated depreciable life and cost estimates.

Exhibit 16
Major Assets That Require Ongoing Replacement

Apparatus Description	In Service	Assumed Vehicle Life in Years	Replacement Year	Replacement Description	2007 Assumed Cost	Projected Future Cost*
1991 Chevy Step Van (Squad)	1991	20	2011	Squad	100,000	\$131,080
1993 Chevy Crew Cab - Grass Rig	1993	20	2013	Replace with grass rig	55,000	\$82,540
1991 Pierce, 1,500 GPM pump, 1,000 gallon tank	1991	25	2016	1,500 GPM pumper, 750 gallon tank	300,000	\$551,538
1992 International, 5,000 gallon tanker	1992	28	2020	New chassis & pump - remount tank	None - Chief's Estimate Used	\$350,000
1998 Pierce, 1,500 GPM pump, 750 gallon tank	1998	25	2023	1,500 GPM pumper, 750 gallon tank	300,000	\$885,649
1999 Pierce, 1,500 GPM pump, 750 gallon tank	1999	25	2024	1,500 GPM pumper, 750 gallon tank	300,000	\$947,645
TOTAL OUTLAY						\$2,948,452

* Assumed annual increase of 7%

To fund these target acquisitions, SCAFD will require significant levels of funding in those years in which vehicle purchases are scheduled. Ideally, as noted, these expenditures would be pre-funded using a capital budgeting plan.

Related, Exhibits 17 and 18 have been created to illustrate the significant financial issues that SCAFD may face in regard to capital funding. More specifically, as seen in Exhibit 17, based on our estimates, SCAFD may require pre-funding of approximately \$135,000 per annum to fund all equipment purchases with cash at the designated points in time.

Exhibit 17
Swartz Creek Area Fire Department
Vehicle Replacement Schedule
Full Cash Basis

Year	Beginning Balance	Contributions	Interest Earnings	Use	Ending Balance
2007	\$0	\$0	\$0		\$0
2008	\$0	\$135,000	\$0		\$135,000
2009	\$135,000	\$135,000	\$6,750		\$276,750
2010	\$276,750	\$135,000	\$13,838		\$425,588
2011	\$425,588	\$135,000	\$21,279	\$131,080	\$450,787
2012	\$450,787	\$135,000	\$22,539		\$608,326
2013	\$608,326	\$135,000	\$30,416	\$82,540	\$691,203
2014	\$691,203	\$135,000	\$34,560		\$860,763
2015	\$860,763	\$135,000	\$43,038		\$1,038,801
2016	\$1,038,801	\$135,000	\$51,940	\$551,538	\$674,203
2017	\$674,203	\$135,000	\$33,710		\$842,913
2018	\$842,913	\$135,000	\$42,146		\$1,020,059
2019	\$1,020,059	\$135,000	\$51,003		\$1,206,062
2020	\$1,206,062	\$135,000	\$60,303	\$350,000	\$1,051,365
2021	\$1,051,365	\$135,000	\$52,568		\$1,238,933
2022	\$1,238,933	\$135,000	\$61,947		\$1,435,880
2023	\$1,435,880	\$135,000	\$71,794	\$885,649	\$757,024
2024	\$757,024	\$135,000	\$37,851	\$947,645	(\$17,769)

Assumptions: Contribute \$135,000 per year
Interest Earnings 5.0%

Note: Annual contributions could be reduced to about \$110,000 in the first year, if future year contributions are indexed to the growth in taxable valuation.

Exhibit 18 presents a second option that lessens the “upfront” burden somewhat. Under this scenario, SCAFD would finance 80% of the purchase price for the pumper purchases scheduled for 2023 and 2024 – pre-funding the remainder. This would reduce SCAFD’s capital savings requirement to approximately \$100,000 per annum.

Exhibit 18
Swartz Creek Area Fire Department
Vehicle Replacement Schedule
Full Cash Basis
Debt Finance Two Purchases in 2023 & 2024

Year	Beginning Balance	Contributions	Interest Earnings	Use of Cash	Debt Payments	Ending Balance
2007	\$0	\$0	\$0			\$0
2008	\$0	\$100,000	\$0			\$100,000
2009	\$100,000	\$100,000	\$5,000			\$205,000
2010	\$205,000	\$100,000	\$10,250			\$315,250
2011	\$315,250	\$100,000	\$15,763	\$131,080		\$299,933
2012	\$299,933	\$100,000	\$14,997			\$414,929
2013	\$414,929	\$100,000	\$20,746	\$82,540		\$453,136
2014	\$453,136	\$100,000	\$22,657			\$575,792
2015	\$575,792	\$100,000	\$28,790			\$704,582
2016	\$704,582	\$100,000	\$35,229	\$551,538		\$288,273
2017	\$288,273	\$100,000	\$14,414			\$402,687
2018	\$402,687	\$100,000	\$20,134			\$522,821
2019	\$522,821	\$100,000	\$26,141			\$648,962
2020	\$648,962	\$100,000	\$32,448	\$350,000		\$431,410
2021	\$431,410	\$100,000	\$21,571			\$552,981
2022	\$552,981	\$100,000	\$27,649			\$680,630
2023	\$680,630	\$100,000	\$34,031	\$177,130	\$91,756	\$545,775
2024	\$545,775	\$100,000	\$27,289	\$189,529	\$189,936	\$293,599
2025	\$293,599	\$100,000	\$14,680		\$189,936	\$218,343
2026	\$218,343	\$100,000	\$10,917		\$189,936	\$139,324
2027	\$139,324	\$100,000	\$6,966		\$189,936	\$56,354

Assumptions: Contribute \$100,000 per year
Interest earnings: 5.0%
Debt finance 80% of 2023 & 2024 purchases
Years to pay back loan: 10
Interest rate on loan: 5.0%

Note: Annual contributions could be reduced to about \$80,000 - \$90,000 in the first year, if future year contributions are indexed to the growth in taxable valuation.

Exhibits 17 and 18 are presented to provide the two communities with a sense of the magnitude of the problem they may face. Certainly, these are only two options for capital funding, such as full financing, lease arrangements or others that may provide options for lessening immediate cash needs. However, all will contain a corresponding cost.

The City, by virtue of its pre-funding policy, has some assets available – though not nearly enough. Clayton Township has no accumulated assets and will require a new funding source. One obvious option would be a dedicated millage. Related, Flint Township, a neighboring community, recently approved a ¼ mill levy for this purpose. Clayton Township could pursue a similar levy through referendum.

If approved in Clayton Township, a ¼ mill levy for fire equipment and apparatus would yield an estimated \$61,326 in tax revenue per annum (estimate based on 2007 taxable valuation). The millage could be requested for a multi-year period, with the duration determined by the funding requirements (as modified by policymakers) contained in Exhibits 17 and 18.

2. A MORE AGGRESSIVE AND PROFESSIONAL APPROACH TO GRANT SOLICITATION COULD BE BENEFICIAL.

Over the past three years, SCAFD has received two small grants from the 100 Club of Flint totaling \$3,200. The department has also applied for FEMA grants, though unsuccessfully. As seen in the following Exhibit 19, some other surveyed departments have been more successful in receiving large Homeland Security Grants, including neighboring Flushing.

**Exhibit 19
Comparative Grants**

City/Township	List any grants that you have received in the past three years including source and estimated amount		
	Grant	Amount	Source
Swartz Creek	2005-06	\$3,200	100 Club of Flint
Clio Area Fire Authority	2005	\$4,721	100 Club of Flint
	2005	\$1,000	Wal-Mart
Davison-Richfield Fire Authority	-	-	-
City of Fenton	2005	\$3,000	100 Club of Flint
	2006	\$500	
	2007	\$2,700	
Fenton Township	AFG	\$87,000	Homeland Security
	AFG	\$40,000	Homeland Security
Flushing	AFG	\$101,150	Homeland Security
	CEDAP	not reported	Homeland Security
	AFG	\$61,000	Homeland Security
	AED	\$3,000	Hundred Club
Genesee Township Central Fire Dept.	AFG	\$106,116	Homeland Security
LSW Emergency Services Fire Division	AFG	\$93,000	Homeland Security
Milford Township	AFG	\$189,193	Homeland Security
Mundy Township	CEDAP	\$7,200	Homeland Security
	Senior Citizen Development	\$3,300	not reported
North Oakland County Fire Authority	AFG	\$170,000	Homeland Security
	AFG	\$70,000	Homeland Security
	Various	\$8,000	Numerous smaller foundations

Source: Rehmann Robson survey

SCAFD's unsuccessful 2006 grant application to FEMA was a request for funding for SCBA. In discussing this with the Fire Chief, it is his impression that the grant was rejected due to the relatively strong financial and economic health of the member communities. In fact, however, many generally well-off communities (including several in Exhibit 19) have received FEMA grants. In the case of SCAFD, we have concluded that the quality of the grant application may have been a more likely reason for rejection. By way of explanation, the narrative statement/project description is a primary area of review. Successful applicants spend significant time in developing their rationale, while recognizing the competitive nature of the process.

SCAFD's application however, lacks depth and fails to clearly articulate the need for SCBA. Our related conclusions are as follows:

- The requested per unit amount (i.e. \$5,200) is generally high. Additional quotes should have been received, resulting in a unit cost nearer \$4,000. This fact would have raised questions from the beginning of the review process.
- Most of the detail regarding operations is not included – such as number of fire personnel and stations, types of apparatus, description of service area, call responses, structure fires, etc.
- No needs analysis was included – projecting department needs for 3-5 years. This ranks high on the list of grant reviewers.
- One purpose of the grant program is for the health and safety of the firefighters. Narrative should have been included citing any orthopedic injuries from the old units, value of ergonomically designed new units, other safety risks, how it might help with the 2in – 2out rule, etc.
- There is no detail regarding the standards that they do not meet, other than to cite the organizations that created them (i.e. NFPA 1981, OSHA-29, CFR 1910.134, MIOSHA Part 74).
- There should be additional discussion of budgetary problems and a description of current department deficiencies and areas where scarce dollars are needed, or being spent.

Essentially, a more professional and enthusiastic grant writing approach is required if SCAFD is to receive serious consideration for Homeland Security monies. Related, this is a task that should be delegated or contracted to an individual with the requisite skills and competitiveness. This might include:

- A command officer with writing and composition skills
- The City's Planner/Assistant City Manager
- A contracted grant writer.

F. Miscellaneous Service Issues

In addition to the topics discussed in the previous sections, we have collected data, and formulated conclusions regarding a variety of other miscellaneous issues. These include the following:

- Automatic aid
- Cost recovery
- Emergency medical services
- Fire prevention programming.

Each is discussed separately below.

1. THE AUTOMATIC AID AGREEMENTS ARE BENEFICIAL, BUT UNBALANCED IN REGARD TO SERVICES GIVEN AND RECEIVED.

At present, SCAFD maintains automatic aid agreements with three communities: Flushing, Gaines and Venice Townships. Under these agreements, SCAFD, or the other agency, provides turnout to any fire suppression-related calls-for-service in the partner community's service area. Through this process, resources are combined, thus providing a larger, and possibly quicker, service response.

Exhibit 20 summarizes automatic aid calls-for-service for the period 2003-2007.

**Exhibit 20
Historic Automatic Aid Provided to Other Jurisdictions**

Jurisdiction	2003	2004	2005	2006	2007*
Flushing	23	28	19	35	31
Gaines	13	7	11	9	12
Venice	1	1	0	2	1
Total	37	36	30	46	44
Received From:	27	21	22	17	10

*10 months extrapolated to 12 months

Source: SCAFD

As seen in the exhibit, there is a significant imbalance in responses provided by SCAFD to the partner communities, and those received. In 2006, as an example, this differential was approximately 3:1.

As seen in Exhibit 21, most of the surveyed fire agencies also have automatic aid agreements. Imbalances in calls-for-service also exist in most of these situations, though not as extreme as for SCAFD.

**Exhibit 21
Comparison of Automatic Aid**

City/Township	Do you have automatic aid with any surrounding communities?		If yes, estimated ratio of responses given, to responses received	If yes, do you charge the other community for automatic aid calls?
	Fire	Emergency Medical		
Swartz Creek	Yes	No	46:16	No
Clio Area Fire Authority	No	No	-	-
Davison-Richfield Fire Authority	No	No	-	-
City of Fenton	Yes	No	not reported	No
Fenton Township	Yes	No	60:40	No
Flushing	Yes	No	2:3	No
Genesee Township Central Fire Dept.	No	No	-	-
LSW Emergency Services Fire Division	No	No	-	-
Milford Township	Yes	No	1:1	No
Mundy Township	Yes	Yes	42:29	No
North Oakland County Fire Authority	Yes	No	2:1	No

Source: Rehmann Robson survey

As previously seen in Exhibit 20, automatic aid calls to Flushing have historically consumed the majority of this assistance. Related, in 2006, SCAFD incurred a direct personnel expense of \$6,380 for turnout to Flushing calls-for-service. Taking into account additional materials and vehicle expense, it is likely that SCAFD is expending a much greater amount to fulfill its obligations.

In maintaining this agreement, however, cost is only one consideration. The automatic aid agreements are valuable and should be retained. What is needed is some redefinition of the terms under which automatic aid is provided. More specifically:

- There should be some assurance that there is a fire. This could be achieved by working with E-911 to develop a more exacting protocol. Essentially, E-911 dispatchers could be instructed to garner more specificity from the callers reporting the incidents.
- Automatic aid could be limited to certain hours of the day (possibly 6am-6pm) when the assistance is most needed.

Essentially, if SCAFD and Flushing are to operate as one department, then they should be combined. Short of this, automatic aid should be designed to handle serious suppression situations, not routine response to well-staffed and/or less serious incidents.

2. SCAFD COULD CONSIDER UTILIZING A COST RECOVERY ORDINANCE.

As noted, SCAFD will be challenged to maintain current budgetary trends. Moreover, capital expenditures are a significant future cost consideration. In this situation, all revenue options should be examined.

One option used by many fire agencies, is the direct service charge. Typically this charge will be based on the expenses incurred for a service call. This may be a blanket charge on all fire calls or be limited to suppression, extrication, HAZMAT or others. Currently SCAFD has no service charges, though the City of Swartz Creek has adopted a HAZMAT cost recovery ordinance. In contrast, as seen in Exhibit 22, the majority of our survey sample has one or more charges-for-service in effect..

**Exhibit 22
Comparison of Cost Recovery Ordinance**

City/Township	Do you have a cost recovery ordinance?	If yes, what are the charges for the following:				Are non-resident charges different?
		Fire suppression	HAZMAT	Emergency medical first response	Traffic accident injury or extrication	
Swartz Creek Area Fire Department	City has	-	-	-	-	-
Clio Area Fire Authority	Yes*	\$249	-	-	\$249	Yes
Davison-Richfield Fire Authority	Yes	Charges are based on time spent at event, type of apparatus/equipment utilized, level/number of personnel on scene and additional resources required				No
City of Fenton	Yes*	-	\$700 min.	-	-	Yes
Fenton Township	Yes	\$550/vehicle	\$550/vehicle + materials	\$350	\$550	No
Flushing	Yes	All direct costs incurred by the city				No
Genesee Township Central Fire Dept.	No	-	-	-	-	No
LSW Emergency Services Fire Division	Yes**	-	-	-	-	Yes
Milford Township	Yes	-	Costs incurred by department	-	-	No
Mundy Township	Yes	\$250 + \$10/personnel (vehicles)	-	-	-	Yes
North Oakland County Fire Authority	Yes	Formula schedule is used		\$300-\$900	\$250-\$750	Yes

*No charge to residents

**Did not indicate amounts

Source: Rehmann Robson survey

Should SCAFD desire to institute a uniform charge it would be necessary for Clayton Township to adopt an ordinance, and possibly, require the City of Swartz Creek to expand its existing ordinance to specify a broader application. One approach might be to consider each potential charge-for-service separately, and determine those (if any) that

are philosophically acceptable. In other communities, HAZMAT and accident clean-up are the services that are most universally applied.

3. EMERGENCY MEDICAL SERVICES ARE NOT PROVIDED BY SCAFD, THIS APPEARS APPROPRIATE.

At present, SCAFD does not provide emergency medical services, responding only to entrapments. This appears to be appropriate, considering the structure of the emergency medical system in Genesee County.

Related, under the current emergency medical protocol, the County paramedic units provide first response emergency medical service throughout Genesee County. Service is provided at an ALS paramedic level.

Both BLS and ALS transport are provided by private ambulance companies. At present, there are numerous private companies operating within Genesee County, with Swartz Ambulance serving as the primary service provider for the SCAFD service area. The presence of these agencies (i.e. the County and private companies) greatly diminishes the need for the local fire departments in Genesee County to provide medical first response. This is illustrated in Exhibit 23.

**Exhibit 23
Comparison of Certification and Emergency Response**

City/Township	Level of medical certification	Do you provide first response to all medical occurrences?	If yes, list and explain
Swartz Creek	N/A	None	-
Clio Area Fire Authority	N/A	None	-
Davison-Richfield Fire Authority	MFR	No	Respond to Tier 1 only if transport or medic is more than 5 minutes from the scene.
City of Fenton	MFR	No	Only Tier I when no ambulance is in town.
Fenton Township	MFR	No	Tier I only
Flushing	N/A	None	-
Genesee Township Central Fire Dept.	N/A	None	-
LSW Emergency Services Fire Division	MFR	Yes	All ambulance calls
Milford Township	Basic Life Support - Transport, EMT-B	Yes	Respond to any medical emergency, PIA, or Citizen Assist, patient priority 1-3 calls. Do not respond to Psych commitment calls.
Mundy Township	MFR	No	Tier I only
North Oakland County Fire Authority	ALS Transporting	Yes	ALS transport to all medical runs.

Source: Rehmann Robson survey

As seen in the exhibit, those agencies based in Genesee County either do not provide, or provide only limited medical response. Related, the Genesee County system has been

often criticized as fragmented and poorly conceived. However, it does serve to remove the burden of emergency medical response from the local fire agencies. For SCAFD, this provides the opportunity to remain focused on its primary mission, limit expenditures and the training and time commitment of the firefighting force. In this sense, we see no reason for SCAFD to consider service expansion into the medical area. However, if a service void does materialize, SCAFD should consider a limited role such as that provided by Davison-Richfield (i.e. first-tier response if no ambulance is available).

4. AS A PAID-ON-CALL DEPARTMENT, SCAFD IS ONLY marginally INVOLVED IN FIRE PREVENTION ACTIVITIES.

At present, SCAFD provides some fire education and performs a limited amount of fire inspections. This low level of fire prevention activity is to be expected considering the lack of on-duty personnel.

However, paid-on-call departments, like SCAFD, are increasingly emphasizing this important aspect of fire operations. As seen in Exhibit 24, this is the case in many of the surveyed agencies.

**Exhibit 24
Comparison of Fire Prevention Programs**

City/Township	Do you have a fire prevention program as per the following:			
	Complete Right-to-Know annual inspection program	Complete commercial/industrial fire prevention programming	If yes, to either, do you charge for inspections?	If yes, please state amount:
Swartz Creek Area Fire Authority	No	No	-	-
Clio Area Fire Authority	No	No	-	-
Davison-Richfield Fire Authority	Yes	No	Yes - Right-to-Know	\$100-\$300
City of Fenton	Yes	Yes	No	-
Fenton Township	No	No	Yes	\$25
Flushing	No	No	No	-
Genesee Township Central Fire Dept.	No	No	-	-
LSW Emergency Services Fire Division	Yes	Yes	No	-
Milford Township	Yes	Yes	No	-
Mundy Township	No	No	-	-
North Oakland County Fire Authority	Yes	Yes	Yes	\$75-\$250

Source: Rehmann Robson survey

Most notably, many departments have implemented Right-to-Know inspection programs. The Right-to-Know program divides all commercial and industrial property into one of three classes, depending on the presence of flammable materials and/or relative fire risk in operations and conditions. Ideally, inspections are then performed at one, two or three year intervals; possibly with an inspection fee intended to recoup inspection costs.

SCAFD could benefit from such a program. The knowledge gleaned from the inspection process would provide the basis for a comprehensive system of fire preplans – as well as assuring business compliance with fire codes.

In regard to inspection personnel, many departments use firefighters in a paid-on-duty capacity to perform inspection duties. This option could also be available to SCAFD. The result could be a more rounded fire prevention program and the further professionalization of the department.

SECTION IV
RECOMMENDATIONS FOR IMPROVEMENT

SECTION IV

RECOMMENDATIONS FOR IMPROVEMENT

In this section of the report, we present our recommendations for improvements. These focus on the following areas:

- Personnel issues and matters
- Vehicle acquisition practices
- Capital budgeting
- Revenue enhancement strategies
- Service expansion.

In developing these recommendations, we have been mindful of the fact that SCAFD is a technically sound operation, with a dedicated firefighting cadre. In this sense, our recommendations are intended to further improve a well functioning and responsive fire agency. Key recommendations are as follows:

1. AN ANNUAL PERFORMANCE REVIEW PROCESS SHOULD BE INSTITUTED FOR THE FIRE CHIEF.

As discussed in the findings, the Fire Chief is extremely competent in many areas, but displays some deficiencies in others. In regard to the latter, areas in need of improvement appear to focus on interpersonal relations, analysis of capital options and grant writing. Having said this, when all responsibilities are considered, we consider the Fire Chief's overall performance to be more than adequate.

However, an annual performance evaluation by the Board would provide an opportunity to clearly focus on areas of strengths and weaknesses and provide a basis for specifying mutually agreed-upon professional goals and objectives for the Fire Chief.

In regard to performance evaluation instruments, templates are available through the Michigan Municipal League, Michigan Townships Association and other organizations. The Board might consider utilizing a professional consultant to assist in customizing such a template – or this task could be performed by a Board subcommittee.

While this recommendation might seem trivial to some, it can, in fact, be a valuable process. At present, there is an apparent credibility gap that exists between the Fire Chief and some appointed or elected officials. Related, a performance evaluation system could serve to provide the basis for needed dialogue, as well as a structure for correcting any legitimate job-related deficiencies.

2. **THE PERSONNEL ADMINISTRATION SYSTEM SHOULD BE REVIEWED, REVISED AND EXPANDED.**

As discussed, SCAFD's personnel policies contain deficiencies that must be addressed. Related, we recommend that upgrades be initiated. Ideally, this will include review and revision of the following areas:

- **Personnel policies** – to determine completeness, eliminate inconsistencies and assure legality in all instances.
- **Recruitment practices** – to assure that all practices are consistent with federal and state anti-discrimination statutes.
- **Disciplinary actions** – to develop a standard procedure that is consistent with labor laws and SCAFD's position as an at-will employer.

Additionally, new programs should be established related to performance evaluation. More specifically:

- A performance evaluation tool should be designed with all firefighting personnel receiving bi-annual evaluations.
- As part of this process, formal training plans should be developed for all command officers for purposes of progression and succession planning. Essentially, SCAFD should be preparing for future changes in a pre-emptive, forward-thinking manner.

As discussed, SCAFD currently does not have the internal resources and training to accomplish these upgrades. Consequently, external resources must be used. These might include:

- Individuals within the City of Swartz Creek's administration that have the requisite human resources training and responsibilities.
- Outside human resources consultants that can provide initial development and training.

Regardless of the approach taken for upgrade, it is also essential that the Fire Chief have a better understanding of personnel administration and labor law. Numerous workshops are available through the previously noted municipal organizations. The successful completion of this training would ideally be a jointly agreed-upon goal, initiated and tracked through the Fire Chief's performance evaluation process.

3. THE FIRE CHIEF SHOULD BE GIVEN AN EMPLOYMENT CONTRACT.

As the top administrative employee for SCAFD, the Fire Chief should be provided an employment agreement. This would require negotiation and consensus on the various aspects of compensation, as well as stipulation of other employment conditions such as term of the agreement, grounds and conditions for separation and other contractual issues.

If there is Board consensus regarding the appropriateness of current compensation, the adoption of an employment contract should be a relatively straightforward process. However, as discussed, there are various elements of total compensation for the Fire Chief position. We have listed some in the report and provided some market data from other jurisdictions. Should the Board wish to adopt some changes to the current compensation package, this information may prove useful as a guide.

In either event, the formalization of the terms of employment is what should be achieved. It is simply one more business/personnel practice that should be implemented.

4. BROAD-BASED COMPETITIVE BIDDING SHOULD BE INSTITUTED FOR ALL CAPITAL AND MAJOR EQUIPMENT PURCHASES.

As discussed, current purchasing practices appear to be restricted to solicitation of bids from preferred vendors or products. This is not cost-effective and should cease to be the practice.

Instead, the Board should institute a policy more firmly grounded in low bid. To accomplish this, future purchases should proceed as follows:

- A minimum of three manufacturers should be considered for all capital purchases.
- A maximum number of bids should be encouraged. On-line services such as bid.net should be consistently used.
- A low bid bias should prevail, except in cases in which true cost benefit can be established, quantified and demonstrated.

5. OUR CONCLUSIONS REGARDING EQUIPMENT NEEDS SHOULD SERVE AS THE GUIDE FOR FUTURE PURCHASES.

Exhibit 16 contains a listing of proposed vehicle purchases and depreciation schedules. This list differs from the Fire Chief's in several respects. Specifically:

- We suggest replacing the squad with a squad – rather than a heavy rescue unit.
- We suggest adding a grass rig to the schedule, and possibly using the current Chevy crew cab (with conversion) for this purpose.

Related, it is our recommendation that SCAFD use the proposed schedule as a guide for future capital planning and purchases. Not included on the list, the first purchase could be a slide-on tank and pump to convert the Chevy crew cab to a grass rig (estimated at \$10,000). Additionally, an expenditure of approximately \$100,000 will be required for SCBA in the near future. As discussed in the following recommendation, this should be the first objective of a more focused grant writing initiative.

6. GRANT WRITING SHOULD BE CONTRACTED OUT OR ASSIGNED ELSEWHERE IN THE ORGANIZATION.

As discussed, past efforts at grant writing have not been successful – in our opinion due to the quality of the grant application. In actuality, this could be an important revenue source for equipment purchase – ideally, including new SCBA for the Firefighters.

To increase this likelihood, we recommend that SCAFD either outsource this function or assign it elsewhere in the organization. Options might include the following:

- Utilize the City’s Assistant Manager/Planner for this purpose.
- Contract with a grants consultant.
- Assign the responsibility elsewhere in SCAFD. As an example, one command officer is a teacher and appears to be very literate. This individual (or another) could possibly assume the responsibility.

In either event, obtaining funding for SCBA should be the first and primary objective. As discussed in the following recommendation, SCAFD’s member communities will be hard pressed to fund future capital purchases. This “ability-to-pay” issue must be clearly conveyed to the FEMA grant reviewers, as well as other pertinent information.

7. A CAPITAL BUDGET SHOULD BE ESTABLISHED AND FUNDED.

As discussed, SCAFD could be facing a very uncertain future in regard to capital funding. Related, our analysis concludes that pre-funding for full cash purchase will require an annual set-aside of approximately \$130,000 over the next 17 years.

Related to this, our financial summary should serve as an early warning indicator to the two member communities. While we consider it unlikely that pre-funding can be made at this level – it is imperative that the City and Township determine an acceptable level and begin the process.

To accomplish this, the following steps should be taken.

- An annual level of funding must be agreed-upon.

- The two entities, particularly the Township, must identify funding sources. In the case of the Township, a dedicated millage will likely be required. (A ¼ mill levy is discussed in the findings; and may be a realistic amount to request from the public.)
- A capital fund must be established within the SCAFD financial system. Annual allocations must then be made by each entity at the agreed-upon level. Segregated accounts are one option, if desired.

8. THE AUTOMATIC AID AGREEMENTS SHOULD BE MODIFIED.

As discussed, the current automatic aid agreements are costly, due to the imbalance in service calls, as well as the extent of turnout.

To rectify this situation, it is recommended that the Fire Chief revisit these agreements for the purpose of modifying the conditions for turnout. More specifically, the Chief should:

- Work with E-911 to limit turnout to calls for service by obtaining more exact information on the specifics of the fire situation.
- Evaluate the potential for limiting automatic aid to daytime calls when fewer personnel are available – not simply round-the-clock automatic turnout.

Having reviewed these options, the Fire Chief should develop his recommendations for change and present this information to the Board.

9. SCAFD SHOULD INSTITUTE A COST RECOVERY FEE SCHEDULE.

As discussed in the findings, many fire departments in Michigan have adopted cost recovery ordinances. Some specify particular services such as HAZMAT and accident clean-up, while others extend service charges to fire suppression incidents. In many cases, these costs can be collected from an insurance company, thereby minimizing the impact on the property, or homeowner.

It is our opinion that SCAFD should consider instituting a cost recovery fee schedule. This would require the City of Swartz Creek to amend the current cost recovery ordinance to include a wider range of charges, and, Clayton Township to adopt an ordinance. Ideally, the associated fee schedule would be broad-based, and include a fire suppression charge. While philosophically some might consider this “double taxation,” it can also be seen as a simple user fee. Similar to a building permit or recreation service, it is simply a case in which a user can be clearly identified and billed for special services.

If SCAFD were to adopt a cost recovery fee schedule, related fees could be earmarked for the capital fund – further reducing pre-funding requirements.

10. SCAFD SHOULD ALSO CONSIDER THE ADOPTION AND IMPLEMENTATION OF A RIGHT-TO-KNOW INSPECTION PROGRAM.

As discussed, a Right-to-Know inspection program can serve to increase compliance with fire codes and also provide the Firefighters with valuable information for fire preplanning.

SCAFD's service area would benefit from such a program, however, the issue of how to staff the inspection function would need to be resolved. One option would be to use the Firefighters in a paid-on-duty (hourly) capacity. In turn, modest inspection fees could be charged – sufficient to recoup program costs. Training for the inspectors would require only a two week course – with costs also recouped through the fees.

Many successful programs currently exist throughout Genesee Country – the City of Swartz Creek and Clayton Township would also be well served by the expansion of services into this important area of fire prevention.

SWARTZ CREEK POLICE DEPARTMENT
MOTOR POOL RENTAL HOURS
DECEMBER 2007

	<u>101-301-941</u>	<u>101-302-941</u>	<u>101-303-941</u>	<u>101-304-941</u>
#04-405	110	1	0	0
#06-112	468	3	13	0
#05-168	18	0	0	0
#05-649	51	0	0	0
#05-346	52	1	0	0
#07-375	28	0	0	0
#05-275	85	2	0	13
TOTAL	812	7	13	13

SWARTZ CREEK POLICE DEPT

Total Account Hours Summary Report

From: 12/01/2007 to 12/31/2007

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
ADMINISTRATIVE					
101 301 702.001	SUPERVISOR	196.000	8.000	2,719.500	99.500
101 301 702.002	CLERICAL	156.000	0.000	2,260.500	9.000
PROTECTION					
101 301 702.003	UNIFORMED	533.250	116.000	6,701.750	722.000
101 301 702.004	NON-UNIFORMED	26.000	6.000	132.750	23.500
101 301 702.005	TRAFFIC ENFORCEMENT	260.250	35.750	3,020.750	226.250
COMPLAINTS					
101 301 702.006	INVESTIGATIONS	140.000	26.000	2,351.000	238.000
101 301 702.007	COURT	5.500	7.500	107.250	53.250
TRAINING					
101 301 702.008	TRAINING	56.000	0.000	195.000	28.000
LEAVE TIME					
101 301 702.010	VACATION	149.500	0.000	990.500	0.000
101 301 702.011	HOLIDAY	216.000	0.000	904.000	12.000
101 301 702.012	PERSONAL LEAVE	161.000	0.000	469.500	0.000
101 301 702.013	FUNERAL LEAVE	3.000	0.000	26.000	0.000
TRACK FUNCTIONS					
101 302 008.000	TRAFF INJ ACCIDENTS	0.000	0.000	0.500	0.000
TRACK ADMINISTRATIVE					
101 302 702.001	SUPERVISOR	6.500	0.000	28.250	2.000
101 302 702.002	CLERICAL	6.000	0.000	14.000	0.000
TRACK PROTECTION					
101 302 702.003	UNIFORMED	7.000	0.500	124.750	38.250
101 302 702.004	NON-UNIFORMED	1.000	0.000	1.500	0.250
SCHOOL PROTECTION					
101 303 702.003	UNIFORMED	7.000	5.000	982.000	100.000
101 303 702.005	TRAFFIC ENFORCEMENT	0.000	0.000	8.000	0.000

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
SCHOOL COMPLAINTS					
101 303 702.006	INVESTIGATIONS	9.000	0.000	107.000	2.000
PROTECTION					
101 304 702.003	UNIFORMED	6.500	4.000	253.500	16.000
101 304 702.005	TRAFFIC ENFORCEMENT	0.000	0.000	54.250	8.500
265 333 702.004	NON-UNIFORMED	120.000	16.000	1,816.000	117.000
COMPLAINTS					
265 333 702.006	INVESTIGATIONS	0.000	10.000	0.000	178.500
265 333 702.007	COURT	0.000	4.000	0.000	45.000
TRAINING					
265 333 702.008	TRAINING	0.000	0.000	40.000	0.000
NON-PRODUCTIVE					
265 333 702.010	VACATION	40.000	0.000	136.000	0.000
265 333 702.011	HOLIDAY	16.000	0.000	96.000	0.000
265 333 702.012	PERSONAL	0.000	0.000	16.000	0.000
	TOTAL ALL HOURS	2,121.500	238.750	23,556.250	1,919.000

SWARTZ CREEK POLICE DEPT

Total Function Count
Month Ending: 12/31/2007

Account	Description	MTD Functions	YTD Functions
101 301 001.000	TRAFFIC VIOLATIONS	0	965
101 301 002.000	PARKING VIOLATIONS	7	106
101 301 003.000	VERBAL WARNINGS	79	1269
101 301 004.000	WRITTEN WARNINGS	26	357
101 301 005.000	FELONY ARRESTS	8	50
101 301 006.000	MISDEMEANOR ARRESTS	23	328
101 301 007.000	CALLS RECEIVED	275	3270
101 301 008.000	TRAFF INJ ACCIDENTS	3	25
101 301 009.000	PROP DAMAG ACCIDENTS	9	159
101 301 010.000	SERVICE REQUESTS	16	70
101 301 011.000	MEETINGS	0	3
101 301 012.000	CONFERENCES	0	0
101 301 013.000	INITIATED CALLS	732	6918
101 301 014.000	DESK ASSIGNMENTS	106	1472
101 301 015.000	BUSINESS CHECKS	1015	13346
101 301 016.000	VACATION CHECKS	475	3526
101 301 017.000	SUSP PERS CHECKED	27	240
TOTAL FUNCTIONS		2801	32104
101 302 002.000	PARKING VIOLATIONS	0	0
101 302 003.000	VERBAL WARNINGS	0	8
101 302 004.000	WRITTEN WARNINGS	0	4
101 302 005.000	FELONY ARRESTS	0	0
101 302 006.000	MISDEMEANOR ARRESTS	0	1
101 302 007.000	CALLS RECEIVED	5	63
101 302 010.000	SERVICE REQUESTS	0	0
101 302 011.000	MEETINGS	0	1
101 302 012.000	CONFERENCES	0	0
101 302 013.000	INITIATED CALL	0	121
101 302 014.000	DESK ASSIGNMENTS	0	2
101 302 015.000	BUSINESS CHECKS	0	1
101 302 016.000	VACATION CHECKS	0	0
101 302 017.000	SUSP PERS CHECKED	0	10
TOTAL FUNCTIONS		5	211
101 303 002.000	PARKING VIOLATIONS	0	0
101 303 003.000	VERBAL WARNINGS	0	5
101 303 004.000	WRITTEN WARNINGS	0	3
101 303 005.000	FELONY ARRESTS	0	2
101 303 006.000	MISDEMEANOR ARRESTS	0	18
101 303 007.000	CALLS RECEIVED	0	17
101 303 010.000	SERVICE REQUESTS	0	0
101 303 011.000	MEETINGS	3	140
101 303 012.000	CONFERENCES	0	9

Account	Description	MTD Functions	YTD Functions
101 303 013.000	INITIATED CALL	23	1047
101 303 014.000	DESK ASSIGNMENTS	0	17
101 303 015.000	BUSINESS CHECKS	0	0
101 303 016.000	VACATION CHECKS	0	0
101 303 017.000	SUS PERS CHECKED	0	2
TOTAL FUNCTIONS		26	1260
101 304 001.000	TRAFFIC VIOLATIONS	0	3
101 304 001.003	DESK ASSIGNMENTS	0	0
101 304 002.000	PARKING VIOLATIONS	0	5
101 304 003.000	VERBAL WARNINGS	0	7
101 304 004.000	WRITTEN WARNINGS	0	1
101 304 005.000	FELONY ARRESTS	0	0
101 304 006.000	MISDEMEANOR ARRESTS	0	2
101 304 007.000	CALLS RECEIVED	1	43
101 304 010.000	SERVICE REQUESTS	0	2
101 304 011.000	MEETINGS	0	0
101 304 012.000	CONFERENCES	0	0
101 304 013.000	INITIATED CALL	3	117
101 304 014.000	DESK ASSIGNMENTS	0	4
101 304 015.000	BUSINESS CHECKS	0	84
101 304 016.000	VACATION CHECKS	0	0
101 304 017.000	SUS PERS CHECKED	0	4
101 304 018.000	BUILDING SEARCHES	1	2
101 304 019.000	VEHICLE SEARCHES	1	10
101 304 020.000	NARCOTIC SEARCHES	0	1
101 304 021.000	CURRENCY SEIZED	0	0
101 304 022.000	FORFEITURES	0	0
101 304 023.000	POSITIVE TRACKS	1	4
101 304 024.000	NEGATIVE TRACKS	1	1
101 304 025.000	AGENCY ASSISTS	1	6
101 304 026.000	DEMONSTRATIONS	0	1
TOTAL FUNCTIONS		9	297
TOTAL ALL FUNCTIONS		2841	33872

Ticket Ledger Report

Report Criteria:

Ticket Type	Officer	Start Date	End Date
Traffic	All	12/01/2007	12/31/2007

Number	Name	Date	Location	Description	Officer	Fine
T-1012785-A		12/01/07	ELMS NEAR I-69	EXCEEDED POSTED SPEED LIMIT		
T-1013515-A		12/01/07	I-69 AT MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1013516-A		12/01/07	MORRISH AT APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1013517-A		12/01/07	MORRISH AT APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1012721-A		12/01/07	BRISTOL NEAR MILLER	NO PROOF INSURANCE/POSSESE		
T-1012681-A		12/01/07	MILLER AT I-69	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012681-B		12/01/07	MILLER AT I-69	NO PROOF INSURANCE/POSSESE		
T-1013518-A		12/02/07	MILLER AT SCHAFER	SUSP/REVOKED/NEVER APPL.		
T-1013518-B		12/02/07	MILLER AT SCHAFER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012786		12/03/07	ELMS NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1013426-A		12/03/07	ELMS AT MILLER	NO OPS, NO VALID OPS.		
T-1013426-B		12/03/07	ELMS AT MILLER	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1013427		12/03/07	ELMS NEAR MILLER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012787		12/04/07	ELMS NEAR MILLER	DISREGARDED TRAFFIC SIGNAL/!		
T-1012788		12/04/07	MILLER NEAR ELMS	DISREGARDED TRAFFIC SIGNAL/!		
T-1013485		12/04/07	MORRISH NEAR I-69	HEADLIGHTS		
T-1013486-A		12/04/07	MILLER NEAR I-69	NO OPS, NO VALID OPS.		
T-1013486-B		12/04/07	MILLER NEAR I-69	HEADLIGHTS		
T-1013486-C		12/04/07	MILLER NEAR I-69	NO PROOF INSURANCE/POSSESE		
T-1012789		12/05/07	ELMS NEAR MILLER	DISREGARDED TRAFFIC SIGNAL/!		
T-1012604-A		12/05/07	MILLER NEAR FORTINO	FAIL TO STOP BEFORE ENTERINC		
T-1012604-B		12/05/07	MILLER NEAR FORTINO	NO OPS IN POSSESSION		
T-1012605-A		12/05/07	MORRISH NEAR FORTINO	SEAT BELT DRIVER/PASSENGER		
T-1013468-A		12/05/07	MORRISH NEAR APPLECREEK	EXCEEDED POSTED SPEED LIMIT		
T-1013469-A		12/05/07	ELMS NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1013469-B		12/05/07	ELMS NEAR MILLER	NO PROOF INSURANCE/POSSESE		
T-1013470-A		12/05/07	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1012790-A		12/07/07	MORRISH NEAR I-69	EXCEEDED POSTED SPEED LIMIT		
T-1013404-A		12/08/07	MILLER AT ELMS	SEAT BELT DRIVER/PASSENGER		
T-1013405-A		12/08/07	BRISTOL AT MORRISH	IMPROPER LANE USE IN TURN/U-		
T-1012722-A		12/08/07	BRISTOL NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1012723-A		12/08/07	MILLER NEAR SCHOOL	HEADLIGHTS		
T-1012723-B		12/08/07	MILLER NEAR SCHOOL	FAIL TO SIGN REGISTRATION/NO		
T-1012791-A		12/09/07	MILLER NEAR FAIRCHILD	DRIVING WITH ONLY PARKING LIC		
T-1012634-A		12/09/07	MILLER AT ELMS	DISREGARDED TRAFFIC SIGNAL/!		
T-1012635		12/10/07	BRISTOL NEAR HERITAGE	EXCEEDED POSTED SPEED LIMIT		
T-1013472		12/10/07	MORRISH AT MARY	EXCEEDED POSTED SPEED LIMIT		
T-1013519-A		12/10/07	ELMS NEAR BRISTOL	UNLIGHTED REG PLATE		
T-1013473-A		12/10/07	ELMS NEAR MILLER	SUSP/REVOKED/NEVER APPL.		
T-1013473-B		12/10/07	ELMS NEAR MILLER	NO PROOF INSURANCE/POSSESE		
T-10123520-		12/11/07	MILLER NEAR ELMS	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1013520-A		12/11/07	MILLER NEAR ELMS	UNLIGHTED REG PLATE		
T-1013520-B		12/11/07	MILLER NEAR ELMS	NO PROOF INSURANCE/POSSESE		
T-1013519-B		12/11/07	ELMS NEAR BRISTOL	NO PROOF INSURANCE/POSSESE		
T-1012474		12/12/07	MILLER AT ELMS	NO PROOF INSURANCE/POSSESE		
T-1013406		12/12/07	MILLER NEAR TALMADGE	EXCEEDED POSTED SPEED LIMIT		

Ticket Charges Subtotal: 46

Fines Subtotal:

85

Ticket Ledger Report

Report Criteria:

Ticket Type	Officer	Start Date	End Date
Traffic	All	12/01/2007	12/31/2007

Number	Name	Date	Location	Description	Officer	Fine
T-1013407		12/12/07	MILLER NEAR HAYES	EXCEEDED POSTED SPEED LIMIT		
T-1013408		12/12/07	SEYMOUR NEAR CHESTERFIELD	EXCEEDED POSTED SPEED LIMIT		
T-1012792-A		12/12/07	MILLER NEAR RAUBINGER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012792-B		12/12/07	MILLER NEAR RAUBINGER	HEADLIGHTS		
T-1012793		12/12/07	ELMS NEAR BRISTOL	DEFECTIVE TIRES		
T-1012826		12/13/07	MILLER NEAR SPRINGBROOK	NO OPS IN POSSESSION		
T-1013487		12/13/07	MORRISH NEAR I-69	NO TAIL/BRAKE LIGHTS		
T-1013409-A		12/14/07	ELMS AT BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1013410-A		12/14/07	MILLER AT FAIRCHILD	EXCEEDED POSTED SPEED LIMIT		
T-1013411-A		12/14/07	MILLER AT ELMS	FAIL TO STOP BEFORE ENTERINC		
T-1012876-A		12/14/07	MILLER AT FAIRCHILD	HEADLIGHTS		
T-1012724-A		12/14/07	BRISTOL NEAR HERITAGE	NO PROOF INSURANCE/POSSESE		
T-1012794-A		12/15/07	ELMS NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1012795-A		12/15/07	MILLER NEAR SCHOOL	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012796-A		12/15/07	SEYMOUR NEAR CHESTERFIELD	EXCEEDED POSTED SPEED LIMIT		
T-1012797-A		12/15/07	ELMS NEAR MILLER	MUTILATED OPS.		
T-1012797-B		12/15/07	ELMS NEAR MILLER	NO HAZARD LIGHTS		
T-1012725-A		12/15/07	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1012725-B		12/15/07	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1012877-A		12/15/07	MILLER NEAR FAIRCHILD	NO TAIL/BRAKE LIGHTS		
T-1012878-A		12/16/07	APPLE CREEK APTS -- DEPOT DR, 4	PDA WITH UNATTENDED VEH.		
T-1012878-B		12/16/07	APPLE CREEK APTS -- DEPOT DR, 4	RECKLESS DRIVING		
T-1012798-A		12/16/07	WINCHESTER VILLAGE -- OAKVIEW	RIGHT OF WAY AT INTERSECTION		
T-1012636		12/17/07	MILLER AT ELMS	UNABLE TO STOP IN ASSURED CI		
T-1012637		12/17/07	MILLER AT MORRISH	DISREGARDED TRAFFIC SIGNAL/		
T-1013475		12/18/07	MILLER NEAR FAIRCHILD	NO PROOF INSURANCE/POSSESE		
T-1012638-A		12/18/07	WADE NEAR FIRST	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012638-B		12/18/07	WADE NEAR FIRST	NO PROOF INSURANCE/POSSESE		
T-1012639		12/18/07	FINANCIAL PLUS CREDIT UNION -- M	SUSP/REVOKED/NEVER APPL.		
T-1012851-A		12/18/07	I-69 NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1013412-A		12/19/07	MILLER AT ELMS	DISREGARDED TRAFFIC SIGNAL/		
T-1012851-B		12/19/07	I-69 NEAR MORRISH	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1013415		12/20/07	MILLER NEAR ELMS	DISREGARDED TRAFFIC SIGNAL/		
T-1012799		12/21/07	MILLER NEAR RAUBINGER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1013416		12/21/07	MILLER AT MAYA	EXCEEDED POSTED SPEED LIMIT		
T-1013417		12/21/07	ELMS NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-8062		12/21/07	WINCHESTER VILLAGE -- WINSHALI	Parking violation/village ordinance		
T-1012800-A		12/22/07	MORRISH NEAR APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1012901-A		12/22/07	MORRISH NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1012902-A		12/22/07	ELMS NEAR MILLER	FAIL TO SIGNAL TURN		
T-1012879-A		12/22/07	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1012880-A		12/22/07	MORRISH NEAR FORTINO	NO PROOF INSURANCE/POSSESE		
T-1012880-B		12/22/07	MORRISH NEAR FORTINO	FAIL TO SIGN REGISTRATION/NO		
T-1012881-A		12/22/07	MORRISH NEAR MARY ST	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012643-A		12/24/07	KROGER STORE -- MILLER, 7084	SUSP/REVOKED/NEVER APPL.		
T-1012852-A		12/24/07	CRAPO ST, 8051	RECKLESS DRIVING		

Ticket Charges Subtotal: 92

Fines Subtotal:

86

Ticket Ledger Report

Report Criteria:

Ticket Type	Officer	Start Date	End Date
Traffic	All	12/01/2007	12/31/2007

Number	Name	Date	Location	Description	Officer	Fine
T-1012852-B		12/24/07	CRAPO ST, 8051	TINTED WINDOWS/NO WINDSHIEI		
T-1012903-A		12/25/07	MILLER NEAR DYE	SEAT BELT DRIVER/PASSENGER		
T-978520-A		12/26/07	MILLER AT ELMS	TRANSPORT CHILD LESS THAN 11		
T-978520-B		12/26/07	MILLER AT ELMS	OPEN INTOX IN VEH.		
T-978520-C		12/26/07	MILLER AT ELMS	FAIL TO STOP/REPORT PDA		
T-978519-A		12/26/07	MILLER AT ELMS	OWI		
T-978519-B		12/26/07	MILLER AT ELMS	EXPIRED LICENSE		
T-978519-C		12/26/07	MILLER AT ELMS	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1012882-A		12/27/07	MILLER NEAR RAUBINGER	HEADLIGHTS		
T-1012883-A		12/27/07	MILLER NEAR FAIRCHILD	NO PROOF INSURANCE/POSSESS		
T-1012682-A		12/29/07	MILLER NEAR I-69	FAIL TO SIGN REGISTRATION/NO		
T-1012884		12/29/07	BRISTOL NEAR HERITAGE	EXCEEDED POSTED SPEED LIMIT		
T-1012885		12/29/07	BRISTOL NEAR HERITAGE	NO PROOF INSURANCE/POSSESS		
T-1012853-A		12/29/07	ELMS NEAR PARK RIDGE	EXCEEDED POSTED SPEED LIMIT		
T-1012683-A		12/29/07	ELMS NEAR I-69	NO PROOF INSURANCE/POSSESS		
T-1012854-A		12/30/07	ELMS NEAR MILLER	NO PROOF INSURANCE/POSSESS		
T-1012855-A		12/30/07	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESS		
T-1012904-A		12/30/07	MORRISH NEAR I-69	EXCEEDED POSTED SPEED LIMIT		
T-1012905-A		12/30/07	BRISTOL NEAR CANTERBURY	EXCEEDED POSTED SPEED LIMIT		
T-1012606-A		12/31/07	I-69 AT MORRISH	RIGHT OF WAY AT INTERSECTION		
T-1012607-A		12/31/07	MORRISH NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1012608-A		12/31/07	MORRISH NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-10126090-		12/31/07	MORRISH NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1012610-A		12/31/07	MORRISH NEAR BRISTOL	NO PROOF INSURANCE/POSSESS		
T-1012856-A		12/31/07	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		

Ticket Charges Total: 117

Fines Total:

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2006	DEC 2007	YR TO DATE
0100-0	SOVEREIGNTY	0	0	0
0200-0	MILITARY	0	0	0
0300-0	IMMIGRATION	0	0	1
0900-1	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	1
0900-2	NEGLIGENT HOMICIDE/MANSLAUGHTER	0	0	0
0900-3	NEG. HOMICIDE - VEHICLE/BOAT/SNOWM.	0	0	0
0900-4	JUSTIFIABLE HOMICIDE	0	0	0
1000-1	KIDNAPPING/ABDUCTION	0	0	1
1000-2	PARENTAL KIDNAPPING	0	0	0
1100-1	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	3
1100-2	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	0	0
1100-3	SEXUAL PENETRATION ORAL/ANAL CSC1	0	0	0
1100-4	SEXUAL PENETRATION ORAL/ANAL CSC3	0	0	0
1100-5	SEXUAL PENETRATION OBJECT CSC1	0	0	0
1100-6	SEXUAL PENETRATION OBJECT CSC3	0	0	0
1100-7	SEXUAL CONTACT FORCIBLE CSC2	0	0	0
1100-8	SEXUAL CONTACT FORCIBLE CSC4	0	1	1
1200-0	ROBBERY	0	0	2
1300-1	NONAGGRAVATED ASSAULT	4	2	56
1300-2	AGGRAVATED/FELONIOUS ASSAULT	0	1	9
1300-3	INTIMIDATION/STALKING	1	1	24
1400-0	ABORTION	0	0	0
2000-0	ARSON	0	0	1
2100-0	EXTORTION	0	0	0
2200-1	BURGLARY - FORCED ENTRY	0	5	28
2200-2	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	4
2200-3	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	3
2200-4	POSSESSION OF BURGLARY TOOLS	0	0	0
2300-1	LARCENY - POCKETPICKING	0	0	1
2300-2	LARCENY - PURSE SNATCHING	0	0	0
2300-3	LARCENY - THEFT FROM BUILDING	8	1	42
2300-4	LARCENY - THEFT FROM COIN OPERATED	0	0	0
2300-5	LARCENY - THEFT FROM MOTOR VEHICLE	1	3	60
2300-6	LARCENY - THEFT OF M. VEHICLE PARTS	0	1	4
2300-7	LARCENY - OTHER	3	2	50
2400-1	MOTOR VEHICLE THEFT	2	0	7
2400-2	MOTOR VEHICLE AS STOLEN PROPERTY	0	0	0
2400-3	MOTOR VEHICLE FRAUD	0	0	0
2500-0	FORGERY/COUNTERFEITING	0	0	9
2600-1	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	1	13
2600-2	FRAUD - CREDIT CARD/ATM	0	1	8
2600-3	FRAUD - IMPERSONATION	2	0	5
2600-4	FRAUD - WELFARE	0	0	0
2600-5	FRAUD - WIRE	0	0	1
2600-6	FRAUD - BAD CHECKS	1	2	12
2700-0	EMBEZZLEMENT	0	0	2
2800-0	STOLEN PROPERTY	0	0	2

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2006	DEC 2007	YR TO DATE
2900-0	DAMAGE TO PROPERTY	9	3	49
3000-1	RETAIL FRAUD - MISREPRESENTATION	0	0	0
3000-2	RETAIL FRAUD - THEFT	1	1	5
3000-3	RETAIL FRAUD - REFUND/EXCHANGE	0	0	1
3500-1	VIOLATION OF CONTROLLED SUBSTANCE	2	2	22
3500-2	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0
3600-1	SEXUAL PENETR'N NONFORCIBLE BLOOD/A	0	0	0
3600-2	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	0
3600-3	PEEPING TOM	0	0	1
3600-4	SEX OFFENSE - OTHER	0	0	2
3700-0	OBSCENITY	0	0	1
3800-1	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	5
3800-2	FAMILY - NONSUPPORT	0	0	0
3800-3	FAMILY - OTHER	0	0	0
3900-1	GAMBLING - BETTING/WAGERING	0	0	0
3900-2	GAMBLING - OPERATING/PROMOTING/ASSI	0	0	0
3900-3	GAMBLING - EQUIPMENT VIOLATIONS	0	0	0
3900-4	GAMBLING - SPORTS TAMPERING	0	0	0
4000-1	COMMERCIALIZED SEX - PROSTITUTION	0	0	0
4000-2	COMMERCIALIZED SEX- ASSISTING/PROMO	0	0	0
4100-1	LIQUOR LICENSE - ESTABLISHMENT	0	0	0
4100-2	LIQUOR VIOLATIONS - OTHER	0	1	15
4200-0	DRUNKENNESS	0	0	0
4800-0	OBSTRUCTING POLICE	2	0	5
4900-0	ESCAPE/FLIGHT	0	0	0
5000-0	OBSTRUCTING JUSTICE	6	4	40
5100-0	BRIBERY	0	0	0
5200-1	WEAPONS OFFENSE - CONCEALED	0	0	2
5200-2	WEAPONS OFFENSE - EXPLOSIVES	0	0	1
5200-3	WEAPONS OFFENSE - OTHER	0	0	1
5300-1	DISORDERLY CONDUCT	0	0	2
5300-2	PUBLIC PEACE - OTHER	1	0	11
5400-1	HIT & RUN MOTOR VEHICLE ACCIDENT	5	3	33
5400-2	OUIL OR OUID	10	1	50
5400-3	DRIVING LAW VIOLATIONS	11	5	70
5500-0	HEALTH AND SAFETY	2	2	24
5600-0	CIVIL RIGHTS	0	0	0
5700-1	TRESPASS	0	0	1
5700-2	INVASION OF PRIVACY - OTHER	0	0	0
5800-0	SMUGGLING	0	0	0
5900-0	ELECTION LAWS	0	0	0
6000-0	ANTITRUST	0	0	0
6100-0	TAX/REVENUE	0	0	0
6200-0	CONSERVATION	0	0	1
6300-0	VAGRANCY	0	0	0
7000-0	JUVENILE RUNAWAY	0	1	3
7300-0	MISCELLANEOUS CRIMINAL OFFENSE	0	0	0

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2006	DEC 2007	YR TO DATE
7500-0	SOLICITATION	0	0	0
7700-0	CONSPIRACY	0	0	0
8900-1	SERVICE OF COMMISSION PAPERS	0	0	0
8900-2	UNAUTHORIZED TRANSPORTATION	0	0	0
8900-3	VIOLATION OF RULES/REGISTRATION	0	0	0
8900-4	WARRANTS	0	0	0
8900-5	MOTOR CARRIER SAFETY RULES	0	0	0
8900-6	INSPECTIONS OF HOMES TO BE MOVED	0	0	0
8900-7	MIGRANT AGRICULTURE WORKERS TRANSP	0	0	0
8900-9	ALL OTHER MOTOR CARRIER VIOLATIONS	0	0	0
9100-1	DELINQUENT MINOR	0	0	1
9100-2	RUNAWAYS	0	0	0
9200-1	DIVORCE AND SUPPORT	0	0	1
9200-2	INCAPACITATION	0	1	1
9200-3	WALK-AWAY - MENTAL INSTITUTIONS ETC	0	0	0
9200-4	ORDER FOR PICKUP AND EXAMINATION	0	0	0
9200-5	CIVIL INFRACTION - ALCOHOL POSSES.	0	0	0
9300-1	PROPERTY DAMAGE ACCIDENT/PI	14	7	130
9300-2	NON-TRAFFIC PDA	6	4	62
9300-3	TRAFFIC VIOLATIONS/CIVIL INFRACTION	0	0	0
9300-4	TOWED VEHICLE	0	0	25
9300-5	TRAFFIC HAZARD/ABANDONED VEHICLE	0	0	0
9300-6	TRAFFIC POLICING	0	0	0
9400-1	FALSE ALARM ACTIVATION	0	0	0
9400-2	VALID ALARM ACTIVATION	0	0	0
9400-3	REST AREA/ROADSIDE PARK VIOLATIONS	0	0	0
9500-1	ACCIDENTAL FIRE	0	0	0
9500-2	ACCIDENTAL EXPLOSION	0	0	0
9500-4	OPEN BURNING	0	0	0
9500-6	FIRE-HAZARDOUS CONDITIONS	0	0	0
9700-0	ACCIDENTAL SHOOTING	0	0	0
9700-5	ACCIDENTAL DEATH-WATER	0	0	0
9700-6	ACCIDENT - ALL OTHER	0	0	0
9800-2	RECOVERED PROPERTY	3	0	8
9800-3	PROPERTY INSPECTION	0	0	1
9800-4	OTHER INSPECTIONS/WEAPONS	12	2	66
9800-5	ALARMS	0	0	0
9800-6	CIVIL	0	3	19
9800-7	SUSPICIOUS SITUATION	2	2	20
9800-8	LOST AND FOUND PROPERTY	1	3	36
9800-9	OVERDOSE	0	0	2
9900-1	SUICIDE	1	1	10
9900-2	DOA - NATURAL	0	0	8
9900-3	MISSING PERSON	0	1	2
9900-7	SAFEKEEPING	0	0	0
9900-8	DEPARTMENTAL ASSIST	1	2	19
9900-9	GENERAL - NON CRIMINAL	3	1	74

Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2006	DEC 2007	YR TO DATE
Totals:		114	71	1,180

City of Swartz Creek

Work Order Number	Status	Location ID Cycle Section	Customer Name Service Address	Date Recd Date Comp	Work Order Type 1 Work Order Type 2	Hours Fees
1625	C	BI10-005225-0000-01 CC1 014	ROBERT CAMPBELL 5225 BIRCHCREST DRIVE	12/03/2007 12/04/2007		0 0.00
1626	C	HT10-003336-0000-00 CC1 019	WOODSIDE BUILDERS 3336 HERITAGE BLVD	12/03/2007 12/04/2007	FINAL READ	0 0.00
1627	C	BR20-007181-0000-02 FNL FNL	ROBERT EVANS 7181 BRISTOL ROAD	12/03/2007 12/06/2007		0 0.00
1628	C	BR30-000001-0000-01 F F	BRIAN VANWORMER 1 BROOKFIELD DRIVE	12/03/2007 12/04/2007	W-TURN OFF FINAL READ	0 0.00
1629	C	BR20-006299-0000-01 CC1 004	CARL NEAL 6299 BRISTOL RD	12/04/2007 12/20/2007		0 0.00
1630	C	MI10-007448-0000-01 F F	DONALD DART 7448 MILLER RD	12/04/2007 12/05/2007	W-TURN OFF	0 0.00
1631	C	MI10-005428-0000-01 FNL FNL	MICHAEL BRIGGS 5428 MILLER RD	12/05/2007 12/05/2007	Read	0 0.00
1632	C	MO10-005058-0000-01 FNL FNL	KEVIN HUTCHESON 5058 MORRISH ROAD	12/05/2007 12/05/2007	Read	0 0.00
1633	C	CH30-007550-0000-02 FNL FNL	MATT ASSENMACHER 7550 CHURCH STREET	12/05/2007 12/05/2007	Read	0 0.00
1634	C	SC20-005080-0000-02 FNL FNL	KARLA SIEBERT 5080 SCHOOL STREET	12/05/2007 12/05/2007	Read	0 0.00
1635	C	VA10-005281-0000-02 CC1 014	KAREN DENIKE 5281 VALLEYVIEW DRIVE	12/05/2007 12/05/2007	W-TURN OFF	0 0.00
1636	C	CH40-004271-0000-01 CC1 011	GEORGE ANGELL 4271 CHAPEL LANE	12/05/2007 01/02/2008	W-TURN OFF	0 0.00
1637	C	CI10-008083-0000-01 CC1 004	CITY OF SWARTZ CREEK 8083 CIVIC DR	12/06/2007 12/07/2007		0 0.00
1638	C	MY10-004289-0000-01 F F	SUZANNE BAER 4289 MAYA LN	12/07/2007 12/07/2007	FINAL READ	0 0.00
1639	P	TH10-005032-0000-02 CC1 001	CHERYL JONES 5032 THIRD STREET	12/10/2007 00/00/0000	Meter Read	0 0.00
1640	C	LA10-004269-0000-02 F F	BILL HARRISON 4269 LATIFEE CT	12/10/2007 12/17/2007	W-TURN OFF	0 0.00
1641	C	BR20-006199-0000-02 CC1 001	SHAWN COOK 6199 BRISTOL ROAD	12/10/2007 12/17/2007		0 0.00
1642	C	EL20-007510-0000-03 CC1 010	KIMBERLY A URBINA 7510 ELIZABETH COURT	12/10/2007 12/11/2007	W/REPAIRS	0 0.00
1643	C	LU10-009130-0000-01 F F	KATHLEEN ROBINSON 9130 LUEA LN	12/10/2007 12/13/2007	W-TURN OFF	0 0.00
1644	X	SE10-005021-0000-01 CC1 001	JEFFREY SMITH 5021 SECOND STREET	12/10/2007 00/00/0000	W-TURN OFF	0 0.00
1645	C	BI10-005176-0000-01 CC1 014	PHILLIP N BEITO 5176 BIRCHCREST DRIVE	12/10/2007 12/18/2007	W-TURN OFF	0 0.00
1646	P	BI10-005241-0000-02 CC1 014	KEVIN ROBERTSON 5241 BIRCHCREST DRIVE	12/10/2007 00/00/0000	W-TURN OFF	0 0.00
1647	P	CA10-008408-0000-01 CC1 002	RICHARD MESSENGER 8408 CAPPY LANE	12/10/2007 00/00/0000	W-TURN OFF	0 0.00

City of Swartz Creek

Work Order Number	Status	Location ID Cycle Section	Customer Name Service Address	Date Recd Date Comp	Work Order Type 1 Work Order Type 2	Hours Fees
1648	C	WI20-005079-0000-01 F F	ROBERT KIRBY 5079 WINSTON DRIVE	12/12/2007 12/13/2007	FINAL READ	0 0.00
1649	C	BR20-007281-0000-01 CC1 001	KORENE KELLY 7281 BRISTOL ROAD	12/13/2007 12/13/2007		0 0.00
1650	C	BI10-005241-0000-02 CC1 014	KEVIN ROBERTSON 5241 BIRCHCREST DRIVE	12/13/2007 12/14/2007		0 0.00
1651	C	WO10-005256-0000-01 F F	ETTA M LANDON 5256 WORCHESTER DRIVE	12/14/2007 12/14/2007	FINAL READ	0 0.00
1652	C	MI10-008295-0000-02 CC1 004	DONNA SHULTZ 8295 MILLER RD	12/14/2007 12/14/2007	FINAL READ	0 0.00
1653	C	HT10-003336-0000-00 CC1 019	WOODSIDE BUILDERS 3336 HERITAGE BLVD	12/14/2007 12/17/2007	FINAL READ	0 0.00
1654	X	NE10-006735-0000-02 CC1 011	STEVEN & SALLY SCHAEFFER 6735 NEMER CT	12/17/2007 00/00/0000	FINAL READ W-TURN OFF	0 0.00
1655	C	CI10-008100-0000-01 CC1 001	PUBLIC SAFETY BUILDING 8100 CIVIC DRIVE	12/18/2007 12/19/2007	GWO	0 0.00
1656	C	MI10-008295-0000-02 CC1 004	DONNA SHULTZ 8295 MILLER RD	12/18/2007 12/19/2007	FINAL READ W-TURN ON	0 0.00
1657	C	CC10-007353-0000-01 CC1 011	DELBERT GAUTHIER 7353 CROSSCREEK DR	12/18/2007 12/28/2007	W-TURN OFF Read	0 0.00
1658	C	OA10-005203-0000-01 CC1 001	THOMAS CALL 5203 OAKVIEW DRIVE	12/18/2007 12/27/2007	W-TURN OFF Read	0 0.00
1659	C	CC10-007361-0000-01 CC1 011	KENNETH SWIDORSKI 7361 CROSSCREEK DR	12/18/2007 12/27/2007	W-TURN OFF Read	0 0.00
1660	C	AU10-006337-0000-00 F F	WOODSIDE BUILDERS 6337 AUGUSTA ST	12/18/2007 12/18/2007	FINAL READ	0 0.00
1661	C	MI10-007151-0000-01 F F	WILLIAM HAICL 7151 MILLER RD	12/18/2007 12/19/2007	FINAL READ	0 0.00
1662	C	MI10-008295-0000-02 CC1 004	DONNA SHULTZ 8295 MILLER RD	12/19/2007 12/19/2007	FINAL READ	0 0.00
1663	C	BR30-000171-0000-01 F F	MARY LORENE AYERS 171 BROOKFIELD DR	12/19/2007 12/19/2007	Read	0 0.00
1664	C	MP10-007252-0000-01 CC1 017	BOBBY HIGDON 7252 MAPLE CREST CIR	12/19/2007 01/02/2008	Read W-TURN OFF	0 0.00
1665	C	AS10-000096-0000-01 OLD 99	BRIAN BEAIRD 96 ASHLEY CIR	12/19/2007 12/19/2007	Read	0 0.00
1666	P	BK10-008216-SUMM-01 CC1 004	BURKSHIRE POINTE 8216 BURKESHIRE CR CIR #SUMM	12/19/2007 00/00/0000		0 0.00
1667	P	BK10-008238-SUMM-01 CC1 004	BURKESHIRE POINTE 8238 BURKESHIRE CR CIR #SUMM	12/20/2007 00/00/0000		0 0.00
1668	C	MI10-006033-0000-02 F F	MINDY.GRISWATCH 6033 MILLER RD	12/21/2007 12/21/2007	Read	0 0.00
1669	P	GR10-005338-0000-01 CC1 001	CYNDI YOUNG 5338 GREENLEAF DRIVE	12/21/2007 00/00/0000	W-TURN OFF	0 0.00
1670	C	MC10-005094-0000-03 F F	CHARLES SHERWOOD 5094 MC LAIN STREET	12/21/2007 12/21/2007	FINAL READ	0 0.00

WORK ORDER REPORT - SUMMARY
December 2007

Date: 01/04/08
Time: 2:47pm
Page: 3

City of Swartz Creek

Work Order Number	Status	Location ID Cycle Section	Customer Name Service Address	Date Recd Date Comp	Work Order Type 1 Work Order Type 2	Hours Fees
1671	C	BR30-000024-0000-02 CC1 003	L RICHARD SHAFER 24 BROOKFIELD DR	12/26/2007 12/28/2007	Read	0 0.00
1672	P	SE20-005345-0000-01 CC1 004	DENNIS RENO 5345 SEYMOUR ROAD	12/27/2007 00/00/0000	FINAL READ W-TURN OFF	0 0.00
1673	C	DA10-005235-0000-01 CC1 001	DAVE HAGSTROM 5235 DAVAL DRIVE	12/27/2007 12/27/2007	W/REPAIRS	0 0.00
1674	C	GR10-005332-0000-01 CC1 002	J WAYNE CROSS 5332 GREENLEAF DRIVE	12/28/2007 12/28/2007	FINAL READ W-TURN OFF	0 0.00
1675	P	CI10-008095-0000-01 CC1 001	PERKINS LIB-SENIOR CENTER 8095 CIVIC DRIVE	12/28/2007 00/00/0000	Bldg Maint	0 0.00
1676	C	CI10-008100-0000-01 CC1 001	PUBLIC SAFETY BUILDING 8100 CIVIC DRIVE	12/28/2007 12/28/2007	Bldg Maint	0 0.00

DPS ACTIVITY - December 2007

EMPLOYEE	REG	HOL	VAC	ABSENT	OT	DT
101 GENERAL FUND						
172.0 EXECUTIVE						
253.0 TREASURER						
257.0 ASSESSOR						
262.0 ELECTIONS						
410.0 BLG-ADMIN-OBRIEN	73.00			7.00		
781.0 AMPHI-PARK						
782.0 WINSHALL PARK					1.50	
783.0 WINSHALL GARBAGE						
783.0 ELMS PARK	37.00		0.13	0.65	1.50	
783.0 ELMS GARBAGE	4.00			0.10		
784.0 BICENT. PARK						
790.0 LIBRARY/SENIOR	53.50		0.68	1.14		
792.0 P S BLDG	35.50		0.19	0.33		
793.0 CITY HALL	44.50		0.13	0.44		
794.0 COMM PROMO	92.00		1.44	0.76	6.00	
796.0 CEMETERY						
202 MAJOR STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	32.00		0.89	0.10		2.50
474.0 TRAFFIC	1.00		0.13	0.27		3.00
478.0 SNOW & ICE	36.00		0.47	0.77	19.00	20.00
482.0 ADMIN						
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	38.00		0.35	0.63		2.50
474.0 TRAFFIC	27.00					2.00
478.0 SNOW & ICE	79.00		2.80	2.77	15.50	18.50
482.0 ADMIN	13.30		0.30			
226 GARBAGE FUND						
528.0 COLLECT	44.00		0.63	1.50		
530.0 WOODCHIPPING				0.01		
590 WATER						
540.0 WATER SYSTEM	139.00		4.07	3.17		4.00
540.0 WATER-ON CALL	7.50		1.18	1.12		
542.0 READ & BILL	151.10		17.79	5.28	0.50	
591 SEWER						
536.0 SEWER SYSTEM	54.00		2.52	0.57	2.00	
536.0 SEWER-ON CALL	7.50		1.18	1.12		
537.0 LIFT STATION	13.00		1.51	1.20		
542.0 READ & BILL	76.10			3.50		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	123.00		14.32	4.54		
	1,181.00	0.00	50.71	36.97	46.00	52.50
HOLIDAY						
VACATION						
ABSENT						
DAILY HOURS TOTAL	1,181.0	0.0	50.7	37.0	46.0	52.5

Dec-07	MILES DRIVEN	GALLONS GAS PURCHASED	GALLONS DIESEL PURCHASED
#1 P/U 4WD			
#3 P/U 4WD	68	28	
07-03 P/U 4WD	584		84
09-03 P/U 4WD	860		91
#2 P/U 2WD	336	49	
#6-00 BACKHOE			
#9 DUMP	102	21	
#10 DUMP			
#11 DUMP	218	46	
#12-02 DUMP	551		81
#12-04 DUMP	621		132
#12-99 GENERATOR			
#9-02 BRUSH HOG			
#17 CASE BACKHOE			
#19 JD TRACTOR			
#06-99 BUCKET TRUCK			
#21 WOOD CHIPPER			
#807 STREET SWEEPER			
#42 ASPHALT HEATER			
#37 TRAIL ARROW			
#10-98 3" PUMP			
#28A 3" PUMP			
3" PUMP			
#30 4" PUMP			
#31 4" PUMP			
#32 4" PUMP			
1" PUMP			
S-10	746	46	
TOTAL	4086	189	389

DATE: DECEMBER 17, 2007
TIME: 7:00 PM
LOCATION: STATION 1
SUBJECT: SWARTZ CREEK AREA FIREBOARD AGENDA



- I. CALL TO ORDER
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL
 - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
 - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:

- II. APPROVAL OF MINUTES
 - A. NOVEMBER 19, 2007 MEETING:

- III. CORRESPONDENCE:
 - A. NOVEMBER INCIDENT SUMMARY REPORT:

- IV. PROFESSIONAL SERVICE REPORTS:
 - A. NOVEMBER FINANCIAL REPORT:
 - 1. Report on contact with insurance provider regarding premium reduction:

 - 2. Preliminary line item transfers anticipated attached. The final amounts will be determined at years end with a final approval request presented at the January meeting. This is the procedure used in years past.

 - B. NOVEMBER BILLS LIST:

- V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Mike Messer, Boots Abrams, Richard Derby, Bill Cavanaugh and Brent Cole:
 - 1. By laws change recommendation regarding Semi-Annual Workshops: City Council approval status from Chairman Christie-

 - 2. Requirements for Membership, Section L, Voluntary Resignation, forwarded to each municipality via email for approval on October 16, 2007 via email.
Attached is a complete updated copy of the By Laws with the recent updates.

 - 3. Purchasing Policy (agenda item addition from the October 15, 2007 meeting). Chairman Christie indicated at the last meeting he would be discussing the matter with City Manager Bueche before proceeding.

B. MIOSHA, FIREFIGHTER RIGHT TO KNOW (RTK) COMMITTEE: (Chairman Michael Messer, Richard Derby, Rick Clolinger and Brent Cole)

1. HEALTH AND SAFETY SUBCOMMITTEE: Chairman Michael Messer (Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)

VI. OLD BUSINESS:

A. APPARATUS UPDATE from Battalion Chief Jack King-

1. Monthly apparatus status report attached

B. FIRE DEPARTMENT AND FIRE CHIEF EVALUATION STATUS: The following is a paragraph from the City Managers report for the Dec. 10 City Council meeting:

FIRE DEPARTMENT EVALUATION, 2008 CONTRACT RENEWAL (Status)

I am in possession of a draft. From here, I need to meet with the committee as set forth in the original resolution, being the Clayton Supervisor and a Fire Board Member. If we can endorse the draft, then it will be forwarded to the Council for adoption. This may still take place at the meeting of December 17.

C.

VII. NEW BUSINESS:

A. NEW MEMBERS FOR PLACEMENT ON PROBATION: none

B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none

C. MEMBERS RESIGNING/TERMINATING: none

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

E. APPROVAL OF THE 2008 FIREBOARD MEETING SCHEDULE: Attached is the 2008 list for consideration

F.

VIII. GENERAL INFORMATION:

A. MUNICIPAL BILLINGS for November.

B. The flower fund balance is currently \$40.00.

C. Swartz Creek News article published November 25, 2007: Firefighters give...

E. Letter from Halt Fire dated November 28, 2007 indicating a price for a 100' aerial. The drawing and component list is available for inspection.

F.

G.

H.

I.

J.

- K.
- L.

- IX. OPEN TO THE PUBLIC:
- X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE:
- XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:
- XII. COMMENTS FROM FIREBOARD MEMBERS:
- XIII. MEETING ADJOURNMENT:

REGULAR MEETING

NOVEMBER 19, 2007

SWARTZ CREEK AREA FIRE DEPARTMENT

The re-scheduled meeting of the Swartz Creek Area Fire Board was held at Station #1 October 15, 2007. Chairman, Jason Christie, called the meeting to order at 7:00p.m.

I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

Board Members Present:

- Chairman, Jason Christie
- Vice Chairman, Mike Messer
- Secretary/Treasurer, Boots Abrams
- Clayton Representative, Richard Derby
- Clayton Representative, Rod Shumaker
- Clayton Representative, Norvel Johnson
- City Representative, Rick Clolinger

Board Members Absent None

Staff Present:

- Fire Chief, Brent Cole
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh

Staff Absent:

- Asst. Chief, Eric Merriam

Others Present:

- Jack King, Batt. Chief
- Karen Merriam, Firefighter
- Bob Plumb, Firefighter

C. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:

- **Resolution 111907-01**
Motion by Rod Shumaker
Second by Boots Abrams

The SCAFD Board does hereby approve the agenda as presented

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS: None

II. APPROVAL OF MINUTES

A. OCTOBER 15, 2007 BOARD MEETING

Change Supervisor to Supervisors under Board comments

- **Resolution 111907-02**
Motion by Norvel Johnson
Second by Rick Derby

The SCAFD Board does hereby accept the minutes of the October 15, 2007 board meeting, as amended.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

III. CORRESPONDENCE:

A. OCTOBER INCIDENT SUMMARY REPORT:

- **Resolution 111907-03**
Motion by Mike Messer
Second by Norvel Johnson

The SCAFD Board does hereby accept the October 2007 Incident Summary, as presented

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. OCTOBER FINANCIAL STATEMENT:

- **Resolution 111907-04**
Motion by Rick Derby
Second by Norvel Johnson

The SCAFD Board does hereby approve the October 2007 financial statement, as presented

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

B. OCTOBER BILLS LIST:

• Resolution 111907-05

Motion by Norvel Johnson

Second by Mike Messer

The SCAFD Board does hereby approve the October 2007 bills list, as presented.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None

Motion declared carried

V. COMMITTEE REPORTS:

A. BY-LAWS COMMITTEE MEETING:

1. SEMI ANNUAL WORKSHOP VOTE: Copy to be sent to City

2. REQUIREMENTS FOR MEMBERSHIP, SECTION L, VOLUNTARY RESIGNATION STATUS:

Supervisor Shumaker: Township approved

Chairman Christie: City has decided not to vote on by-law changes. Will refer back to the fire board for final disposition.

3. PURCHASING POLICY:

• Resolution 111907-06

Motion by Boots Abrams

Second by Mike Messer

The SCAFD Board does hereby direct the Chief to meet with Atty Cavanaugh to develop an expenditure policy.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None

Motion declared carried

B. MIOSHA, RIGHT TO KNOW COMMITTEE: NONE

1. HEALTH & SAFETY SUBCOMMITTEE: NONE

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. Monthly report from Batt. Chief King

B. FIRE DEPARTMENT EVALUATION STATUS: additional information requested by Mr. Nottley

C. 2008 BUDGET:

Clayton Twp approved fire dept portion of their budget

VII. NEW BUSINESS

A. MEMBER TO BE PLACED ON PROBATION: None

B. MEMBER TO COME OFF PROBATION: A. Simpson

• Resolution 111907-07

Motion by Mike Messer

Second by Boots Abrams

The SCAFD Board does hereby place Anthony Simpson on regular status with the Swartz Creek Area Fire Department.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None

Motion declared carried

C. MEMBERS RESIGNING/TERMINATING: B. Campbell, C. Muma IV

• Resolution 111907-08

Motion by Boots Abrams

Second by Norvel Johnson

The SCAFD Board does hereby accept the resignation of Brian Campbell, effective November 10, 2007.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None

Motion declared carried

• Resolution 111907-09

Motion by Mike Messer

Second by Rick Derby

The SCAFD Board does hereby accept the resignation of Charles Muma IV, effective November 10, 2007.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None

Motion declared carried

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: None

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS

B. FLOWER FUND IS CURRENTLY \$40.00

C. SCN ARTICLE: 10/28/07

Abrams: Disturbed by article

Atty Cavanaugh has been a good atty for Board and did not deserve this kind of headline
Fire Board should not speak to the media and should handle matters "in house"

Shumaker: Echoes Abrams sentiments

Reporter not at Fire Board meeting so article was hearsay

Felt it was a non-story, should not have been a story

Apologizes to Atty Cavanaugh

- Cavanaugh: Story is unimportant
Doesn't want to divert attention from firefighters and what they do
Doesn't have any objections to anyone being on the Board
Respects all members of the department and the Board
- Johnson: Doesn't feel the Atty is out to get anyone
Article not well written
- Christie: Usually doesn't comment on articles, but stands behind his statements
Headline is misleading
Article was written from a City Council Meeting
- Cloinger: Stands behind his statements as well
Has spoken with Atty Cavanaugh and everything is understood between them
Will always do what is right no matter what

D. BUZA FAMILY THANK YOU

E. CHRISTMAS PARADE: DECEMBER 1ST, 2007, 6:00PM-JUDGES NEEDED: Messer, Derby, Johnson, Abrams

IX. OPEN TO THE PUBLIC: NONE

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE

XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE

XII. COMMENTS OF THE FIREBOARD:

- Shumaker: Resolution by MTA against county run regional fire department
- Derby: Happy Thanksgiving, drive safely
- Johnson: Reminder of Chili dinner for CPR mannequins
- Abrams: Left posters with Chief regarding Chili dinner
- Messer: Happy Thanksgiving
- Cloinger: None
- Christie: Hopes nobody thought his remarks were short, but would like to keep to the agenda and run the meetings efficiently

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 8:05 p.m.

The next regular meeting will be 12/17/2007 at Station 1 at 7:00 pm

JASON CHRISTIE
CHAIRMAN
SWARTZ CREEK AREA FIRE BOARD

KIM BORSE
ACCOUNTING/CLERICAL SPECIALIST
SWARTZ CREEK AREA FIRE DEPT.

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473

Incident Log for 11/01/2007 through 11/30/2007

Printed: 12/10/2007

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
0000200-000 Directions Lennon Btwn Morrish & Seymour MS Theresa A Trepanier	11/03/2007	22:12	2 352 Extrication of victim(s) from <i>Vehicle</i>		21 \$ 0	0.00	5.00	2:10:00
0000201-000 11721 Lennon RD	11/10/2007	00:57	12 111 Structure Fire; AMA to Venice		15 \$ 0	0.00	15.00	2:23:00
0000202-000 128 W/B I/69 Michael Meyers	11/10/2007	11:17	1 138 Off-road vehicle or heavy equipment <i>fire</i>		12 \$ 0	0.00	6.00	0:17:00
0000203-000 9097 Corunna RD MR Mark Liberty	11/10/2007	17:33	2 561 Unauthorized burning	MR Mark Liberty	16 \$ 0	6.00	11.00	0:57:00
0000204-000 12429 Lennon RD MR Larry Hromek	11/14/2007	12:31	1 561 Unauthorized burning	MR Larry Hromek	12 \$ 0	0.00	16.00	0:50:00
0000205-000 10149 Corunna RD	11/15/2007	17:28	2 561 Unauthorized burning		13 \$ 0	0.00	9.00	0:19:00
0000206-000 In front of 8037 Ingalls ST Karen	11/22/2007	07:21	1 444 Power lines arcing		18 \$ 0	0.00	9.00	4:01:00
0000207-000 1409 Coutant ST	11/26/2007	17:50	12 611 AMA to Flushing; cancelled		15 \$ 0	0.00	14.00	0:40:00
0000208-000 In front of 12368 Old Corunna RD	11/27/2007	12:30	2 444 2 alarms for wires arcing		9 \$ 0	0.00	14.00	2:45:00
0000209-000 4487 Virginia CT MR Lyle Strong	11/27/2007	13:20	1 554 Assist invalid w/lift	MR Lyle Strong	6 \$ 0	0.00	2.00	0:50:00
0000210-000 4290 S Morrish RD Jim Baily	11/28/2007	01:17	12 730 System malfunction, Water flow		12 \$ 0	0.00	8.00	0:53:00
0000211-000 Adjacent to 1140 S Morrish RD Brian	11/28/2007	08:05	2 140 Tree on fire, unknown reason		11 \$ 0	0.00	13.00	0:55:00

4

Incident Log for 11/01/2007 through 11/30/2007

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
Involved Name			Owner Name		Officer in Charge		
0000212-000 4290 S Morrish RD MR Chris Locking	11/28/2007	10:46	1 732 Extinguishing system activation due to malfunction	8 \$ 0	0.00	6.00 \$ 0	0:19:00
			MR Chris Locking		KING, JACK L - BATT CHIEF		
0000213-000 4137 W Court ST	11/28/2007	16:12	12 111 Apt Bldg Fire; Mut Aid to FTFD	19 \$ 0	0.00	34.00 \$ 0	3:53:00
0000214-000 7144 N Sheridan RD	11/30/2007	16:00	12 311 AMA to Flushing, cancelled	11 \$ 0	0.00	9.00 \$ 0	0:32:00

Incidents by Shift Including Exposures								
No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	0	1	2	3	4
Totals: 198	21:24:00	\$ 0	\$ 0	0	7	6	2	0

The total number of incidents, including exposure fires is 15.
 The number of exposure fires is 0.

SWARTZ CREEK AREA FIRE DEPARTMENT
Income/Expense Report
For the Eleven Months Ending November 30, 2007

	Description	Current Mth	Y-T-D	Budget	Remain.Budget	% Budget
Revenues						
3582	OPERATING CONTRIBU	4,443.47	248,601.10	244,513.00	(4,088.10)	(1.02)
3583	EQUIPMENT CONTRIBU	0.00	37,659.00	37,659.00	0.00	(1.00)
3628	MISC. INCOME (SUNDR	0.00	90.90	0.00	(90.90)	0.00
3664	INVESTMENT INCOME	19.40	1,218.20	300.00	(918.20)	(4.06)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	Total Revenues	4,462.87	287,569.20	282,472.00	(5,097.20)	(1.02)
Expenses						
4703	SOCIAL SECURITY	793.03	10,241.25	11,543.00	1,301.75	0.89
4704	STAFF SALARIES	3,274.26	36,248.71	44,000.00	7,751.29	0.82
4705	MAIN/TRAIN-SALARIES	1,438.72	13,760.01	13,900.00	139.99	0.99
4706	OFFICER SALARIES	1,210.00	12,100.00	14,520.00	2,420.00	0.83
4707	FIREFIGHTERS SALARY	4,443.52	73,450.41	70,000.00	(3,450.41)	1.05
4708	DEFERRED COMPENSA	215.50	2,714.25	3,450.00	735.75	0.79
4709	MEDICAL-FIREFIGHTER	0.00	4,464.75	6,650.00	2,185.25	0.67
4727	OFFICE SUPPLIES	132.12	1,736.26	2,900.00	1,163.74	0.60
4728	BUILDING SUPPLIES	5.08	462.54	900.00	437.46	0.51
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	824.57	6,556.87	9,500.00	2,943.13	0.69
4801	CONTRACT SERVICES	105.00	5,037.70	7,900.00	2,862.30	0.64
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	291.68	3,052.86	4,250.00	1,197.14	0.72
4910	INSURANCE	0.00	27,025.00	27,700.00	675.00	0.98
4920	UTILITIES	1,204.83	12,357.48	14,000.00	1,642.52	0.88
4960	EDUCATION & TRAININ	0.00	6,050.97	10,600.00	4,549.03	0.57
4970	OFFICE EQUIPMENT	0.00	(14.26)	239.00	253.26	(0.06)
4976	FIRE EQUIPMENT	3,358.00	6,396.08	17,850.00	11,453.92	0.36
4978	FIRE EQUIP.-MAINT/REP	301.15	19,135.69	17,900.00	(1,235.69)	1.07
4979	FIRE EQUIPMENT-UPGR	0.00	946.56	0.00	(946.56)	0.00
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparatu	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMEN	0.00	679.94	900.00	220.06	0.76
4988	COMPUTER SOFTWARE/	140.77	440.77	770.00	329.23	0.57
4999	RESERVE	0.00	0.00	3,000.00	3,000.00	0.00
	Total Expenses	17,738.23	242,843.84	282,472.00	39,628.16	0.86
	Net Income/<Loss>	(13,275.36)	44,725.36	0.00		
3400	FUND BALANCE-Beginni	0.00	0.01	0.00		
	Fund Balance-End of Year	(13,275.36)	44,725.37	0.00		

2007
Preliminary Line Item Transfers

From	To	Amount
4999-Reserve	4978-Fire Equipment-Maint & Repair	\$1,235.69
4999-Reserve	4979-Fire Equipment-Upgrades	\$946.56
		<u>\$2,182.25</u>

**SWARTZ CREEK AREA FIRE DEPARTMENT
BILLS PAID LIST**

					30-Nov-07
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
11/5/2007	14494	CHASE	\$2,761.25	22021	10/07 SOC SEC
11/5/2007	14495	CLAYTON TWP	\$28.06	4920	SEWER STA 2 09/07
11/5/2007	14496	SCAFA	\$429.00	22024	ASSOC DUES
			\$60.00	22025	ASSOC PAGERS
11/5/2007	14497	GILL ROYS	\$5.08	4728	BUILDING SUPPLIES
			\$6.79	4741	EQUIP SUPPLIES
11/5/2007	14498	ICMA	\$431.80	22023	DF COMP EE PORTION
			\$215.50	4708	DF COMP ER PORTION
11/5/2007	14499	TRUDY ONORE	\$45.00	4801	CLEAN STA 2
11/5/2007	14500	CAREY ONORE	\$60.00	4801	CLEAN STA 1
11/5/2007	14501	PAYROLL	\$6,331.52	1002	PAYROLL-FF/STAFF
11/5/2007	14502	STATE OF MICHIGAN	\$355.16	22022	10/07 STATE TAX
11/5/2007	14503	VALLEY PETROLEUM	\$239.78	4741	FUEL
11/5/2007	14504	VERIZON	\$281.68	4850	PHONE STA 1 & 2
11/12/2007	14505	BRENT COLE	\$140.77	4988	REIMB FOR PURCHASE OF SOFTWARE
11/12/2007	14506	CONSUMERS ENERGY	\$246.17	4920	GAS/ELEC-STA 2 10/07
11/12/2007	14507	VISA	\$42.45	4741	EQUIP SUPPLIES
			\$59.27	4727	SHIPPING
			\$1,988.00	4976	MINITOR Vs
11/19/2007	14509	CITY OF SWARTZ CREEK	\$343.06	4920	GAS/ELEC-STA 1 9/07
11/19/2007	14510	DOUGLASS SAFETY	\$587.54	4920	GAS/ELEC/WATER-STA 1 10/07
			\$1,370.00	4976	GAS DETECTOR
			\$31.23	4727	SHIPPING
11/19/2007	14511	ICMA	\$67.41	22023	DF COMP EE PORTION
11/19/2007	14512	P&W	\$182.75	4978	PAGER REPAIR
			\$9.25	4727	SHIPPING
11/19/2007	14513	PAYROLL	\$1,091.56	1002	PAYROLL-STAFF
11/19/2007	14514	SUBURBAN AUTO	\$211.69	4741	EQUIP SUPPLIES
11/19/2007	14515	VALLEY PETROLEUM	\$72.46	4741	FUEL
11/19/2007	14516	ZEP	\$89.12	4741	CLEANER
			\$19.66	4727	SHIPPING
11/26/2007	14517	LION APPAREL	\$118.40	4978	REPAIR GEAR
			\$12.71	4727	SHIPPING
11/26/2007	14518	LOWE'S	\$162.28	4741	BATTERIES
11/26/2007	14519	SCAFA	\$10.00	4850	REIMB FOR CHIEFS PAGERS
			(\$2,761.25)	22021	10/07 SOC SEC
			(\$355.16)	22022	10/07 STATE TAX
			\$2,410.13	22021	11/07 SOC SEC PAYABLE
			\$338.11	22022	11/07 STATE TAX PAYABLE
		TOTAL	\$17,738.23		

VOID CHECKS: 14508

AS OF: December 11, 2007
TO: Swartz Creek Area Fireboard
RECORDED BY: Fire Chief Brent Cole
SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service.
12	91 Pumper	Station 2	In service. Dec. 3: BC King advised plans on taking unit out of service soon to replace a leak in the plumbing near the tank fill valve.
16	91 Squad	Station 1	In service.
17	79 Grass Rig	Station 1	In service.
21	99 Pumper	Station 2	In service.
23	92 Tanker	Station 2	In service.
26	93 Squad	Station 2	In service.
27	79 Grass Rig	Station 2	In service. Dec. 3: Unit taken to Precision to have emergency brake, that won't disengage, repaired. Dec. 4: Parking brake cable replaced.

E:\cole\Fireboard\Monthly Apparatus status .WPD



Swartz Creek Area Fire Department

Serving Clayton Twp. and Swartz Creek Since 1925
8100 B Civic Dr., Swartz Creek MI 48473-1376 • phone: 810-635-2300 • fax: 810-635-7461

DATE: 12/17/2007
TO: Swartz Creek Area Fire Board
Swartz Creek Area Fire Department Personnel
FROM: Acct/Clerical Specialist Kim Borse
Subject: Swartz Creek Area Fire Board 2008 Meeting Schedule

DATE:	TIME:	STATION:	TYPE:
January 21, 2008	7:00 p.m.	Station #2	Regular
February 18, 2008	7:00 p.m.	Station #1	Regular
March 17, 2008	7:00 p.m.	Station #2	Regular
April 21, 2008	7:00 p.m.	Station #1	Election of Officers
May 19, 2008	7:00 p.m.	Station #2	Regular
June 16, 2008	7:00 p.m.	Station #1	Regular
July 21, 2008	7:00 p.m.	Station #2	Regular
August 18, 2008	7:00 p.m.	Station #1	2009 Budget
September 15, 2008	7:00 p.m.	Station #2	Regular
October 20, 2008	7:00 p.m.	Station #1	Regular
November 17, 2008	7:00 p.m.	Station #2	Regular
December 15, 2008	7:00 p.m.	Station #1	Regular

SWARTZ CREEK AREA FIRE DEPARTMENT
 13 CIVIC DRIVE
 SWARTZ CREEK, MI 48473

Phone: 810/635-2300
 Fax: 810/635-7481

INVOICE

Invoice Number: 2007-28
 Invoice Date: Dec 10, 2007
 Page: 1
 Duplicate

To: AYTON TOWNSHIP
 11 MORRISH ROAD
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID	Customer PO	Payment Terms
CLAY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	12/3/07

Quantity	Item	Description	Unit Price	Amount
222.88	FIRE02	FIRE SERVICE 11/07	12.57	2,802.28

Check/Credit Memo No:

Subtotal	2,802.28
Sales Tax	
Total Invoice Amount	2,802.28
Payment/Credit Applied	
TOTAL	2,802.28

2802.28

SWARTZ CREEK AREA FIRE DEPARTMENT
 8100 S CIVIC DRIVE
 SWARTZ CREEK, MI 48473

Phone: 810/635-2300
 Fax: 810/635-7481

INVOICE

Invoice Number: 2007-27
 Invoice Date: Dec 10, 2007
 Page: 1
 Duplicate

Bill To: CITY OF SWARTZ CREEK
 6083 CIVIC DRIVE
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID	Customer PO	Payment Terms
CITY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	12/3/07

Quantity	Item	Description	Unit Price	Amount
208.88	FIRE02	FIRE SERVICE 11/07	12.59	2,630.35

Check/Credit Memo No:

Subtotal	2,630.35
Sales Tax	
Total Invoice Amount	2,630.35
Payment/Credit Applied	
TOTAL	2,630.35

2630.35

DIECK ELEMENTARY

Firefighters give students a lesson in safety

Swartz Creek firefighters Karen Merriam, Mike Treiger and Tiffany Forbes gave third-, fourth- and fifth-graders at Dieck Elementary a lesson in fire safety at a Nov. 14 assembly.

The firefighters showed a video on how fires start, how hot they burn, and how fast they spread. They also asked students questions about the video plus basic fire safety rules, such as:

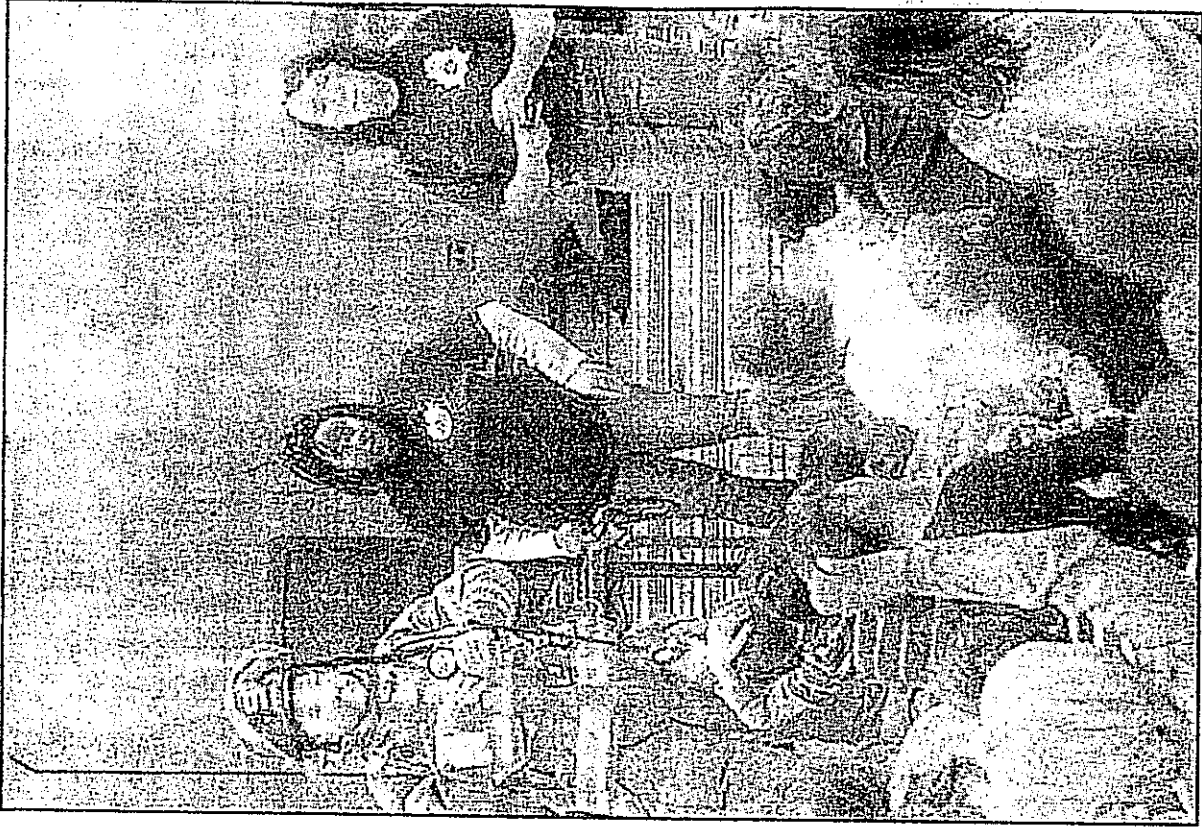
- Do they have working smoke detectors?
- Do they have a safety

route mapped out?

- Do they know the best way to get out of a burning building?

Treiger showed how he puts on his equipment and while doing so described each piece, what it is used for, and what they have in case they are ever hurt or trapped in a burning building.

"The students were fascinated by the fact that he had just been to a fire within the past few days and his uniform/equipment still had ashes on it and it smelled like smoke," said teacher Mary Tallman in an e-mail.



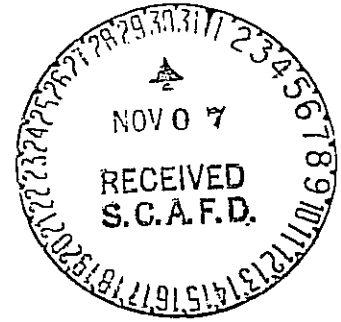
▲ Firefighters Mike Treiger (left), Tiffany Forbes (center) and Karen Merriam respond to Dieck Elementary students' questions.



HALT FIRE
INCORPORATED

Heroes.
They Deserve the Best.

Chief Brent Cole
Swartz Creek Fire Department
8100 Civic Drive
Swartz Creek, Michigan 48473-1376



November 28, 2007

Dear Chief Cole,

Hello and Happy Holidays! Thank you for your continued interest in Halt Fire and Pierce Manufacturing. Your sales representative, Ken Wojahn asked me to send you information on a stock demo 100' aluminum ladder truck on the new Velocity chassis, Job number 19364. The truck is still in production and will be completed in February of 2008. I have included a component list and a drawing of the vehicle.

The truck is currently available and ready for immediate delivery. The total price for the vehicle as listed on the enclosed component list is \$704,574.00. This includes two (2) inspection trips for three (3) people, delivery of the completed unit back to Michigan, a post delivery inspection performed by our service department, training for your department and a lettering and graphics allowance.

Financing is available through Oshkosh Capital with several payment plans to work with most any departments budget. If you would like a larger full size drawing or a complete set of specifications, I can provide those items to you. Pierce also has several 75' aluminum ladder single axle quints and 105' steel ladders available as well. These units are in various stages of construction and can allow customers to add options while it is still in production.

If you have any further questions or concerns, please feel free to contact Ken or I and we will be glad to assist you.

Sincerely,
Todd Russell
Todd Russell
Sales Coordinator

Cc: Ken Wojahn

50168 W. Pontiac Trall • Unit 5
Wixom, MI 48393

Office: 248.669.0800

Facsimile: 248.669.8120



MEETEC
AN OSHKOSH TRUCK CORPORATION COMPANY

12

THE SWARTZ CREEK AREA FIRE BOARD

BY-LAWS

ARTICLE I

Organization:

The City of Swartz Creek and the Township of Clayton, located in the county of Genesee, State of Michigan, pursuant to the provisions of MSA 5.2640(6), created a joint Board for uniform and orderly control of fire protection, fire department practices and organizations and financing within the territorial limits of the municipalities of the city of Swartz Creek and the Township of Clayton.

ARTICLE II

Name:

The name of this Board shall be THE SWARTZ CREEK AREA FIRE BOARD, hereinafter referred to as the Board, and the Board members shall be appointed pursuant to an agreement between the municipalities.

ARTICLE III

Purpose:

The purpose of the Board is to establish and maintain an on-call fire department; to organize and maintain fire companies; to appoint and employ a Chief and such firefighters and officers as shall be required for the proper and efficient operation and maintenance of the department; to make and establish rules and regulations for the government of the department, employees, firefighters and officers thereof and for the care and management of the engines, apparatus, property and buildings pertaining to the department, and the prescribing of the powers and duties of such employees, officers and firefighters.

The purpose of the Fire Department is to promote public safety, specifically in the public's need for fire suppression, prevention, and public education about fire safety. The Department shall also perform such other public safety functions as are particularly suited to the equipment and training of the department's personnel as determined by law and as determined by the Swartz Creek Area Fire Board.

The Swartz Creek Area Fire Department operates under an inter-governmental compact. In the event that the rights and duties of the Fire department or any governmental unit covered by the Fire Department's service area are questioned or refused the Chief of the Department shall notify the Fire Board Chairperson who may place the item initiating such inquiry on the Fire Board Agenda or may notify the governmental unit(s) covered by the Fire Department of the need for a meeting to resolve the issues of inter-governmental co-operation affecting the Fire Department.

ARTICLE IV

Officers:

Section 1: The officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary-Treasurer.

Section 2: At the April meeting each year the Board shall elect the officers to serve for the term of one (1) year.

Section 3: Duties of Officers:

(A) Chairperson

The Chairperson shall be the Chief Executive Officer of the Board, and it shall be his/her responsibility to supervise and coordinate all activities of the Board, and to preside at all meetings of the Board, and he/she shall appoint appropriate committees for the conduct of the activities of the Board, and he/she shall require reports from all such appointed committees at the April meeting or at such other times as the Chairperson shall determine to be necessary.

(B) Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson, act as Chairperson and assume all the duties pertaining to the Chairperson.

(C) Secretary/Treasurer

(1) The Secretary shall have the custody of all the records, books and papers of the Board, when no other provisions are made by law, and shall deliver the same on demand to his/her successor in office. The Secretary shall transcribe, in the book of record of the Board, the minutes of the proceedings of every board meeting and shall enter in such book, every order or direction, and all rules and regulations made by the Board.

- (2) All checks drawn on the Fire Department shall bear two signatures to be valid. The Treasurer and the Chief of the department shall be primarily responsible as signatories and shall routinely provide the two signatures on the checks. The Chair and Vice-Chair may be signatories on the checks to provide the efficient administration of the department and may sign instead of the treasurer and the Chief of the department or the Treasurer or the Chief of the department.

Additionally, the authorized signatories for Department checks shall be bonded. The Treasurer shall provide a bond for the faithful discharge of all of the duties of Treasurer in such sums and with such surety or sureties as the Department Board shall determine to be sufficient. The expense of providing bonds shall be paid by the Fire Department.

The Treasurer shall be responsible for the overseeing the effective administration of the department's finances including the following:

- (a) Control of all funds, securities and assets of the Department;
- (b) Overseeing procedures to receive and give receipts for monies due and payable to the Department from any source whatsoever, and overseeing and revealing deposits all such monies in the name of the Department, Trust Company, or other depositories as shall be selected in accordance with the decisions of the Fire Board and in accordance with state law;
- (c) To oversee the general performance of all of the duties incident to the office of Treasurer and other such duties as from time to time may be assigned to the Fire Board.

ARTICLE V

Section 1:

All meetings of the Board shall be advertised by posting at the fire stations as to the place and time and shall be open to the general public. A summary of business conducted at a Fire Board meeting shall be available in the fire department office as soon as possible following the meeting.

Section 2:

The Board shall meet at least once a month, such meetings to be held the third Monday of each month at a fire station, unless a different time and place is designated by the Chairperson. Firefighters will be permitted to express their opinions at these meetings. (Comments of Department Personnel {Through the Chief and/or his/her Designates}) And Chain Of Command Appeal To The Board.

Section 3: Special Meetings;

- (a) Special meetings of the board may be held at such times and places as may be set by the Board at any regular meeting or, in the discretion of the Chairperson, when it appears advisable. Upon the call of the Chairperson of a Special Meeting, the Secretary shall give notice of the time and place of such meeting to each Board member either in person or by leaving a written notice at his/her address, such notice to be delivered at least 24 hours before such meeting is to be held.
- (b) A Special Meeting may be called by any three (3) members by giving three (3) days advance notice in writing to each member of the Board and such notice shall specify the reasons for such meeting and the time and place and be called in accordance with the requirements of the Open Meetings Act.
- (c) The Chairperson shall have the right to call a Special Meeting of the Board under the provisions of Section 3 (a) when requested by the Chief for the purpose of a hearing.

Section 4: Executive Sessions;

- (a) Executive sessions shall be discouraged and may only be held for matters authorized by general State laws, as may be amended from time to time.
- (b) All members of the Board entering any Executive session shall be informed of the reason for such meeting.
- (c) The Chairperson or Board member may ask for an Executive meeting after a determination that the executive session requested may be held in compliance with the provisions of the Open Meetings Act.
- (d) No official action of any kind shall take place at an Executive session.

Section 5: Quorum:

A Quorum shall be a minimum of five (5) members with at least one member each from the City of Swartz Creek, and Clayton Township for all purposes in the By-Laws.

Section 6: Rules of Order;

- (a) Robert Rules of Order shall govern all meetings of the Board.
- (b) The following shall be the Order of Business at all meetings, unless the rules are suspended by an affirmative vote of five members:
 - 1. Call to Order
 - 2. Approval of Minutes
 - 3. Correspondence
 - 4. Professional Service Report (Accountant, Attorney, and/or Consultants, Financial Report, Bills)
 - 5. Old Business
 - 6. New Business
 - 7. General Information
 - 8. Open to Public
 - 9. Comments of Department Personnel (through the Chief and/or his/her designates)
 - 10. Chain of Command Appeal to the Board
 - 11. Comments of the Board
 - 12. Adjournment of Meeting

ARTICLE VI

Executive Duties

Section 1: Administration:

- (a) The Board shall appoint a Fire Chief who shall serve at the pleasure of the Board.
- (b) The Fire Chief shall be an ex-officio member of the Board and shall be present at all regular and special meetings. In his/her absence, he/she shall designate an officer of the Fire Department to represent him/her.

Section 2: Authority:

- (a) No member of the Board shall exercise any authority whatsoever as an individual.
- (b) All authority shall rest with the Board acting as a committee of the whole. The Board reserves the authority to appoint new department members and reserves the sole authority to hire employees.
- (c) The Board shall exercise its authority only through the Fire Chief or his/her designated representative.
- (d) The Board shall promulgate general rules, and orders, as they are needed to assure the efficient operation of the Fire Department.
- (e) All rules and orders promulgated by the Board shall be in writing and made available to any member of the Fire Department.
- (f) The Fire Board may hold a Special Joint Meeting with the Firefighters, at the discretion of the Board. The Joint Meeting will be held for the purpose of collectively and cooperatively discussing Swartz Creek Area Fire Department operations and developing an appraisal of Department's effectiveness. Rules of the Chain of Command shall be suspended permitting unreserved comment by the Firefighters, restricted only by accepted rules of order. Appropriate Board Action relative to the discussion may be taken.

ARTICLE VII

- 1. Alterations or amendments to these By-Laws or Rules and Regulations, must be proposed in writing at a stated meeting of the Board. A vote can only be taken at the next meeting and must be adopted by an affirmative vote of five (5) members, before the proposed alteration or Amendment shall be enacted.

RULES-REGULATIONS

ARTICLE I

Preamble

All Rules and Regulations contained herein apply while members are on duty. Whenever any of the phrases “at all times”, “at no time”, or “at anytime” are used in connection with a specific rule or regulation, it shall indicate such rules and regulations apply whether the members are on duty or off duty. These rules and regulations and job descriptions are intended to be general in character.

The Procedure Guide, which is a part of the Rules and Regulations, will contain details by order, practice, interpretation, clarification, illustration, or explanation necessary to standardize applications and operations.

Areas of the Guideline Guide that are administration prerogatives will be changed from time to time when deemed necessary to maintain harmony and efficiency, and will remain within the framework of the general rules and regulations.

ARTICLE II

Organization

Purpose:

To arrange by systematic planning the united effort a functional and efficient Fire Department to provide proper fire protection for the Swartz Creek Area comprised of the City of Swartz Creek and Clayton Township.

Chain of Command:

The Chain of Command (normal channel of rising and descending of authority for the fire command application):

- (a) Chief
- (b) Assistant Chief
- (c) Battalion Chiefs
- (d) Captains
- (e) Lieutenants

Senior rank is to be senior in grade, or seniority if same grade. The Fire Officer shall be the senior officer, or in the absence of an officer, the senior firefighter responding to an alarm and shall act as first in command of all firefighting and life saving operations until relieved of command by a senior officer of the department.

**SWARTZ CREEK AREA FIRE DEPARTMENT
ADMINISTRATIVE-PROCEDURE
CITY OF SWARTZ CREEK & CHARTER TOWNSHIP OF CLAYTON**

SWARTZ CREEK AREA FIRE BOARD

FIRE DEPARTMENT CHIEF

**ACCOUNTING
CLERICAL SPECIALIST**

ASSISTANT CHIEF

BATTALION CHIEF

STATION 1

STATION 2

CAPTAIN

CAPTAIN

LIEUTENANT LIEUTENANT

LIEUTENANT LIEUTENANT

FIREFIGHTERS

FIREFIGHTERS

SWARTZ CREEK AREA FIRE DEPARTMENT

REQUIREMENT FOR MEMBERSHIP

- A. All members shall live within the Fire District and shall serve at the discretion of the Board.
1. The Fire District is the Township of Clayton and the City of Swartz Creek.
- B. MINIMUM QUALIFICATIONS/REQUIREMENTS FOR ACTIVE MEMBERSHIP:
1. Must be physically able to perform the duties of an on-call firefighter/officer as required by the SCAFD. Must be able to pass an annual physical administered by a department designated medical facility by March 31 each calendar year, to maintain eligibility to perform firefighting duties. Failure to pass the annual physical will be addressed on a case by case basis. The SCAFD shall be responsible for the cost of the annual physical examination and Hepatitis B Vaccinations. The SCAFD shall not be responsible for reimbursement to department members for the time necessary to obtain the annual physical and Hepatitis B Vaccination. Must be insurable under the guidelines established by the department's liability insurance carrier.
 2. Must possess and/or be able to acquire firefighter certification as mandated by the State of Michigan Fire Fighters Training Council within one year of hire, unless written application by Fire Fighter is requested of the Chief of the department.
 3. Must have and continue to maintain a good driving record. A valid Michigan drivers license is required for initial employment and must be maintained to remain a member of the SCAFD.
 4. Must be at least eighteen (18) years old and a resident of the fire district. (Swartz Creek City or Clayton Township.)
 5. Must possess a high school diploma or G.E.D. and be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, manuals, logs, reports, and other communications pertaining to position of firefighter/officer.
 6. Must have the ability to acquire and to use specialized fire fighting knowledge, techniques and practices, and a strong mechanical aptitude.
 7. Must have independent reliable source of transportation available at all times for immediate transportation to the fire station upon receiving an alarm. Must report for all incidents upon notification in an appropriate mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and other department functions.
 8. Must have a workable telephone in personal residence at all times.
 9. Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
 10. Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel, management, and the public.
 11. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
 12. Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
 13. Must not have any facial hair or hair on the head which interferes with the seals on breathing apparatus, or cause the seals to improperly seat tightly against the face.
 14. Must obtain a valid CPR certification from the American Red Cross or American Heart association within one year of hire. Must renew and maintain valid CPR certification yearly.
 15. Must maintain attendance at, and participation in, seventy (70%) of all scheduled department training. (Reviewed biannually).
 16. Must successfully complete annual Hazardous Materials and Bloodborne Pathogens refresher training and any other mandated training.
 17. Shall become thoroughly familiar with all department By-Laws, Rules, Regulations, Policies, Guidelines, and Orders.
 18. All firefighters/officers are subject, at all times, to the provisions of the SCAFD By-Laws, Rules, Regulations, Policies, and Standard Operating Guidelines and any amendments, additions, deletions and/or other revisions thereto.
- C. All applicants shall be interviewed by the Swartz Creek Area Fire Department's Fire Chief. The Chief may recommend the successful candidate to the Board for Probationary Membership in the Swartz Creek Area Fire Department, once the minimum qualifications/requirements for active membership have been met.
1. The probationary period shall not be less than one (1) year from the date of the Board's approval the recommendation.
 2. The Board may consider waiving any or all of the probationary period based on the recommendation of the Chief and a demonstration of competency and/or department need.

- D. Probationary Members will be removed from probation and given full membership upon fulfillment of the following criteria:
1. Satisfactory completion of the Michigan State Firefighter's Training Council "Firefighter I" course, within one year.
 2. Certification for an American Red Cross and/or American Heart-Association CPR Card, within one year. Swartz Creek Area Fire Department continuing membership contingent upon maintenance of a valid (current) CPR Card.
 3. Attendance at a minimum of seventy percent (70%) of departmental training sessions.
 4. Successful completion of physical evaluation by department designated medical facility within ninety (90) days.
 5. A successful written evaluation by the immediate supervisor and Chief, including criminal background check and driving record.
 6. An affirmative vote of the Board following the Chief's positive recommendation.
- E. Continued Membership
- Swartz Creek Area Fire Department continuing membership contingent upon passing annual physical at department designated medical facility by March 31, each year.
- F. A candidate may be dropped from the Probationary Membership Roll if that person does not actively pursue, relative to availability of pertinent courses, fulfillment of criteria D.1, D.2, D.3, and D.4, previously outlined. A written evaluation of progress shall be made by the Chief and by immediate supervisor. A decision to drop from Probationary Membership must be confirmed by the Board.
- G. If, in the estimation of the Chief an alternative shift is understaffed, a transfer by the Probationary Member will be approved.
1. The move to inactive status, under the situation above, must be approved by the Board.
 2. Probationary Members on involuntary inactive status may continue training sessions and pursuit of required certifications.
- H. A Firefighter or Officer must report to the Chief any personal health or physical condition known to them which could endanger themselves or others while acting in the line of duty. Persons so reporting will be placed on temporary inactive status. Return to active status will be dependent on receipt by the Chief of valid documentation confirming that person's ability to perform all duties of a Firefighter.
1. Unreported conditions, upon disclosure, will result in the immediate discharge from the Department of the offending person.
 2. Documentation will be the responsibility of the individual Firefighter or Officer seeking return to active status.
- I. All members of the SCAFD shall as a condition of membership in the Department consent to blood alcohol testing and drug screening tests upon demand. This consent to blood alcohol screening shall include consent to take a preliminary blood breath test upon demand.
- Any member reporting for duty having a blood alcohol test result of .025 or higher shall be relieved of duty without pay.
- Any current member of the Fire Department who objects to drug or alcohol screening shall file a request for exemption to the testing within ten (10) days of the adoption of this policy. Failure to file such a request for exemption shall constitute a consent to testing. In any event no one shall be exempt from taking a blood alcohol test or a preliminary breath test for alcohol.
- J. Firefighters, officers and all department personnel must conduct themselves at all times in a manner that maintains the respect and confidence of the public for the Swartz Creek Area Fire Department.
1. Conduct unbecoming a firefighter, officer or any department personnel shall be cause for immediate suspension or discharge in order to maintain the high degree of public confidence necessary to maintain the effectiveness of the department.
 2. Conduct unbecoming a firefighter, officer or any department personnel shall include conduct violate of the criminal code of the State of Michigan, conduct violation of a misdemeanor, acts of moral turpitude or any other action which would bring discredit to the Fire Department.

3. A person charged with conduct unbecoming a member of the Fire Department may be suspended pending a determination on the allegation if it is determined that suspension furthers the maintenance of public confidence in the department. A person suspended in the best interest of the department upon being cleared of the allegation may request that the incident be removed from his personnel file and may request back pay, the granting of such a request shall be at the discretion of the Fire Board.
- K. Honorary membership in the Swartz Creek Area Fire Department may be granted under the following conditions:
1. A Firefighter who fails to pass an annual physical evaluation (see Item A.) may be awarded honorary membership and placed on inactive status.
 2. Upon request of an active member who wishes to become permanently inactive.
 3. Conferring, by Board action, an honorary membership upon those individuals within the community who are deemed worthy of same.
- L. Fire department personnel may voluntarily resign from the Swartz Creek Area Fire Department through the following procedures:
1. Submission of a letter of resignation through the Chief of the department, who shall transmit the letter of resignation to the Swartz Creek Area Fire Board.
 2. Failure to maintain active status as a member of the Swartz Creek Area Fire Department, who fails to maintain contact with the department and/or discontinues active participation in the Fire Department, shall be treated as having voluntarily resigned. A notice shall be sent to the member's last known address stating that their continued failure to participate as an active member of the department will be submitted to the Fireboard as a voluntary resignation. After the notice is sent to the member, the member shall have thirty (30) days to respond to their failure to actively participate in the department. Failure to respond, or upon an unsatisfactory response, the Chief of the department may treat the member as having voluntarily resigned for failure to maintain active participation in the department and submit the resignation to the Fireboard.
 3. A department member who fails to maintain the requirements to be a member of the department, as set forth in the department By-Laws and Standard Operating Guidelines, shall be given notice of such deficiencies and upon failure to cure such deficiencies, the member may be submitted to the Fireboard as a voluntary resignation.
 4. That any member who is terminated from the department under the same conditions as a new hire to the department and their application may or may not be accepted at the sole discretion of the Fireboard.

PAY SCHEDULE

- A. Pay Schedules for Fire Department members are at the discretion of the Board and as confirmed by the supporting municipalities.
- B. The Fire Board shall enter into negotiated contracts when deemed necessary.
- C. Discretionary Pay: The Fire Board may at its sole discretion authorize supplement pay to Fire Department personnel who suffer financial loss, either to their property or other income, through their service to the Fire Department. Application for supplemental pay shall be made in advance whenever the financial loss is foreseeable and approval shall be solely at the discretion of the Fire Board. In the event that discretionary payments are authorized without a meeting of the Fire Board such payments shall not be approved without first obtaining written consent from four members of the Fire Board. The sole purpose of discretionary supplemental pay is to avoid financial hardship and the exercise of the Fire Board's discretion to pay or not to pay supplementary payment shall not establish any promise to pay or not to pay similar applications for supplemental pay in the future.
- D. Overlapping Incidents Payment: Officers and Firefighters once called to duty will be paid at an hourly rate not to exceed their standard hourly rate regardless of the types and/or number of incidents experienced during that period of duty.

CHIEF OF DEPARTMENT

Duties

A. GENERAL STATEMENT OF DUTIES:

1. Shall work under the direction of the Swartz Creek Area Fire Board. The Fire Chief shall plan, develop, implement, and administer a firefighting and fire protection program for the Swartz Creek Area Fire District. The Fire Chief shall be responsible for the general operation, administration, and supervision of the Swartz Creek Area Fire Department.
2. The Chief of the Department shall recommend to the Swartz Creek Area Fire board the adoption of board policies beneficial to the operation of the department. The Chief of the Department shall also promulgate such procedures and standard operating guidelines as are needed to effectuate departmental operations in accordance with the needs of the department and in conformity with the department's By-Laws, policies, and all applicable laws and regulations.

B. SUPERVISION RECEIVED: Work is performed under the direction of the Swartz Creek Area Fire Board.

1. The Chief shall follow all policies and directives of the Swartz Creek Area Fire Board and will be responsible for their implementation.
2. The Chief shall be the Chief Executive Officer of the Department and be responsible to the Board for the proper administration and efficient operation of the department.

C. SUPERVISION EXERCISED: Supervision is exercised over all department personnel as follows:

1. Shall have and exercise supreme command at all times, over all department personnel and employees of the department. Shall have full charge of the extinguishment of fires and the necessary and incidental protection of property in connection therewith.
2. Shall enforce all By-Laws, Rules, Regulations, Polices, Standard Operating Guidelines, Etc., governing the Fire Department.
3. Shall conduct personal inspections of all stations to insure that all equipment and buildings are properly maintained and readied.

D. TYPICAL DUTIES: An employee of this caliber may be called upon to do any or all the following:
(These examples do not include all of the tasks which the Fire Chief may be expected to perform).

1. Develops long-range plans for capital equipment purchases, fire stations needed and their locations, and future personnel needs.
2. Recommend policies to the Charter Township of Clayton and the City of Swartz Creek to maintain and/or establish effective controls for enforcing laws and ordinances. Also, the Fire Chief will promote and insure better public safety from fires through ensuring good Public Education Programs, good relationship with the press and any other means that will be informative to the public.
3. Supervises programs for the training of fire fighting personnel in the proper methods of fire fighting, the proper use of equipment, proper means of protecting themselves from Bloodborne Pathogens, and Hazardous Materials or any other items as required.
4. Prepare written correspondence, records and reports so that all persons are kept abreast of the happenings within the department.
5. Oversees all of the finances for the department including all incoming monies, and expenditures as required. Also, the Fire Chief along with the Accounting Clerical Specialist, will properly invest all monies into accounts that receive the best percentage of interest and is in a safe investment. The Fire Chief oversees that the proper records are being kept and the budget is handled in accordance to the Laws of the State of Michigan.
6. Attends major conferences when necessary and approved by the Swartz Creek Area Fire Board to keep abreast of the latest Fire Prevention and Fire Fighting Techniques. With this the Fire Chief will attempt to "network" with other Fire Chiefs throughout the county, state, and nation.
7. Attends meetings and reads publications to keep abreast of the latest Fire Prevention and Fire Fighting Techniques.
8. Directs and supervises the activities of the Swartz Creek Area Fire Department.

9. Attends major incidents and, if necessary, directs fire fighting and rescue activities using the National Fire Academy's Incident Command System as the accepted method of guidelines.
10. Performs investigation of all fires, to determine the cause and origin.
11. Performs various personnel functions such as, but not limited to:
 - a. Interviewing and recommending applicants for positions in the Fire Department.
 - b. Trains, counsels, and disciplines employees.
 - c. Evaluates employee's performance.
 - d. Disciplines and/or discharges unsatisfactory employees through the Disciplinary Guideline.
12. Develops and submits a proposed budget to the Swartz Creek Area Fire Board for approval, this includes the explanation for the General Operating Budget. After the Fire Board's approval, the budget will be submitted to the Charter Township of Clayton, and the City of Swartz Creek for their approval.
13. Maintain budget expenditure records, with the goal of never overspending the budget.
14. Keeps the Fire Board informed of department activities through preparation of reports.
15. Assures the fire fighting equipment is in good repair. Recommends the purchase of new equipment. Prepares bid specifications for approved new equipment.
16. Inspects buildings in the Fire District to assure adherence to adopted fire regulations.
17. Keeps payroll records on all personnel to be sure each is paid properly.
18. Maintains good working relations with other Fire Departments, other departments within the County, the press, and the general public.
19. The Chief shall see that provisions are made for proper departmental response to alarms of emergencies, including scheduling of stand-by personnel to extinguish fires and the necessary and incidental protection of property in connection therewith.
20. In the event of a conflagration or emergency which will require the services of more than the available officers and members of the Department, the Chief shall have full authority to take all necessary steps and prescribe all necessary restrictions and requirements to protect persons and property until the dangerous condition is abated.
21. The Chief shall carefully observe the general attitude, discipline and morale of the officers and members of this Department. The Chief is also to keep well informed of the operating efficiency of its apparatus and equipment.
22. The Chief shall have legal access to the Board's Attorney for review and/or legal opinions of fire department business which is in compliance with the established policy of the Board.
23. The Chief shall develop & implement administrative guidelines designed to maintain or increase the general efficiency/effectiveness of the Department, including pre-fire surveys/critiquing of fires, and right to know information.
24. The Chief shall review and make recommendations to the Board on all personnel or operational problems which require Board action. Those problems within the scope of executive authority will be resolved by appropriate action of the Chief to assure compliance with departmental By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, Orders, & Practices.
25. The Chief shall supervise the administrative activities of the Department including the regulation and assignment of personnel, scheduling of personnel and equipment, and maintenance of records and reports.
26. The Chief shall report to the Board any member who, by reason of disease, accident or other incompetence, does not or cannot fully and promptly perform the required duties of departmental members.
27. The Chief reviews with citizens, groups and representatives of organizations, all complaints, activities of the Department, and other matters of public interest; carries on activities in the development of good public relations and the promotion of good will including the making of public addresses and other appearances and presentations.
28. The Chief acts as immediate supervisor of all Administrative Personnel hired by the Fire Board.
29. Is in charge of all press releases. This includes working with the media to develop the most comprehensive Fire Safety Programs possible for the Fire District. Fire Board Chairperson, City Manager, and Township Supervisor to be notified prior to any press release involving civilian and/or firefighter deaths.
30. Performs other duties as required

GUIDELINE FOR SUCCESSION

FIRE CHIEF QUALIFICATIONS;

All Applications will be submitted to the Fire Board. All applicants must meet the following requirements:

1. Must reside within the boundaries of the fire district (City of Swartz Creek/Clayton Township) within six months of hire.
2. Considerable knowledge of modern fire fighting methods and techniques and the ability to apply this knowledge to various fire control and fire prevention problems.
3. Considerable knowledge of the use and operation of a wide variety of fire fighting equipment and apparatus.
4. Considerable knowledge of municipal fire fighting administration.
5. Ability to plan, coordinate and direct the work of a group of employees engaged in Fire Prevention and Fire Suppression activities.
6. Initiative and resourcefulness in handling problem situations.
7. Ability to work effectively with others.
8. Ability to network with other Fire Chiefs in order to find solutions to problems that are above the normal day-to-day operations.
9. Must possess a valid Michigan drivers license.
10. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as:
 - a. Various Board meetings within the City and the Township.
 - b. Various Association meetings that the Department holds membership in.
 - c. Various sessions that the Department holds.
11. Applicant must submit in writing their qualifications and guideline for implementing goals and objectives to the Fire Board.
12. The Fire Board Reserves the right to waive any of the above requirements.
(All applicants shall be notified of any waivers of specific requirements.)

MINIMUM EDUCATION REQUIREMENTS:

1. Graduation from an accredited college or university with a minimum of an Associates Degree in Fire Science, Public Fire Protection, Public Administration, or related fields (Bachelors degree preferred).
2. Graduation from the National Fire Academy' Executive Fire Officers Training is recommended
3. Considerable advanced training in fire administration and fire fighting techniques and practices.
4. Extensive experience (minimum of seven years) in fire fighting work, including considerable experience in a supervisory capacity (minimum of three years).
5. Currently possess Firefighter II certification.
6. Currently possess Fire Officer III certification.
7. Must be willing to obtain Fire Investigator certification within three (3) years.
8. Must be willing to obtain Fire Inspector certification within three (3) years.

ASSISTANT FIRE CHIEF

Duties

- A. The Assistant Chief shall have general supervision over all personnel and operations of the Fire Department in the absence of the Chief.
- B. In the absence of the Chief, the Assistant Chief shall assume the command, duties and responsibilities of the Chief.
- C. The Assistant Chief shall respond to alarms of fires and other emergencies as prescribed by the Chief.
- D. While serving in the capacity of the Chief, the Assistant Chief shall execute the accepted policies and practices instituted by the Chief.
- E. The Assistant Chief shall at all times maintain order and discipline in the department and when any offense under the rules has been committed and if, in his/her judgment, prompt action is required, a member may be immediately suspended from duty and/or see that proper charges and specifications are duly forwarded to the Chief.
- F. The Assistant Chief Shall promptly report to the Chief if the Assistant Chief is, for any cause, unable to perform assigned duties.
- G. The Assistant Chief shall make frequent inspections of all building and premises of the department. Written recommendations for alterations or repairs shall be submitted to the Chief.
- H. The Assistant Chief shall submit to the Chief written recommendations for improving fire protection or for increasing the efficiency of the department.
- I. The Assistant Chief shall assist in the preparation of the budget and in controlling expenditures.
- J. The Assistant Chief shall administer his/her assigned duties to conform with the policies and practices of the department and shall coordinate the duties of all subordinate officers to affect unity of operation.
- K. The Assistant Chief shall perform his/her duties under direction of the Chief and shall be responsible to the Chief for the proper execution of such duties.
- L. The Assistant Chief shall be responsible for the general condition, the discipline, and the efficiency of the department, and shall require strict enforcement of the By-Laws, Rules and Regulations, Policies, Guidelines, Orders, & Practices and instructions of the Chief.
- M. The Assistant Chief shall respond to major alarms and act as first in command of all firefighting and life-saving operations (unless relieved of command by the Chief), order apparatus and equipment not needed at the fire or emergency to return to the station, and to supervise overhauling and salvage operations, or delegate such responsibility to subordinate officers.
- N. The Assistant Chief shall examine all reports and communications originating within his/her area of supervision and record approvals or disapproval's as appropriate. When necessary, investigations shall be conducted and supplementary reports forwarded to the Chief.
- O. The Assistant Chief shall counsel personnel to maintain effective organization; settle grievances and complaints through subordinate personnel; recommend transfers and promotions.
- P. The Assistant Chief shall perform such other duties as the Chief may prescribe.

BATTALION CHIEF

Duties

- A. The Battalion Chief shall be next lower in rank to the Assistant Chief and shall exercise authority over all subordinate officers and members under their supervision at all times.
- B. The Battalion Chief shall examine all reports and communications originating within their area of supervision and record their approval or disapproval as appropriate. When necessary, the Battalion Chief shall conduct an investigation and forward a supplementary report to the Assistant Chief.
- C. The Battalion Chief shall transmit and explain orders of the Chief and Assistant Chief to subordinate personnel.
- D. The Battalion Chief shall supervise routine administrative details of the department, recommend disciplinary action, and recommend approval for repairs of equipment and supplies in writing.
- E. The Battalion Chief shall maintain a detailed and comprehensive (including time of happening) record on all matters pertaining to the operation of the department.
- F. The Battalion Chief shall make periodic inspections of the personnel and their uniforms, the apparatus, tools and equipment, records, and the general condition of the station. During each such inspection the Battalion Chief shall carefully note any laxity, deficiencies, or violations of the By-Laws, Rules, Regulations, Policies, Guidelines, Orders, etc., and shall immediately submit a written report to the Assistant Chief.
- G. The Battalion Chief shall acquire a thorough knowledge of the duties of the office and shall be responsible for the strict enforcement of the By-Laws, Rules, Regulations, Policies, Guidelines, and orders of the department. The Battalion Chief shall exact proper order and discipline from the personnel at the station, at fires or other emergencies. The Battalion Chief shall particularly observe the general department, firemanship and station duty performance under his/her command. The Battalion Chief shall report thereon as required.
- H. The Battalion Chief shall apportion station duties among subordinates and shall require that these duties be performed promptly and efficiently.
- I. The Battalion Chief shall be responsible for the cleanliness of the members, for the apparatus, tools, equipment and other departmental property.
- J. The Battalion Chief shall promptly respond to all alarms of fires or other emergencies as scheduled by the Chief.
- K. Upon arrival at the scene of an alarm or other emergency, the Battalion Chief shall report to the Fire Officer in charge. If, in his/her opinion, he/she believes the Fire Officer is in command of the situation, he/she shall so notify the Fire Officer who shall remain in command. If the Battalion Chief decides to take over command, he/she shall so notify the Fire Officer. The Fire Officer shall then promptly show the exact time of being relieved, and by whom, on the Fire Incident Report, and surrender command to the senior officer.
- L. At a fire or other emergency, unless otherwise ordered by a superior officer, the Battalion Chief shall remain with the firefighters and equipment and take a suitable position in order to observe the work of the firefighting personnel.
- M. Before leaving the scene of a fire or other emergency where the department performed a service, the Battalion Chief shall, if having taken command, inspect the apparatus for any damaged or missing tools or equipment. If the fire Officer was left in command, this shall be the Fire Officer's responsibility.
- N. Immediately following their return to the station from an alarm of fire, drill, or test, the Battalion Chief shall require that the apparatus and equipment be properly housed, inspected and serviced, and be cleaned as soon as practicable.
- O. The Battalion Chief shall require members to become proficient in their respective duties. The Battalion Chief shall hold departmental drills in accordance with the provided schedules and instructions in a manner which will develop coordination and efficiency in fire practice.
- P. The Battalion Chief shall be responsible for the instruction of newly appointed members and other probationary members and shall maintain records of same.
- Q. In the absence of regular drivers, pump operators, or other members assigned to duties requiring a particular skill, the Battalion Chief shall designate only those members who are certified to act in such positions.
- R. The Battalion Chief shall be responsible for the economic use of station supplies, electricity, water, oil, gas, and any other fuels furnished to the department.
- S. The Battalion Chief shall require strict observance of all federal, state, city and township laws and ordinances and department rules governing the operation of all motor vehicles belonging to the department.
- T. Whenever any apparatus or vehicles owned by the Fire Authority are involved in a traffic accident, the Chief shall be notified by the Battalion Chief as soon as practicable. A fully detailed report is to be submitted through the Chief to the Fire Authority.
- U. The Battalion Chief shall require that any member of the Department injured while on duty, or in any way connected with their duty as firefighters, be immediately examined by a physician or taken to a Hospital Emergency Room for examination and treatment. Under no circumstances shall an officer determine the seriousness of an injury, but shall leave this

- determination to a qualified physician. As soon as practicable, the Chief shall be notified of all injuries to department personnel, and a detailed report forwarded through the Chief to the Fire Authority Board.
- V. Whenever matters of an unusual nature involve their personnel, the Battalion Chief shall promptly notify the Assistant Chief. If required by the Assistant Chief, a written report by the Battalion Chief shall be forwarded through the Assistant Chief to the Chief.
 - W. The Battalion Chief shall perform such other duties as his/her superior officers require.

GUIDELINE FOR SUCCESSION **FIRE OFFICERS (ASSISTANT & BATTALION CHIEFS)**

All Applications to be submitted to the Chief of the Department.

All applicants to meet the following requirements:

1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Township).
2. Must be a current member of the Swartz Creek Area Fire Department.
3. Must have a High School education or the equivalent.
4. Must demonstrate adequate fire department experience to perform the duties of the position.
5. Applicant must have completed Firefighter II Certification Training Course.
6. Applicant must have completed Fire Officer II Course or be actively pursuing same.
7. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as:
 - a. Various Board Meetings within the City and the Township.
 - b. Various Association meetings that the Department holds membership in.
 - c. Various sessions that the Department holds.
8. Applicant must display basic understanding of the full operation of the Fire Department.
9. Applicant must submit in writing their qualifications for the position.
10. The Fire Board reserves the right to waiver any of the above requirements.
(All applicants shall be notified of any waivers of specific requirements)

FIRE CAPTAIN

Duties

- A. The rank of Captain is next below that of Battalion Chief. In the absence of the Battalion Chief, it shall be the duty of the Captain to assume the responsibility of the Battalion Chief, but no change of routine shall be made by the Captain except with the knowledge and consent of superior officer.
- B. They shall perform all duties with respect to their command as pertaining to Battalion Chief.
- C. They shall not allow loitering or unauthorized persons in or about the station.
- D. They shall permit no lewd, suggestive or other undesirable printed matter to be displayed in or about the station or on bulletin boards. Advertising, communications, posters, circulars, etc., must have the authorization of the Chief before being displayed.
- E. They shall require that station doors be secured at any time the station is left vacant.
- F. If, at any time, the officer in command determines that adequate personnel and/or equipment did not respond to an alarm, they shall follow established guidelines in calling for "Mutual Aid" and proceed to answer the alarm. Upon returning to the station, they shall make a complete report describing the circumstances, such as, who was scheduled to answer the alarm, and those actually answering the alarm, type of fire or alarm, etc. This report is to be promptly forwarded through the Battalion Chief to the Chief. The Fire Board shall be notified at the next scheduled meeting.
- G. They shall perform such other duties as prescribed by their superior officers.

GUIDELINE FOR SUCCESSION

FIRE CAPTAIN

All Applications to be submitted to the Chief of the department.

All Applicants to meet the following requirements:

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Captain.
- 5. Applicant must have completed Firefighter II Certification Training Course.
- 6. Applicant must have completed Fire Officer I course or be actively pursuing same.
- 7. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: Various sessions that the Department holds.
- 8. Applicant must display understanding of the basic operation of the Fire Department.
- 9. Applicant must submit in writing their qualifications for the position.
- 10. The Fire Board reserves the right to waiver any of the above requirements.

(All applicants shall be notified of any waivers of specific requirements)

FIRE LIEUTENANT

Duties

- A. The rank of Lieutenant is next below that of Captain.
- B. In the absence of a ranking officer, it shall be the duty of Lieutenant to assume responsibilities of command officer, but no change in regular routine shall be made except with the knowledge and consent of a superior officer..
- C. They shall perform all duties with respect to command as pertaining to Battalion Chief, in the absence of a superior officer.
- D. Lieutenants shall act in the capacity of junior officers and shall cooperate with, and assist their superior officers, both at the station and at the scene of alarms, in coordinating and carrying out the required duties.
- E. They shall perform other duties as may be prescribed by their superior officers.

GUIDELINE FOR SUCCESSION

FIRE LIEUTENANT

All Applications to be submitted to the Chief of the Department.

All applicants to meet the following requirements:

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Lieutenant.
- 5. Applicant must have completed Firefighter I Certification Training Course.
- 6. Applicant must have completed Firefighter II Certification Training Course or be willing to actively pursue same.
- 7. Applicant must have completed Fire Officer I Course or be actively willing to pursue same.
- 8. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: Various sessions that the Department holds.
- 9. Applicant must display understanding of the basic operation of the Fire Department.
- 10. Applicant must submit in writing their qualifications for the position.
- 11. The Fire Board reserves the right to waiver any of the above requirements.
(All applicants shall be notified of any waivers of specific requirements)

ALL OFFICERS

- A. It shall be the duty of all officers to acquire a thorough knowledge of the By-Laws, Rules, Regulations, Policies, Guidelines, and practices of the Department which are applicable to their positions in order to administer their responsibilities efficiently.
- B. They shall be held responsible for the enforcement of By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines and Orders of the department. They shall report all unresolved violations to their superior and shall take immediate action to correct any negligence or abuse.
- C. They shall enforce discipline fairly and impartially and shall command full respect and obedience from all subordinates.
- D. Whenever their superior officer is absent and they are confronted with problems or situations which require decisive actions, they shall assume the initiative and prescribe the course of action. If they should encounter circumstances not governed by the By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, or Orders of the department, they shall act according to the best interest of the department.
- E. They shall develop those qualities of leadership which command the respect and confidence of subordinates and shall be exemplary in conduct, personal appearance and manner of speech.
- F. They shall promptly execute all orders of superior officers. If there is any obstacle which prevents their executing such orders, they shall report this fact as soon as possible to the officer who issued the order.
- G. No officer shall countermand an order of a superior officer, nor interfere with the functions or conduct of operations for which another officer of equal authority is responsible, unless he/she has specific approval from the latter or an order from a superior officer.
- H. They shall vigilantly observe and promptly correct any actions or conditions which might adversely effect efficiency or morale in the department, and if necessary, they shall forward a written report on such incidents, through normal channels to the Chief.
- I. They shall permit no unauthorized use of the premises of the department.
- J. When necessary, they shall interpret the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department to members under their supervision.
- K. They shall be responsible for the proper care and maintenance of all department property under their control and shall permit such property to be used only for its intended purpose unless otherwise authorized by the Chief.
- L. They shall give particular attention to the form, accuracy and completeness of all required reports. All reports shall be prepared, signed and forwarded by the officers concerned.
- M. They shall maintain an accurate personnel record of all members while under their supervision.
- N. They shall assume full responsibility for their actions at fires or other emergencies.
- O. Temporary officers and acting officers shall have the authority of the office to which they are assigned and shall be held responsible for the proper discharge of duties pursuant to that office. They shall make no arbitrary changes in the administrative program of the office assigned to them, unless they have the specific approval of the Chief officer.
- P. It shall be the duty of the appropriate fire department officers to maintain the following programs and records:
 - (1) Training schedule and records
 - (2) Personnel records
 - (3) Equipment maintenance and records
 - (4) Truck maintenance and records
 - (5) Station maintenance and records
 - (6) Miscellaneous assigned programs and/or records
 - (7) Safety
- Q. The following records shall be kept on each officer and firefighter and placed in a personnel record file, to be maintained by the appropriate officers:
 - (1) Attendance (fires and meetings)
 - (2) Education and training
 - (3) Payroll
 - (4) Experience
 - (5) References
 - (6) Leaves of absence
 - (7) Medical
 - (8) Disciplinary
- R. Personnel files maintained by the Fire Chief shall be confidential.
- S. They shall have the ability to function as Safety Officers at the scene of any emergency incident.
- T. They shall be empowered to uphold the above listed duties, regardless of station assignment.

PUMP OPERATORS/DRIVERS

- A. All Drivers of Department vehicles shall perform their duties under the direction of their immediate superior.
- B. Drivers shall possess a valid operator's license issued by the State of Michigan and shall satisfactorily be certified by the department as to their proficiency in driving departmental vehicles. Demonstration of such shall include passing of a driving course before their regular appointment as Driver, or temporary assignment in such capacity.
- C. Drivers shall notify the Chief promptly when a department vehicle becomes involved in a traffic accident, or other kind of accident.
- D. Drivers shall comply with all the rules, orders and instructions issued by the Chief, or designates, for the operation of vehicles.
- E. When responding to alarms, Drivers shall be governed by the section of the State Motor Vehicle Code (Act 300) applicable to emergency vehicles, and such other supplementary orders and instructions that may be issued by the Chief.
- F. Whenever Drivers are required to proceed through congested areas or whenever other unusual conditions are encountered, special consideration shall be given for the safety of the public and for other vehicles on the road.
- G. Upon return from alarms or other driving situations, Drivers must comply with all State and Municipal traffic rules and ordinances regulating the operation of motor vehicles.
- H. It shall be the responsibility of the Driver to gather information necessary for the completion of a fire report in the absence of an officer.
- I. Upon returning to the station from an alarm, drill, or test, they shall see that the vehicle is put back in service for the next response.
- J. Drivers shall be particularly observant of their vehicle's operating efficiency. Any defects or irregularities that may affect the operation and/or its immediate response capability is to be promptly reported.
- K. Drivers shall remain with their vehicles unless directed otherwise by the Chief, Officer in Charge, or when relieved a more knowledgeable person.
- L. In addition to the preceding, Drivers shall:
 - [a] Be familiar with all tools and equipment.
 - [b] Be thoroughly familiar with streets, roads, hydrant locations and alternative water supplies within the Swartz Creek Area Fire District. Also, be knowledgeable of the most desirable routes to travel in responding to alarms.
 - [c] Exercise extreme caution when driving a vehicle from the station and while backing in the station upon return. Note that a back-up person must always be utilized when backing.
 - [d] Be responsible for ensuring all equipment is accounted for and secure before leaving the response scene.
 - [e] Be responsible for all personnel on the vehicle enroute to an incident.
 - [f] Shall attend the annual Driver Training, pass a written test, and negotiate a driving course to be entitled to drive department apparatus.

SCAFD JOB DESCRIPTION: FIREFIGHTERS

A. General Summary

Under the direction of the Chief or his/her designee: Controls and extinguishes fires, protects life and property, and maintains equipment as an on-call firefighter and/or officer.

B. Essential Functions of the Job:

1. Responds to fire alarms and other emergency calls.
2. Controls and extinguishes fires, protects life and property, and maintains equipment as on-call firefighter and/or officer.
3. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of building or to assist individuals from burning structure. Creates openings in buildings for ventilation or entrance, using axes, chisel, crowbar, various saws, and other power equipment.
4. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, ventilation fans, etc.
5. Communicates with superiors during fire, using portable two-way radio.
6. Performs assigned duties in maintaining apparatus, station areas, buildings, and equipment.
7. Participates in business meetings, training sessions, demonstrations, and courses in hydraulics, pump operation and maintenance, and various fire fighting techniques.
8. May drive and operate fire fighting vehicles, apparatus, and equipment after passage of department annual driver training course.
9. Shall perform all duties on the fire ground under the supervision of an officer or senior firefighter.
10. Shall perform their duties under the supervision of the officer in charge while at the station.
11. Shall promptly respond to all alarms (when available) or other emergencies, and shall assist one another when executing the orders of superior officers.
12. When on standby shall remain in the area assigned until properly relieved.
13. Shall be responsible for becoming familiar with all department By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, and Practices.
14. This job description in no way states or implies that these are the only duties to be performed by the firefighter/officer. The firefighter/officer is required to follow all other instructions and to perform any other duties assigned by the Chief.

C. Special Dispensation:

1. There may come a time when an officer or firefighter may choose to remove themselves from direct fire suppression activity. However, they may still feel they can contribute to the SCAFD, but in a lesser capacity. Each individual shall determine to what extent they wish to participate and provide a written dispensation request to the Fire Chief stating the same. The individual and Fire Chief shall discuss the request to determine the feasibility, then proceed with a request at the next available Fireboard meeting for consideration if applicable. However, each requester shall be aware of the following minimum requirements:
 - A. They shall be required to obtain the annual physical, but it will be tailored for the involvement of the individual.
 - B. They will be required to attend all training sessions associated with the involvement the individual has requested dispensation to as determined by the Fire Chief.

SCAFD JOB DESCRIPTION: RADIO OPERATOR

A. General Summary

Under the direction of the Chief or his/her designee: Operates base radio communications for incidents and radio checks.

B. Essential Functions of the Position:

1. Responds to appropriate base radio when activated for an emergency incident.
2. Contacts Central Dispatch to gather information relating to the incident, and transposes to appropriate form.
3. Gathers weather information for every incident and periodically as deemed necessary.
4. Insures that a signature form is provided for firefighter payroll.
5. Retrieves Pre-Fire Survey information that may be available for any particular address and relays the information via radio if deemed necessary.
6. Provides directions and water sources information by using the available map book.
7. Shall be responsible for becoming familiar with all department By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, and Practices.
8. This job description in no way states or implies that these are the only duties to be performed by the radio operator. The radio operator is required to follow all other instructions and to perform any other duties assigned by the Chief.
9. All members shall be trained in radio operations to perform said duties if no Radio Operator is present.

ACCOUNTING/CLERICAL SPECIALIST

A. GENERAL STATEMENT OF DUTIES:

To perform general secretarial, clerical, bookkeeping and other record keeping activities.

B. DISTINGUISHING FEATURE OF THE POSITION:

The nature of this position requires a responsible, bondable person displaying a general understanding of secretarial duties and modern record keeping knowledge.

C. RESPONSIBILITY FOR HIRING:

The position is filled by, and the employee serves at, the discretion of the SCAFD Fire Board.

D. SUPERVISION RECEIVED:

Work is performed under the supervision of the Fire Chief.

E. TYPICAL EXAMPLES OF WORK:

NOTE: An employee in this position may be called upon to do any or all of the following (these illustrations do not include all of the tasks which the employee may be expected to perform and are specifically by way of example and not exclusion):

- (1) Assemble financial records, reports and other data.
- (2) Wait on customers, answer telephone and perform miscellaneous typing and report preparations.
- (3) Type correspondence, records, ledger cards, invoices, vouchers, personnel records, permits and other forms.
- (4) Check computations and post to ledgers and journals.
- (5) Prepare payroll and post to proper accounts as assigned.
- (6) Compute payroll deductions, i.e., Social Security, Retirement, etc., and maintain appropriate payroll records and reports, and prepare payroll checks as assigned.
- (7) Collect and deposit fees, water charges and other revenues.
- (8) Coordinate investments.
- (9) Prepare monthly financial reports and distribute as assigned.
- (10) Operate a personal computer, adding machine, calculator, check protector, typewriter, cash register, or other equipment.
- (11) Filing and maintenance of files
- (12) Type Purchase Requisitions and Orders and maintain an Accounts-Payable Journal.
- (13) Order supplies for the office and replenish the Petty Cash Fund as requested.
- (14) Process complaints and requests for service.
- (15) Assist in maintaining detailed records of receipts and disbursements.
- (16) Perform related secretarial, clerical, office and bookkeeping work as required.
- (17) Attend Fire Board Meetings; record, type and distribute Minutes of same.
- (18) Assist in Annual Budget preparation and the Annual Audit.

F. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Must be able to use an IBM compatible (AT) personal computer and perform word processing and spread sheet operations.
- (2) Must possess a reasonable knowledge of modern office practices and guidelines, commercial arithmetic, bookkeeping and other related subjects.
- (3) Must have the ability to assemble data and prepare accurate records and reports.
- (4) Must demonstrate skill in the operation of a personal computer, typewriter, calculator and adding machine.
- (5) Must have the ability to understand and follow oral and written instructions.
- (6) Must have the ability to make arithmetic computations quickly and accurately.
- (7) Must be able to work effectively with the general public and Department personnel.

G. ACCEPTABLE EXPERIENCE AND TRAINING:

- (1) Some experience in secretarial skills.
- (2) Some experience in clerical bookkeeping or related work.
- (3) Completion of a standard high school course with training in commercial bookkeeping highly desirable; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- (4) Shorthand or speed writing would be desirable but not required.

DEPARTMENTAL PROMOTIONS:

- A. All promotions, whether newly created positions or to fill a vacancy, shall be posted on the bulletin board at each fire station, for a period of not less than two (2) weeks. This posting shall be deemed as sufficient for notifying all department members.
- B. Any member desiring to be considered for the position shall make application to the Chief. The applicant shall also submit in writing a resume and a statement of reasons to support this application.
- C. The Fire Chief will appoint a panel of at least three but not more than five persons to interview and evaluate all members desiring the position. The Fire Board shall approve the panel so appointed. The Chief will then bring the recommendation of the panel to the Board for approval.
- D. The Fire Board will, by resolution, name the person to fill the position.
- E. Any promotion in grade will have a minimum one (1) year probationary period, and shall not be effective until approved by the Fire Board. All promotions shall be considered probationary until such status is changed by action of the Fire Board.
- F. INTERIM PROMOTIONS:
If recommended by the Fire Chief, interim promotions shall be granted by resolution of the Board.

DISCIPLINE

- A. Members of the fire department guilty of any offense or violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall be liable to be disciplined by reprimand, or by suspension not exceeding three (3) months, or by dismissal after hearing by the Fire Board.
- B. However, the Chief for disciplinary purposes, or for good cause may suspend a member for a period not to exceed thirty (30) days for violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders. Whenever possible the Chief shall file a written reprimand stating the reason for suspension at the time of suspension. Under extraordinary circumstances he/she may suspend without a written reprimand in which case the reprimand shall be made available within forty-eight hours of such action.
- C. Any member suspended, shall forfeit any and all of their rights and responsibilities as a member of the department subject to his/her right of appeal to the Fire Board.
- D. Any member so suspended shall have the right to appeal such suspension to the Fire Board and have a hearing on such suspension. Written notice of appeal must be filed with the Fire Board within ten (10) days after such suspension and the hearing of such appeal must be held within thirty (30) days after filing of said notice of appeal. If the Fire Board reverses or alters the finding of the Chief, it may, in the case of reversal or other causes, at its discretion, order that the member affected be returned to duty with full pay for any alarms that he/she could have answered during such suspension. In the event the Chief shall exercise such power of suspension, the member involved shall not be subject to any further disciplinary action for the same offense.
- E. Violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department shall be divided as follows:
 - (a) Those committed in the presence of officers or other superiors:
 - (b) Those reported by:
 - 1. Officers or members of the department.
 - 2. Persons who are not members of the department.
- F. When in the opinion of the officers or other superiors, the offenses or violation is not sufficiently serious to warrant immediate suspension, a formal complaint shall be submitted in writing to the Chief. When in the opinion of officers, the offense or violation is sufficiently serious to warrant immediate suspension, the offense or violation shall be reported at once to the Chief officer next in line of ascending rank. After investigation of the reported offense or violation, the investigating officer shall make a verbal report of the circumstances to the Chief. The Chief may make or direct:
 - (a) The suspension of the offender for any number of days up to a maximum of thirty (30) days:
 - (b) A formal complaint be submitted in writing.
- G. When a formal complaint is submitted in writing to the Chief, he shall conduct an investigation to determine whether charges shall be filed, or the complaint be dismissed against the member who committed the offense or violation. If not dismissed, the member will be informed of his rights to representation. When charges are filed against a member, the offender shall be liable to be punished as prescribed previously. At the preliminary hearing, the accused shall be required to plead guilty or not guilty to the charges. If a plea of guilty is entered, the accused may waive formal hearing on the charges and the Chief may assess the penalty.
- H. Members of the department charged with any offenses or violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, for which a verified formal complaint has been submitted, shall be required to appear and be present at the preliminary hearing on such complaint. A formal written notice of the time and place of such hearing shall be served on the offender at least three (3) days prior to the hearing date. If charges are filed at the preliminary hearing, the service of charges upon the offender at the time or later shall constitute notification of the date set for hearing of charges.
- I. In cases of suspension or appeals or hearing under charges for which verified complaints have been submitted, the cases will be held and determined by the Fire Board. The Chief or other designate of the Chief shall prepare and present the position of the department in the case. The accused shall be entitled to be represented by counsel or the accused may elect to and is entitled to be represented by any officer of the department in his/her defense. Those accused are entitled to a fair and impartial hearing and to secure attendance of all witnesses necessary for his/her defense.
- J. The giving of false testimony or the willful withholding of truth by members acting as complainants, investigating officers, or witnesses in hearing of complaints, charges or appeals, may be considered as sufficient grounds to order that charges be filed against such members.
- K. No member shall obstruct or attempt to interfere with an investigation or hearing involving any member accused of a violation or discipline.

USE OF THE CHAIN OF COMMAND

GENERAL INFORMATION

- A. Any member of the Swartz Creek Area Fire Department who desires information concerning any aspect of the operation of the department or desires information concerning department policy shall make his request for information in writing to his immediate superior within the chain of command prior to proceeding to the next step in the chain of command. If for some reason the member of the department making the request for general information does not receive a satisfactory answer he or she may proceed to the next step in the chain of command, only after he or she indicates to his or her immediate supervisor a desire to speak to the next highest authority.
- B. Requests for general information shall follow the chain of command in like manner until the request for general information reaches the department Chief. The Chief shall either provide the appropriate answer in writing or refer the request to the Fire Board. The Fire Board within its sound discretion may permit the member making the initial request to address the Board at the next regularly scheduled public meeting of the Fire Board.
- C. No response shall be made to any request made orally or made outside the chain of command.

GUIDELINE FOR REVIEW OF REQUESTS FOR AWARDS

- A. All requests for Awards shall be submitted through the chain of command. The person making a Request for an Award must be the immediate superior of the potential honoree, (the person who is next in line in the chain of command). By way of example a Lieutenant would submit a request for an Award for a firefighter in his station to his Captain. In like manner if a Captain is distinguished by his conduct in the field his Battalion Chief would submit the request to the Assistant Chief and so on up the chain of command.
- B. When each such Request shall be submitted to the next higher authority within the chain of command upon receipt of a Request for Award such higher authority in the chain of command shall review the Request and shall add his endorsement or shall refuse to endorse the Request as submitted.
- C. The Request for Award shall be in a form provided by and approved by the Fire Board. A Request for Award shall give a full factual account of the meritorious service for which the firefighter is being recommended to receive the award. Each person who endorses a Request shall do so on a form provided by the Board upon which he or she shall make a full statement in support of his or her recommendation or refusal to endorse the Request as submitted.
- D. The Request shall be submitted up the chain of command until it reaches the Chief of the Department. He or she shall review the Request for Award as submitted and all endorsements thereto. Upon the review of the Request he or she shall submit the Request to the Fire Board in writing with all endorsements and shall appear at the next scheduled meeting of the Fire Board at which time he or she shall support or reject the Request by oral statement to the Board, or should the Board, in its discretion, decide that a personal appearance by the department Chief is unnecessary, then the department Chief shall submit the Request for Award as previously set out in this guideline.
- E. The Board shall review the Request for Award and shall either reject or approve the Request for Award. Any reasons given for approval or rejection made at the Board meeting may in the Fire Board's discretion be included in the minutes of the meeting. However, the Fire Board may choose to approve or reject the Request for Award without comment. A majority vote of the Board shall be necessary to approve the award.

GUIDELINES FOR APPROVAL OF REQUEST FOR MERITORIOUS SERVICE CITATION

- A. The Request for a Meritorious Service Citation may be approved for any member of the Department upon his or her transfer to a different community and after a period of at least fifteen (15) years of continuous service to the department in which he or she has exemplified the best highest ideals and traditions of a firefighter in the service of his or her community.
- B. The Request for Meritorious Service Citation may be awarded to any member of the department after twenty (20) years of continuous service to the department in which the member under request has exemplified the best and highest ideals and traditions of a firefighter in the service of his or her community. This formula shall be created by and at the discretion of the Fire Board, and shall be applied on a case by case basis.
- C. The specific criteria for approval of a Request for Meritorious Service Citation shall be created by a majority vote of the Fire Board and shall adopt said criteria in the usual manner.
- D. The citation shall be a plaque with a brass plate upon which shall be embossed the logo of the department. The brass plate shall be inscribed with the honoree's name and the length of his service to the department. When the award is issued the secretary of the Fire Board shall cause an article to be placed in the Flint Journal and any community newspaper that covers the Swartz Creek and surrounding areas. If at all possible such article will include a picture of the honoree accepting his or her award. The award shall be given to the honoree by the Chief of the department or such other dignitary as the Board in its sole discretion may decide.

GUIDELINES FOR APPROVAL OF REQUEST FOR MEDAL OF VALOR

- A. The Request for Medal of Valor may be awarded where the conduct of any member of the Department exhibits conduct above and beyond the call of duty, e.g. saving the life of a civilian who faces certain death when to do so places the firefighter's life in danger and at the same risk of death as the person who is saved.
- B. The Request for Medal of Valor may be awarded where the firefighter who accepts the risk of certain death, saves the civilian, and in the process loses his own life.
- C. The Request for Medal of Valor may be awarded where the firefighter saves a potential drowning victim and also survives the rescue or subsequently loses his or her life.
- D. The Request for Medal of Valor may be awarded where the firefighter saves the life of a civilian or another firefighter elsewhere in the line of duty.
- E. Each Request for Medal of Valor must be judged on the facts and circumstances of the particular rescue or other act of bravery, without comparison to other Requests made in the past and totally on its own merits, standing alone.
- F. The Swartz Creek Area Fire Board shall have total discretion in its power to approve or reject a Request for Medal of Valor made by any officer for any subordinate member of the department.
- G. The Medal of Valor shall include a ribbon of red, white and blue colors, in the same manner as a military medal, from which shall hang a medal of appropriate color upon which shall be embossed the logo of the department. On the reverse side of the medal shall appear the name of the firefighter, the date of the act of bravery for which the honoree is being awarded the medal and short recount of the act of bravery itself. If at all possible the Fire Board will cause an article to appear in the Flint Journal and any community newspaper that covers the jurisdiction of the Fire Board. The article will contain a picture of the ceremony whereat the honoree is awarded the medal. The award will be given to the honoree by the Chief of the department, or such other dignitary, whether a member of the department or otherwise as the Board in its sole discretion may decide.

GRIEVANCE PROCEDURE

- A. Any member of the Swartz Creek Area Fire Department who feels aggrieved must take their grievance to their immediate superior before proceeding to the next step in the chain of command. If the aggrieved does not feel that his grievance was properly redressed he may take it to the next higher authority, until ultimately going step by step through the chain of command to the Fire Board. In the event the aggrieved feels that his immediate superior is personally involved or would be unfair in handling the complaint then the aggrieved shall request of that superior that he be allowed to proceed to the next step in the chain of command without discussing the specifics of his grievance with that superior. The aggrieved shall then be allowed to proceed to the next step in the chain of command.
- B. When an aggrieved seeks redress through the chain of command the consulted supervisor shall ask of the aggrieved wishes that the reason for the requested meeting and the result of the meeting be reduced to a written report, upon request the superior shall prepare the written report and make a copy immediately available to the aggrieved and to the next higher authority in the chain of command.
- C. When a grievance is addressed to the Fire Board the presentation shall be made by the Fire Chief, and the Board may, at its sole discretion, allow the aggrieved party an opportunity to address the Fire Board either in open or closed session.

GENERAL RULES

In compliance with the Board's objectives as stated in Article III of the By-Laws, the following Rules, Regulations, Policies, and Guidelines are hereby promulgated and shall govern until changed or rescinded by the Board.

Department Property:

Department property must not be loaned. Department property must not be sold or given away except by permission of the Fire Board. All department properties must be carefully protected against waste and abuse.

Social By Laws:

The Swartz Creek Area Fire Fighters, Inc., shall be allowed to structure their own By Laws governing their social activities. Such By Laws cannot be in conflict with the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, of the Fire Board, and shall be available to the Fire Board.

Emergency Vehicles:

Regular firefighter's personal vehicles shall be registered in the manner prescribed by State Law or local ordinance.

Familiarity With Rules:

All members shall become familiar and observe By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department.

Theft:

The pilfering, stealing or appropriating by any member of the fire department at a fire, or at the station, of any article, however trivial in value, will be cause for immediate dismissal.

Indecent Language:

Members shall at all times refrain from the use of obscene, profane or disrespectful language.

Alcoholic Beverage:

- A. No alcoholic beverages shall be allowed on the premises. No controlled substance shall be allowed on the premises at any time.
- B. No alcoholic beverages or controlled substance shall be allowed on any Fire Department vehicle at any time under any circumstances.
- C. No alcoholic beverages or controlled substances shall be allowed at any fire or other emergency in which the department may be called to participate.
- D. No firefighter shall report for fires, meetings or training sessions while under the influence of alcoholic beverages or any controlled substance, as defined by law, and interpreted by the officers of the department. If a firefighter is under the influence of alcohol or any controlled substance, it shall be his/her responsibility to notify an officer of the department of his/her inability to report.

Use of Uniform or Authority:

All members shall at all times use the authority, names, badges and uniforms of the Department exclusively for the purpose permitted by the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the Department. Dress codes for department functions shall be prescribed by the Chief.

Conflict of Interest:

Members shall not work in or in any way be connected with fire repair contractors, adjusting of fire losses or any other area where a conflict of interest could be charged. Members serving with Ambulance or Police personnel will do so at the discretion and permission of the Chief.

False Reports, Records and False Testimony:

Members shall not knowingly make any false report, record, or shall they unlawfully or maliciously give false testimony at any hearing of charges. To do so will be just cause for immediate dismissal from the department.

Soliciting or Selling of Tickets:

Members shall refrain from soliciting donations of any kind, nor shall they influence any person to purchase tickets for any purpose in which the name of the department is implied or used without the approval of the Fire Board and Fire Chief

Acceptance or Solicitation of Gratuities:

Members shall not solicit gratuities of any kind directly or indirectly for services performed in the discharge of their duties.

Participation In Radio or TV Programs or Press Releases:

Members shall not appear on or use the name of the Swartz Creek Area Fire Department on a promotional radio, TV program or give press releases without specific approval of the Fire Chief. All public appearances in representation of the department must be authorized by the Fire Chief.

Storage of Equipment or Vehicle on Department Premises:

Only vehicles or equipment necessary for the operation of the department or such other material as ordered by the Chief shall be kept or stored in or about the premises of this department unless specifically authorized by the Chief.

Personal Vehicle Work:

Washing, minor maintenance or repair of personal vehicles of any department personnel will be allowed on fire department premises at the discretion of the Chief.

Responding to Alarms:

- A. All firefighters shall observe requirements of the law and good judgment when responding to the fire hall in his/her own private vehicle. All firefighter's vehicles when used in responding to alarms must be able to pass a Michigan State Police safety inspection. Careless driving in response to an alarm may be cause for dismissal.
- B. Use of lights and siren on private cars, other than for a fire call response or request for aid by a police officer is forbidden.

Parking At the Station:

There shall be no parking in areas that will restrict the movement of department apparatus or cause damage to lawns and/or landscaping.

Departure From Scene of Emergency:

While working at fires or other emergency, members shall not leave the scene of operations nor shall they be relieved from duty without the permission of the officer in charge.

Damaged Equipment:

Members shall immediately report the loss of or damage to department tools and equipment to the officer in charge.

Standby Personnel:

- A. It shall be the duty of stand-by personnel to remain at the station until excused by the officer in charge. All personnel shall be prepared to reservice trucks and equipment on their return from a fire. Absence without permission of the officer in charge will require the removal of the absentee's name from the fire report.
- B. In the interest of better vehicle maintenance, trucks shall be put in total service upon return from every fire run. This service is to include, but is not limited to, such things as filling water tank, fuel tank, hose bed, SCBA tanks, portable units fuel tanks, portable water tanks, and whatever else might have been used; also the trucks and equipment shall be checked for operation and properly cleaned before it is ready for service.

Removal of Names from Fire Report:

The removal of firefighters' names from any fire report must be approved and signed by the Fire Chief.

Officers' Duties At Fires:

There shall be one officer in command at each incident. Subordinate officers shall assist the officer in charge.

Red Lights and Sirens for Probationary Members:

The use of red lights or sirens on personal vehicles shall not be allowed for firefighters serving their probationary periods.

Regular Meetings and Training Sessions: Absence Without Cause:

- A. Training sessions will be held at a time and place designated by the Training Officer.
- B. Department Personnel will be required to attend a minimum of seventy (70%) percent of the training sessions. Absence without reasonable cause in excess of thirty (30%) percent from training sessions shall be interpreted as a just reason for disciplinary action by the Chief and/or Fire Board. Reasonable cause is defined as debilitating illness or a family emergency. Exceptional circumstances will be given consideration by the Chief and he/she may, at his/her discretion, determine that a member had reasonable cause to be absent from a meeting or training session.

Turn-Out Gear:

Firefighters will not use any head gear, clothing or equipment at a fire or emergency scene unless such is issued by the department or authorized by the Chief.

Annual Physicals:

All firefighters and officers shall be required to successfully pass an annual physical examination at a department designated medical facility. Physicals shall be completed by March 31, each year.

General:

- A. These By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders are not expected to, nor can they provide for every question and problem which may arise in a fire department established for emergency service. Situations may come up from time to time which cannot be foreseen and for which no rule or regulation is provided. It is expected that all members will act at such times with promptness and discretion.

- B. The members of the department are to familiarize themselves with these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, and the ignorance of these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall not constitute a reason for the noncompliance therewith.
- C. Disobedience of a direct order from an officer or an infraction of these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall be immediately called to the attention of the offending member by his/her immediate superior. If the offender persists in such violations, his/her actions shall constitute cause for disciplinary action by the Chief. Such disciplinary action may include suspension from the department for up to thirty (30) days, at which time a formal hearing shall be held in accordance with the rules and regulations herein before set out.
- D. Members should always bear in mind that they are members of the Swartz Creek Area Fire Department, and as such, their conduct and behavior is subject to criticism by the general public to a far greater extent than if they were engaged in a private occupation. For this reason, the social rules of good behavior and conduct as practiced by law-abiding and self-respecting citizens should be observed at all times by all members of the department.

CITY OF SWARTZ CREEK

STATUS OF ROWE PROJECTS

January, 2008

1. **CONSTRUCTION – S. Seymour Road Project:**

- The project has been let through MDOT in September. The low bid contractor is Pyramid Paving & Contracting Co., Inc.
- The construction schedule for the project will be May 1, 2008 to August 15, 2008.
- Rowe will schedule a public informational meeting to discuss any comments or concerns with the construction.

2. **CONSTRUCTION – Miller Road Pavement Repairs:**

- The contract has been awarded to Lois Kay Contracting from Saginaw, MI.
- Construction will involve concrete pavement repairs along Miller Road between the I-69 ramps and is scheduled for this coming spring.

3. **CONSTRUCTION – Local Street Paving:**

- Construction will involve asphalt milling, concrete pavement repairs and asphalt overlay for the following streets:

Chesterfield (S. Seymour to Winston)
Jennie Lane
Worcester (Winston to Daval)
Daval (Oakview to Winshall)

- Construction plans to identify all necessary repair work for the above referenced streets have been completed. Improvements are scheduled for this coming season.

4. **DESIGN – Elms Road Improvement Project:**

- Final plans are 95 % complete and will be submitted to MDOT by January 25, 2008, to meet MDOT's April letting schedule.
- The approximate construction schedule will be July, 2008 thru October, 2008.

5. **SANITARY SEWER REHABILITATION:**

- A request for proposals (RFP) has been completed and will be advertised the week of January 7, 2008.
- The goal of the RFP will be to establish a 4 year contract for sewer rehabilitation in the Winchester Village Subdivision.

Prepared by:



Rowe Incorporated • Post Office Box 3748 • Flint, MI 48502 • 810-341-7500

6. SITE PLANS:

- Rowe has completed a sanitary sewer capacity analysis for the MTA Swartz Creek Service Center project. The analysis was completed to verify the proposed development will not hinder the capacity of the receiving sanitary sewer system.
- Rowe has conducted a drainage review for the addition to the Kroger store located on Miller Road west of Elms. Construction will involve approximately 14,000 square feet of building expansions at the east and west end of the structure.

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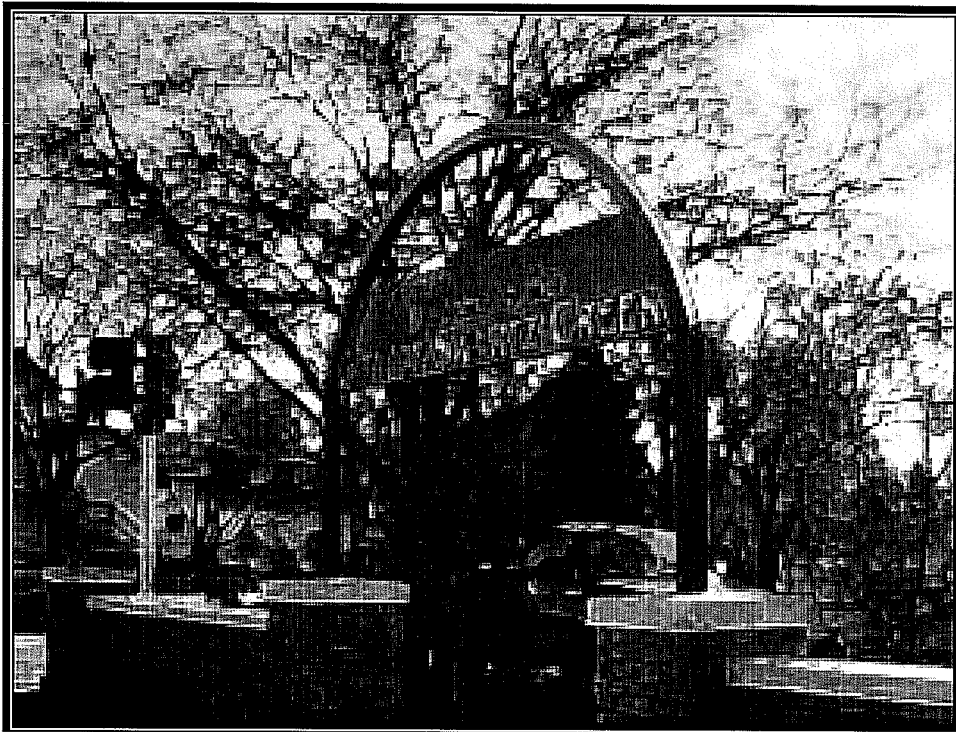
Prepared by:



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CITY OF SWARTZ CREEK

Planning Commission



Meeting of January 8, 2007

7pm in the Swartz Creek City Council Chambers

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
AGENDA
TUESDAY, January 08, 2008
7:00 P.M.**

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:** Abrams, Bueche, Conner, Florine, Grimes, Hurt, Kolhoff, Ridley, Stephens.
4. **APPROVAL OF AGENDA:** PAGE NO.
5. **APPROVAL OF MINUTE:**
6. **CORRESPONDENCE:**
 - A. Resolutions 02
 - B. Minutes December 04, 2007 03-07
 - C. Meeting staff letter 08
 - D. Kroger materials consultant letters 09-17
 - E. December 10, 2007 City Council Minutes 18-24
7. **MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):**
8. **BUSINESS:**
 - A. Site Plan Approval: Kroger.
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY PLANNING COMMISSION MEMBERS:**
11. **ADJOURNMENT:**

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
RESOLUTIONS
TUESDAY, JANUARY 08, 2008
7:00 P.M.**

Resolution No. 080108-__ (Carried/Denied)

Motion by Commissioner _____, support by Commissioner _____, the Swartz Creek Planning Commission approves the agenda for the January 08, 2008 Planning Commission meeting.

YES: _____.
NO: _____. Motion declared carried/denied.

Resolution No. 080108-__ (Carried/Denied)

Motion by Commissioner _____, support by Commissioner _____, the Swartz Creek Planning Commission approves the Minutes for the December 04, 2007 Planning Commission meeting.

YES: _____.
NO: _____. Motion declared carried/denied.

Resolution No. 080108-__ (Carried/Denied)

Motion by Boardmember _____, support by Boardmember _____, the Swartz Creek Planning Commission recommend to Swartz Creek City Council approval of site plan approval for parcel 7084 Miller Road 58-36-576-012 subject to the following conditions:

- 1). Applicant shall use lighting that matches the existing lighting on the west elevation of the building.
- 2). _____.

YES: _____.
NO: _____. Motion declared carried/denied.

Resolution No. 080108-__ (Carried/Denied)

Motion by Commissioner _____, support by Commissioner _____, the Swartz Creek Planning Commission adjourns the January 08, 2008 Planning Commission meeting.

YES: _____.
NO: _____. Motion declared carried/denied.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
DECEMBER 4, 2007**

Meeting called to order at 7:04 p.m. by Chairperson Stephens.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Abrams, Conner, Florine, Hurt, Kolhoff, Ridley, Stephens.

Commissioners absent: Bueche, Grimes.

Staff present: Adam Zettel, Zoning Administrator.

Others present: Sara McDonnell, Carl Carlson, Jim Sporer, Jerry Ragsdale, Bob Foy.

APPROVAL OF AGENDA:

Resolution No. 071204-01

(Carried)

Motion by Commissioner Conner support by Commissioner Hurt, to approve the agenda for the December 4, 2007, meeting of the Planning Commission with noted changes.

Unanimous voice vote.

Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 071204-02

(Carried as amended)

Motion by Commissioner Hurt, support by Commissioner Florine, to approve the minutes of the November 6, 2007 meeting, as corrected, of the Planning Commission with noted changes.

Unanimous voice vote.

Motion declared carried as amended.

MEETING OPENED TO THE PUBLIC (NON-PUBLIC HEARING ITEMS): None.

OLD BUSINESS: None.

NEW BUSINESS:

Presentation: Sara McDonnell of the Center for Applied Environmental Research

Sarah McDonnell of the Community Challenge Program, University of Michigan, Flint, had a DVD to show regarding interviews based upon community concepts that were performed during the summer. After the DVD presentation, Ms. McDonnell invited everyone January 30, 2008, for another presentation referencing infrastructure, youth activities, etc. The location is to be announced.

Special Land Use (Essential Public Service): 3462 Dye 58-29-551-021, 5304 Miller Rd 58-29-551-019, 5314 Miller Rd 58-29-551-018, 5324 Miller Rd 58-29-551-017

Staff Presentation/ Applicant Presentation: Adam Zettel spoke about the essential public service aspect. He stated that from his perspective, there were no big issues with this project. He stated that this is a transitional area between heavy industry to an office or other commercial area that fronts along Miller Rd. Mr. Zettel stated that he does not see the use of the site being detrimental to the environment through traffic flow. He stated that there are no utility issues; serviced well by water and sewer. He stated that the vicinity is important; in reference to being a transitional area, as an area with access to the population, and the transportation infrastructure.

Commissioner Abrams questioned whether the zoning was proper for this project. Mr. Zettel stated that it was zoned general commercial.

Applicant Presentation: Jim Sporer with CHMP Architects. Mr. Sporer introduced Robert Foy, General Manager of MTA and Jerry Ragsdale. Mr. Sporer questioned the requirement of the black vinyl fencing. He stated that in the other facilities it is just a 6 foot chain link fence without the black vinyl coating. He said that the difference is about \$4,000 extra for the black vinyl coating. He felt that perhaps it wasn't required or essential in this case given the location being back off of Miller Rd. and away from Dye Rd. He asked the Planning Commission for some relief on the black vinyl coating.

At this time, the meeting was opened to the public for comment.

Carl Carlson, the property owner deeded to the West of the development. He stated that he would like to see the vinyl coating on the fence to soften the look from his side.

Commissioner Abrams stated that he is on the MTA Board and he wouldn't enter into too much conversation unless absolutely necessary.

Commissioner Kolhoff asked Mr. Zettel about whether the corner lot off of Dye would be required to tie into their driveway. Mr. Zettel stated that was something that would be negotiated between the private parties involved.

Commissioner Conner commented on site plan review, with respect to the essential service designation. He stated that he would support that. He also supports that the Commission requires vinyl coated fencing.

Commissioner Ridley stated that with the landscaping, it wouldn't take very long for the plants to grow through the fence and totally obscure it. She questioned whether the wind would make the black vinyl wear off of the fence. She stated that she was not totally convinced that the vinyl coating is a good idea.

Commissioner Abrams stated that the green vinyl may be a good idea as it would blend in with the landscaping. He stated that the coating was pretty durable.

Commissioner Stephens stated that he supports the idea of having the vinyl coating. He stated that green or black didn't matter to him.

Commissioner Hurt believes that the only thing of issue seems to be the fence. He stated that he does not see a reason not to follow the ordinance. In terms of the shrubbery and plants, it is helpful but there are gaps and it will be a while before they grow up and take charge. He stated that he saw how much the cemetery improved when the new fencing was put up there.

Resolution No. 071204-03

(Carried)

Motion by Commissioner Hurt, support by Commissioner Conner, the Swartz Creek Planning Commission recommends approval to the Swartz Creek City Council the Special Land Use request (essential public service for a transportation service center) by the Mass Transportation Authority, Dort Hwy, Flint, Michigan for parcels 3462 Dye 58-29-551-021, 5304 Miller Rd 58-29-551-019, 5314 Miller Rd 58-29-551-018, 5324 Miller Rd 58-29-551-017, subject to the following conditions:

- 1) The Special Land Use shall apply to only those parts of the parcels that are a part of the site plan revised 11-06-07 pending official lot splits and combinations and the designation of a new parcel identification number.
- 2) The facility shall be owned and operated by the public authority, MTA.
- 3) That the Planning Commission supports the black vinyl fence requirement.

YES: Florine, Kolhoff, Ridley, Stephens, Abrams, Conner, Hurt.
NO: None. Motion declared carried.

Site Plan Approval: Mass Transportation Authority, 3462 Dye 58-29-551-021, 5304 Miller Road 58-29-551-019, 5314 Miller Road 58-29-551-018, 5324 Miller Road 58-29-551-017.

Jim Sporer from CHMP spoke stating that he appreciated the opportunity last month to present the site plan in the preliminary form. He feels that there was good feedback and he had a chance to respond to some of the comments from the engineers. He stated that additional evergreens have been added to the west side of the project.

Commissioner Hurt commented on the cross access easement. He suggested that the commission require a legal description of the easement as part of the final approval.

Commissioner Florine questioned whether this was a passenger pickup area or just a maintenance/storage building. He was advised that it would be a Your Ride location. He wanted to know if the City could add some sort of gateway sign to Swartz Creek that tied into the sign on the site plan.

Commissioner Abrams spoke about a seminar by Rowe Engineering that he attended. In that seminar they spoke about both low impact design and lead development. They talked about detention ponds and having a bio retention, which is putting decorative plants in the detention pond and having a metered drain so that it's not a swamp. He also talked about permeable pavements so that the drain water won't stand there. He stated that he was wondering if anyone had considered the option of the detention pond.

There was some discussion about where the plants were to be and whether the lot was to be mowed or allowed to grow natural.

There was some discussion about the fuel. The questioned was raised whether there were provisions for future hydrogen refueling. Discussion ensued relative to fuel.

Resolution No. 071204-04

(Carried)

Motion by Commissioner Hurt, support by Commissioner Kolhoff, the Swartz Creek Planning Commission recommend to the Swartz Creek City Council approval of site plan for parcels 3462 Dye 58-29-551-021, 5304 Miller Road 58-29-551-019, 5314 Miller Road 58-29-551-018, 5324 Miller Road 58-29-551-017, subject to the following conditions:

- 1). Approval by staff of all items in the Progressive letter dated November 30, 2007.

- 2). Approval by staff of all items in the Rowe letter addressed November 28, 2007, (except Section C-1 Part 2).
- 3). Approval of all required construction documents, performance bonds, other governmental permitting, and any and all items required by the zoning ordinance, the engineering standards manual, and the special land use requirements not otherwise waved.

YES: Hurt, Kolhoff, Ridley, Stephens, Abrams, Conner, Florine.
NO: None. Motion declared carried.

MEETING OPENED TO THE PUBLIC: None.
REMARKS BY PLANNING COMMISSION MEMBERS:

None.

ADJOURNMENT:

Resolution No. 071204-05

(Carried)

Motion by Commissioner Conner, support by Commissioner Florine the Swartz Creek Planning Commission adjourn the December 04, 2007 Planning Commission meeting.

Unanimous voice vote.

Meeting adjourned at 8:15 pm.

Paul Bueche,
Secretary



City Offices
M-F 8am -5pm
810.635.4464
810.635.2887fax

City Manager's Office
M-F 8am-5pm
810.635.3600

Police Department
Emerg. 911
810.635.4401
810.635.3728 fax

Public Services Department
M-F-8am-4:30pm
810.635.4495

Date: January 3, 2008

To: Planning Commissioners
From: Adam Zettel
RE: January 08, 2007 Planning Commission Meeting

Hello everyone,

We will be meeting next week on Tuesday, January 08, 2008 at 7:00pm at the City Council Chambers. Please see the attached agenda and packet involving the site plan review for the Kroger expansion.

In regards to the project use and general attributes, the expansion is pretty much a no brainer. Upon initial review and subsequent approval of the original Kroger store, there was also conceptual approval of a 10,000 sq ft expansion. Kroger is now asking for 11,503 square feet and a relocation of the pharmacy drive through. I do not see any problems with this per se.

The site plan application for Kroger is complete, paid-in-full, and pretty straight forward. The general plan layout matches the concept plan. Drainage, building design, parking, signage, and landscaping are adequate. In fact, early negotiations have provided for higher quality pedestrian access and a far superior western façade that fits well with the Planned Unit Development guidelines for the area.

An issue that we had to work through was the traffic circulation and the drive through. Per the e-mail from Pete LaMourie at Progressive AE, there were some outstanding issues that he wanted addressed. These have been resolved and agreed upon by myself, Kroger, and Mr. LaMourie.

The only two aspects of the project that should merit closer review are the type and style of lighting to be used and the elevation and/or screening for the additional mechanical unit on the north-east side of the building. I plan to have a final conversation with the applicant regarding these issues before the meeting.

Summarily, I believe this site plan is acceptable. **I recommend the Planning Commission recommend approval to the City Council of this request in its current form with consideration given to the above comments.**

Please call me if you have any questions or comments, **I am available at City Hall at (810) 635-4464**, and I am more than willing to talk about any and all matters related to the downtown, planning, development, etc.

Sincerely,

Adam Zettel
Zoning Administrator
(810)-635-4464



1050 Wilshire Drive
Ste. 260
Troy, MI 48084
248.643.6222 T
248.643.6225 F

www.ssoe.com

ISO 9001 certified

12/03/07

Adam Zettel
Zoning Administrator
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

Dear Mr. Zettel:

Per requirements, we are submitting this letter containing a description of the proposed improvements, and the contact list for:

Kroger D711
7084 Miller Road
Swartz Creek

Proposed Improvements:

The existing Kroger store will be upgraded with an 11,503 SF building addition and an 1,8402 SF cooler bump-out. To accommodate these upgrades, 7 existing parking spaces will be removed from the rear of the store, and the existing landscaped area to the west of the store will be removed. The existing Pharmacy drive-thru window will be relocated, and the existing landscaping will be replanted as screening for the building expansion. In addition, a walkway will be constructed from the front of the Kroger store to the westerly property line.

The store currently has a peak workforce of about 119 employees, and will have a peak workforce of about 150 employees after the expansion.

Contact List:

Owner: The Kroger Co.
39810 Grand River
Suite C-150
Novi, MI 48375
Contact: Mark Millerwise
Phone: 248-957-2263
Fax: 248-957-2255



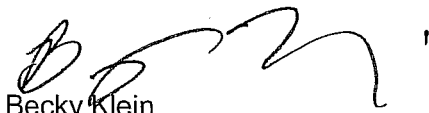
SSOE, INC.
ARCHITECT • ENGINEERS

Engineer: SSOE Inc.
1050 Wilshire Drive
Suite 260
Troy, MI 48084
Contact: Becky Klein
Phone: 248-643-6222
Fax: 248-643-6225

Architect: Cole Russell Architects
537 E. Pete Rose Way
Suite 200
Cincinnati, OH 45202
Contact: Scott Csendes
Phone: 513-721-8080
Fax: 513-721-8081

We trust that the enclosed information is sufficient for your use. Should you have any questions or comments, please feel free to contact the undersigned.

Sincerely,



Becky Klein
248-643-6222x281
rklein@ssoe.com

APPLICATION FOR SITE PLAN REVIEW

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

Date: 11 / 14 / 07

File No: _____

Fee Received: _____ Receipt No: _____

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for site plan review shall be filed at least twenty (20) days before the scheduled meeting date.

Applicant should be familiar with all aspects of the City's Zoning Appendix A pertinent to the site plan application, including but not limited to: the appropriate level of site plan review, the site plan process, review standards, performance guarantees, use restrictions, landscaping, parking, design standards, fees, and enforcement.

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to recommend approval of the attached site plan as hereinafter requested, and in support of this application, the following facts are shown.

Furthermore, I (We) have attached proof of ownership, information regarding the number of peak employees anticipated to accompany the site plan uses, and the names, addresses, and telephone/fax numbers of any and all engineers, attorneys, architects, and other professionals associated with this project.

The property is located and described, as follows:

Assessment Roll Description No. 58-36-576-012

Address: 7084 Miller Road, Swartz Creek

Other description: Expansion of Existing Kroger Store

It has a frontage of: 650 feet and a depth of: 490 feet. Total acreage is: 8.43

PRESENT ZONING: Miller/Elms Road PDD (underlying: B-3)

If the property is in acreage, and is not therefore a part of a recorded plat: The subject property is located and described as follows: (indicate total acreage also).

Assessment Roll Description No. 58-36-576-012

Lots 7-12, Cummings Berlin Acres

L13, P 21-22

SITE PLAN APPLICANT INFORMATION:

Name: SSOE Inc. (Becky Klein)

Address: 1050 Wilshire Drive, Suite 260, Troy, MI 48084

Phone Number: 248-643-6222 Fax 248-643-6225

SUBJECT PROPERTY IS OWNED BY:

Name: The Kroger Co. (Mark Millerwise)

Address: 39810 Grand River, Novi, MI 48375 (Suite C-150)

Phone Number: 248-957-2259

It is proposed that the property will be put to the following use:

Retail grocery store - Kroger

It is proposed that the following building(s) will be constructed (note gross sq. ft of each):

building expansion - 11,503 sf. cooler bumpout - 1,842 sf

Relocate drive-thru pharmacy

Signature of Applicant

Phone Number: 248-643-6222

Signature of Owner

Phone Number: 11-7-07

Mark Millerwise

248-957-2254

Level of review required (Circle one): Full Limited Administrative

A. Action Taken by the Planning Commission:

1. Date application: ____/____/____
2. Date of Public Hearing: ____/____/____
3. Findings of Planning Commission:

4. Recommendation:

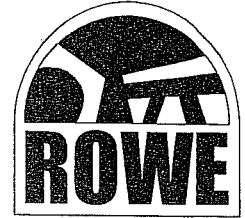
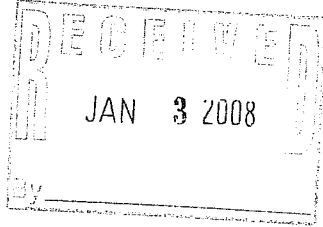
B. Action Taken by the City Council:

1. Date of Public Hearing: ____/____/____
2. Findings of the City Council:

3. Action of the City Council:

By: _____
City Clerk

Date: ____/____/____



www.roweincorp.com

December 21, 2007

ROWE INCORPORATED
THE ROWE BUILDING
540 S. SAGINAW ST., STE 200
POST OFFICE BOX 3748
FLINT, MICHIGAN 48502

phone (810) 341-7500
fax (810) 341-7573

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposed Building Expansion Kroger #D711 – Storm Water Detention Review

ENGINEERING Dear Mr. Zettel:

**LAND & AERIAL
PHOTOGRAMMETRY
PLANNING**

At the request of the city, Rowe Incorporated has completed a review of the storm water detention for the Proposed Building Expansion Kroger #D711. The subject area consists of approximately 8.4 acres and is situated on the north side of Miller Road west of Elms Road.

**LANDSCAPE
ARCHITECTURE**

Storm water detention calculations using the Oakland County Basin Design Method were provided by the developer's engineer demonstrating that the existing detention volume is sufficient for the proposed building expansion. The Oakland County Basin Design Method is an acceptable method per the Genesee County Design Standards.

**LAND
DEVELOPMENT
SERVICES**

Our review is for conformance with the city's requirements and Standard Engineering Practices for the city's use in deciding whether to approve the site plan. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.


OFFICES:
FLINT
LAPEER
MT. PLEASANT

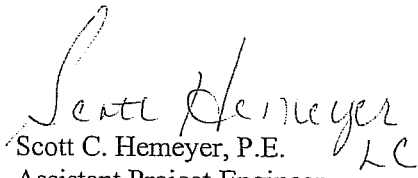
If you have any questions or require additional information, please contact our corporate office.

SUBSIDIARIES:
AIR-LAND SURVEYS
FLINT, MI

Sincerely,
ROWE INCORPORATED

MYERS LAND SURVEY CO.
GRAYLING, MI


Louis P. Fleury, P.E.
Project Manager


Scott C. Hemeyer, P.E.
Assistant Project Engineer

Adam Zettel

From: Pete LaMourie [lamourie@progressiveae.com]
Sent: Thursday, December 13, 2007 3:01 PM
To: Adam Zettel
Subject: RE: Kroger SC

Adam;

Well, I would like to give you an okey dokey if I believed the proposed new pharmacy drive-thru would work acceptably, but I don't. The primary issues are:

- The four vehicle queue length is misrepresented (supposed to use 18-foot test vehicles and 4-5 feet between vehicles, not 15 and 1-2 feet as shown as that is not a realistic depiction of real life). In short, even a three-vehicle queue would be blocking the proposed ped ramp.
- We typically don't like to see the drive-thru oriented with the queue backing up towards one of the main pedestrian area/store entries as pedestrians are then not in drivers line of sight if they decide to back up and leave from too much drive-thru delay – its better to have the drive-thru vehicles facing the pedestrian area/store entry, or at least have it far enough away so queuing is not an issue
- The stop bar on the drive-thru exit is located such (due to crosswalk) that the next patron in the queue can't pull up to the kiosk if the exiting driver has to stop – further delays – more issues on far side (entering).
- The adjacent east/west pedestrian walk/path should be raised except for the actual entry and exit to the drive thru (expand proposed raised island to south).

In short, it is my opinion that the space is too short on the front face to fit this in properly and maintain a safe environment for store patrons and circulating traffic. Given the added constraints of the adjacent north/south "street," the best alternative would be something like the current (?) one on the west side only pulled closer to that north/south street – would limit the expansion of the new building at the southwest corner.

Pete

From: Adam Zettel [mailto:AZettel@cityofswartzcreek.org]
Sent: Thursday, December 13, 2007 2:13 PM
To: Pete LaMourie
Subject: Kroger SC

Hi Pete,

I sent a site plan of the Kroger over to you. This is a simple review that is almost administrative in nature, so there is no need to spend a lot of time on it. I am not even sure it really needs a review of traffic, but have a look just the same. Ship me an email if you find anything that needs to be addressed or if you see areas for improvement. Otherwise, just email me an 'okey dokey' of sorts.

Let me know when you get this.

Take care,

Adam Zettel

Assistant City Manager/Zoning Administrator
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
Phone: 810-635-4464
Fax: 810-635-2887

Confidentiality and Proprietary Rights Notice: This e-mail message and any attachments are considered the intellectual property of Progressi
If you have received this message in error or are otherwise not an intended recipient, please immediately notify the sender and promptly del

December 21, 2007

Adam Zettel
Zoning Administrator
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Review Letter Dated 12/13/07
Project No. 007-10578-00
Kroger D711 Building Expansion

Dear Mr. Zettel,

We are in receipt of the comments from Progressive AE dated 12/13/07.

We offer the following response to questions and issues raised by Progressive AE. Progressive AE comments are in regular type, our response is in **Bold**.

The primary issues are:

- The four vehicle queue length is misrepresented (supposed to use 18-foot test vehicles and 4-5 feet between vehicles, not 15 and 1-2 feet as shown as that is not a realistic depiction of real life). In short, even a three-vehicle queue would be blocking the proposed ped ramp.

The stacking shown for the proposed pharmacy drive-thru has been revised using an 18 foot vehicle length a plus 4 foot separation distance. Stacking shown has been reduced to two cars so as not to block the cross-walk.

- We typically don't like to see the drive-thru oriented with the queue backing up towards one of the main pedestrian area/store entries as pedestrians are then not in drivers line of sight if they decide to back up and leave from too much drive-thru delay – its better to have the drive-thru vehicles facing the pedestrian area/store entry, or at least have it far enough away so queuing is not an issue

Signage has been added to warn vehicles entering the pharmacy drive-thru not to block the pedestrian walkway.

- The stop bar on the drive-thru exit is located such (due to crosswalk) that the next patron in the queue can't pull up to the kiosk if the exiting driver has to stop – further delays – more issues on far side (entering).

The drive-thru pedestal has been shifted eastward to allow space for one vehicle to be at the stop bar while a second vehicle pulls up to the drive-thru pedestal.



- The adjacent east/west pedestrian walk/path should be raised except for the actual entry and exit to the drive thru (expand proposed raised island to south).

The landscaping island in the pharmacy drive-thru area has been widened to include the pedestrian walkway.

In short, it is my opinion that the space is too short on the front face to fit this in properly and maintain a safe environment for store patrons and circulating traffic. Given the added constraints of the adjacent north/south "street," the best alternative would be something like the current (?) one on the west side only pulled closer to that north/south street – would limit the expansion of the new building at the southwest corner.

Noted.

We trust that the enclosed information is sufficient for your use. Should you have any questions or comments, please feel free to contact the undersigned.

Sincerely,

SSOE, Inc.



Steven Kohler, PE
Project Manager

cc: SSOE (file)
Kroger (Mark Millerwise)

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 12/10/2007**

The meeting was called to order at 7:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Mayor Abrams, Adams, Mayor Pro-Tem Christie, Hicks, Hurt, Porath, Shumaker.

Councilmembers Absent: None

Staff Present: City Manager Bueche, City Clerk Aguilar, Assistant City Manager Zettel, City Attorney Richard Figura, Building Inspector Rob Kehoe

Others Present: Bob Plumb, Jerry Ragsdale, Bud Grimes, Tommy Butler, Ron Schultz, Jim Florence, Robyn Rosenthal, Boots Abrams, Cameron Milbrot, Lori Crawford-Milbrot, Lou Fleury.

APPROVAL OF PREVIOUS COUNCIL MINUTES

Resolution No. 071210-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

The Swartz Creek City Council hereby approves the Minutes of the Regular Council Meeting held November 26, 2007, as corrected, to be circulated and placed on file.

YES: Adams, Christie, Hicks, Hurt, Porath, Shumaker, Abrams
NO: None. Motion declared carried.

APPROVAL OF AGENDA:

Resolution No. 071210-02

(Carried)

Motion by Mayor Pro Tem Christie
Second by Councilmember Hurt

The Swartz Creek City Council approves the Agenda as presented for the Regular Council Meeting of December 10, 2007 to be circulated and placed on file.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams, Adams
NO: None. Motion Declared Carried.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 071210-03

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hicks

The Swartz Creek City Council approves the City Manager's Report of December 10, 2007, to be circulated and placed on file.

YES: Hicks, Hurt, Porath, Shumaker, Abrams, Adams, Christie.
NO: None. Motion declared carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

Sewer Rehabilitation Project, Phase II

Resolution No. 071210-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the City of Swartz Creek appropriate an amount not to exceed \$1,500 to the City's Engineer Rowe Incorporated, fees for the preparation and solicitation of bids for Phase II of the City's Sewer Rehabilitation and Relining Project, and further to

bring all returns back to the Council for review and determination.

Short Presentation by City Engineer Lou Fleury.
Discussion ensued.

YES: Hurt, Porath, Shumaker, Abrams, Adams, Christie, Hicks
NO: None. Motion Declared Carried.

Building Department, Trade Inspections

(Discussion Topic)

Presentation by Building Inspector Rob Kehoe and Assistant City Manager Adam Zettel.

**Special Land Use Permit, Essential Public Services, M.T.A., Parcel Identifications:
3462 South Dye Rd 58-29-551-021, 5304 Miller Rd 58-29-551-019, 5314 Miller Rd 58-
29-551-018, 5324 Miller Rd 58-29-551-017**

Mayor Abrams made a statement that he is a member of the M.T.A. Board of Directors, serving as the Secretary Treasurer and the Chairman of the Board's Finance Committee. While on the Board he has been nominated Representative of the Genesee County Small Cities and Villages Association and subsequently appointed by the Genesee County Board of Commissioners. This declaration was made at the Swartz Creek Planning Commission meeting where the M.T.A. special land use and site plan request was reviewed and acted upon. He was informed that no conflict of interest was assumed and that he could be involved in the ensuing discussion and recommendations. He asked if the Council and City Attorney concur with the finding at the Planning Commission that there was no conflict of interest then and now if he discusses and votes on this resolution. He referred to Mr. Figura first who agreed with the Planning Commission that there was no conflict. The City Council also agreed.

Resolution No. 071210-05

(Carried)

Motion by Councilmember Adams
Second by Councilmember Hurt

I Move the City of Swartz Creek approve the Special Land Use request, essential public service for a transportation service center, by the Mass Transportation Authority, 1401 S. Dort Hwy, Flint, Michigan, 48506 for parcels 3462 Dye Road 58-29-551-021, 5304 Miller Road 58-29-551-019, 5314 Miller Road 58-29-551-018, 5324 Miller Road 58-29-551-017, subject to the following conditions:

- 1). The Special Land Use shall apply to only those parts of the parcels that are a part of the site plan revised 11-06-07 pending official lot splits and combinations and the designation of a new parcel identification number.

- 2). The facility shall be owned and operated by the public authority, MTA.
- 3). That the black vinyl fence requirement shall be upheld

YES: Porath, Shumaker, Abrams ,Adams, Christie, Hicks, Hurt
 NO: None. Motion Declared Carried.

Final Site Plan Approval, M.T.A., Parcel Identifications: 3462 South Dye Road 58-29-551-021, 5304 Miller Road 58-29-551-019, 5314 Miller Road 58-29-551-018, 5324 Miller Road 58-29-551-017

Resolution No. 071210-06

(Carried)

Motion by Councilmember Hurt
 Second by Councilmember Adams

I Move the City of Swartz Creek approve the November 15, 2007 MTA site plan for parcels 3462 Dye 58-29-551-021, 5304 Miller Road 58-29-551-019, 5314 Miller Road 58-29-551-018, 5324 Miller Road 58-29-551-017, subject to the following conditions:

- 1). Approval by staff of all items in the Progressive letter addressed November 30, 2007
- 2). Approval by staff of all items in the Rowe letter addressed November 28, 2007 except section C-1, part 2.
- 3). Approval of any and all required construction documents, performance bonds, other governmental permitting, and any and all items required by the zoning ordinance, the engineering standards manual, and the special land use requirements not otherwise waived.

Discussion took place.

YES: Shumaker, Abrams, Adams, Hicks, Hurt, Porath
 NO: Christie. Motion Declared Carried.

Overhead Utility Reorganization Project

Resolution No. 071210-07

(Carried)

Motion by Councilmember Porath
 Second by Councilmember Adams

WHEREAS, the City of Swartz Creek was incorporated in 1959 as parts of three

surrounding rural townships; and

WHEREAS, prior to its incorporation, Swartz Creek's land use, streets and rights of way were largely unregulated; and

WHEREAS, baseline overhead utility infrastructure, consisting of electrical and telephone communication lines, were installed in rights of way long before the City was incorporated; and

WHEREAS, the City is a nucleus for a variety of overhead and underground utilities that seem to cluster and concentrate and then filter into surrounding townships; and

WHEREAS, growth sprawl in surrounding townships has ballooned over several decades causing additions to baseline overhead utilities located within the City rights of way; and

WHEREAS, the City has been increasingly concerned over the last two decades that capital repairs and upgrades to overhead utilities have suffered in the wake of supplying service to meet increasing demands; and

WHEREAS, in the summer of 2007, the City conducted an inventory of overhead utilities in several sections of the City and identified and documented numerous concerns posing safety risks, consisting of, but not limited to, poor workmanship, out of code makeshift repairs, unfinished work, open and exposed bare wires, damaged junction boxes, unstable and eroded poles and abandoned structures, and further, negative aesthetic and subsequent economic impact that cannot be quantified; and

WHEREAS, the City has been unsuccessful in the regular course of business in addressing concerns with companies that own or are responsible for the maintenance, upgrade and repair of such overhead utilities and further, state and federal legislation have eliminated the City's authority to regulate and police overhead utility infrastructure thus leaving little remedy to address safety and aesthetic concerns.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek direct the City Attorney and City Manager to seek address of the concerns as identified within, up to and including litigation, and further, solicit and locate expert witnesses and consultants to assist with additional evaluation, documentation and testimony, and further, develop a plan with all such recommendations to be brought back before the Council for action.

BE IT FURTHER RESOLVED, that the City of Swartz Creek appropriate an amount not to exceed \$50,000 from unencumbered unreserved General Fund balance, funds to be used for legal fees and associated pre-litigation investigation and expert consulting, and further, direct the City Manager to make the necessary budget

amendments and account creations to set up a new project.

Discussion took place.

YES: Abrams, Adams, Christie, Hicks, Hurt, Porath, Shumaker
NO: None. Motion Declared Carried.

As previously mentioned, Councilmember Porath had to leave the Council meeting after voting on the above resolution.

Appropriation, 2008 Annual F.A.N.G. Dues

Resolution No. 071210-08

(Carried)

Motion by Mayor Pro Tem Christie
Second by Councilmember Hicks

I Move the City of Swartz Creek appropriate and approve the expenditure in an amount not to exceed \$8,368 from Fund 265, the City's annual fees for membership of the Flint Area Narcotics Group.

YES: Adams, Christie, Hicks, Hurt, Shumaker, Abrams
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

City Manager Bueche introduced Cameron Milbrot, who is observing for the boy scouts.

Ron Schultz, 4279 Springbrook, wanted to speak about the building inspectors. He feels that the Council should "dig deep" into this. Mr. Schultz has been a contractor for more than 40 years. Mr. Schultz stated that he would like to be on the committee, if one is formed, to have some input on it.

REMARKS BY COUNCILMEMBERS:

Councilmember Shumaker commented on the building inspectors presentation. He stated that in some levels of trades, there are different levels of licenses. He agreed with Mr. Schultz that the Council should "look before we leap" on the inspector issue. Mr. Shumaker talked about renting out an antenna on the 140 ft water tower. He felt that the rates should be reviewed next time.

Councilmember Hicks thanked Tom Svrcek, Connie Eskew, and Amy Nichols for helping with the open house. Ms. Hicks also thanked Jim Florence for his help at the Senior Center.

Councilmember Adams spoke about all of the work that goes into the Christmas parade and the open house. He stated that he thought it was really nice again this year. Mr. Adams also spoke about the building inspectors. He questioned the fees and why would the City want to do this as opposed to letting the State continue to do it. Mr. Adams spoke about the overhead utilities. He believes that the City has a good argument for considering litigation. Mr. Adams questioned whether the new police dog found some drugs at the high school. City Manager Bueche stated that there were drugs found on a traffic stop. Mr. Adams stated that Mr. Saroki from Marathon is supposed to be at the next meeting.

Councilmember Hurt questioned whether the bill from Marathon has been paid as yet. Mr. Bueche stated that a small amount of cleanup has been done, but nothing else.

Mayor Pro Tem Christie thought the DDA report was interesting and that a great job was being done.

The Mayor talked about the Fire Department Consolidation meeting that he attended.

ADJOURNMENT:

There being no objection, Mayor Abrams declared the meeting adjourned at 8:50 p.m.

Richard B Abrams, Mayor

Juanita Aguilar, City Clerk



MICHIGAN MUNICIPAL LEAGUE
MEMBERSHIP RENEWAL INVOICE
2007 - 2008

CITY OF SWARTZ CREEK

Id: 481

Date: December 7, 2007

Membership Period: February 1, 2008 - January 31, 2009

	2007-2008
	Dues
* Michigan Municipal League Dues	\$2,516
** Environment Affairs Assessment	302
*** Legal Defense Fund	252
	<hr/>
	\$3,070

Total due by February 1, 2008

\$3,070

Please sign, date and return one invoice copy with your payment.

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

(Signature)

(Date)

- * For a detailed analysis of your MML dues, go to www.mml.org/pdf/dues05.pdf or call 734-669-6350. MML dues include annual subscriptions to the Michigan Municipal Review for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.
- ** The purpose of the EAA is to fund the Environmental Affairs Service (EAS) and its advocacy for the municipal point of view on environmental, public works and infrastructure issues at the state and federal level. The EAS Limited one-on-one assistance to MML members concerning environmental protection mandates, transportation and public works activities is also available.
- *** The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

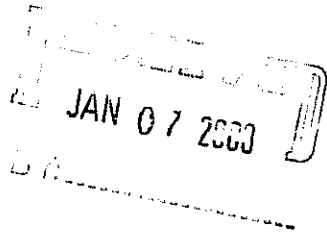
Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48106-7409
800.653.2483



Karen Borlaug Phillips
Vice-President, North American
Government Affairs

www.cn.ca

601 Pennsylvania Avenue, N.W.
Suite 500, North Building
Washington, D.C. 20004



T 202-347-7816
F 202-347-8237

karen.phillips@cn.ca

December 31, 2007

Chief Rick Clolinger
City of Swartz Creek Police Department
8100 A Civic Drive
Swartz Creek MI 48473

Dear Chief Clolinger:

Please find enclosed a check in the amount of \$1,000.00 as CN's contribution to the Police Department's K-9 Unit.

We are pleased to support this worthwhile endeavour. Please let me know if you have any questions regarding our contribution.

Sincerely,

Karen Borlaug Phillips

Enclosure



Accounts Payable
 P.O. Box 8103
 Montreal, Quebec
 H3C 3N3
 (514) 399-4700

Harris Central N.A.
 Roselle, Illinois

70-1558
 719

310228851

DATE 20071205
 YYYY-MM-DD

\$ *****1,000.00

Payable to the order of

CITY OF SWARTZ CREEK
 POLICE DEPARTMENT
 8100A CIVIC DRIVE
 SWARTZ CREEK MI 48473
 USA

U.S. Funds
 Authorized Signature:

⑈ 3 1 0 2 2 8 8 5 1 ⑈ ⑆ 0 7 1 9 1 5 5 8 0 ⑆ 0 4 ⑈ 2 7 5 ⑈ 0 7 9 ⑈ 2 ⑈



CITY OF SWARTZ CREEK

VENDOR NUMBER 134679

Your reference:

To ensure prompt payment, please indicate your vendor number on all correspondence.

Document Number	Invoice Number	Invoice Date M . D . Y	Gross Amount	Discount	Net Amount
150002112 Comments : KAREN PHILLIPS	071127100000	11/27/2007	1,000.00	0.00	1,000.00
Totals			1,000.00	0.00	*****1,000.00*

310228851
 169

To: **Paul Bueche**, City Manager
 From: **Juanita Aguilar**, City Clerk
Deanna Korth, City Treasurer
 Date: January 4, 2008
 Re: **BS&A Software Conversion**

We are currently using several BS&A products, Assessing, Tax, Delinquent Tax, and Miscellaneous Receivables. While some of these modules have only been used a few years, the Assessing program has been used for more than 10 years. Based on the user friendliness of these modules, the reliability of the updates, and excellent customer support provided by BS&A, we would like to see our current Fund Balance software programs eliminated in favor of replacing them with the BS&A software programs.

In many conferences, meetings, and training courses we have attended with other local government officers it has become apparent that the BS&A software is used by a majority of municipality's statewide and very favorable references were most often given. Before making a recommendation we also mailed out about 9 surveys to local government units comparable to our size and received very positive responses.

We have had the BS&A sales representatives give demonstrations of their software on more than one occasion. In early December 2007 we had them come in to go over Utility Billing, Payroll System, Complaint Tracking and General Ledger. All staff members were informed of the demonstration and our new employees had their first opportunity to view these modules and see their capabilities. They found the processes easy to follow, the programs easy to use and were very supportive of the decision to implement this change.

Attached you will find a few of the surveys that were returned to us as well as a copy of the BS&A proposal. A summary of the proposal also follows:

Modules Requested:

Purchase Order	Cash Receipts
Accounts Payable	Payroll System
Complaint Tracking	General Ledger
Utility Billing System	

Summary of BS&A Proposal:

Software, Data Conversions, On-Site Training/ Implementation/Program Install/First Year	
Annual Service & Support, Optional Bar Code Scanner	\$39,330
Program Customizations-unknown at this time	*****
15% Contingency, Upgrades, Customization	\$ 5,900
Total Projected Cost of Purchase	\$45,230

The BS&A proposal totals \$38,330, this amount includes software, data conversions, on-site training, program installation and annual service and support for the first year. Included in this proposal is optional cash receipting hardware (bar code scanner) that we will be reviewing, for an additional cost of \$1,000. If we require any customization to their programs there will be an additional cost, but at this time we do not foresee a need for any customization. As with any contract there will be an annual fee for service and support.

We hope that by having all our software with BS&A it will eliminate some of the issues we have been experiencing with our Fund Balance programs. We would like to enter into a contract with BS&A before the end of the month so that we may schedule implementation before the beginning of the new fiscal year.

Juanita Aguilar
City Clerk

Deanna Korth
City Treasurer



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
 www.bsasoftware.com

PROPOSAL TO CITY OF SWARTZ CREEK, GENESEE COUNTY

FUND ACCOUNTING SYSTEM – NETWORK VERSION

All Systems quoted on this proposal include one year of additional features and telephone support, and pricing is quoted based on an approximate parcel count of 3,000 & 2,400 utility customers.

EQUALIZER GENERAL LEDGER SYSTEM	\$3,295
EQUALIZER ACCOUNTS PAYABLE SYSTEM	\$2,795
EQUALIZER CASH RECEIPTING SYSTEM	\$2,795

OPTIONAL CASH RECEIPTING HARDWARE

• Ithaca Series 150 Receipt Printer-Model 153 Parallel Int. (including printer set up at BS&A)	\$600
• APG Cash Drawer	\$150
• ImageTeam 3800- Hand Held Linear Barcode Scanner	\$250

EQUALIZER PAYROLL SYSTEM	\$3,795
--------------------------	---------

<u>SETUP OF PAYROLL PROGRAM DATABASE</u>	\$900
--	-------

*Only invoiced if BS&A sets up your database for you.

EQUALIZER PURCHASE ORDER SYSTEM	\$2,795
---------------------------------	---------

EQUALIZER COMPLAINT TRACKING SYSTEM	\$2,795
-------------------------------------	---------

EQUALIZER UTILITY BILLING SYSTEM	\$3,960
----------------------------------	---------

<u>PROGRAM CUSTOMIZATIONS</u>	TBD
-------------------------------	-----

Program customization can be provided for a fee. After a discussion occurs regarding the scope of your request a firm quote can be provided.
 Note: Examples are the creation of a custom payment import/lock box, Creation of custom OCR scan-line, and custom Journal export to accounting system.



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 PHONE: 517-641-8900
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 www.bsasoftware.com

DATA CONVERSIONS

(Conversion fees do not include data extraction from your existing software.
 These services can be performed by BS & A for a fee of \$100/hr.)

Convert existing FundBalance data to Equalizer format.

General Ledger & Budgeting	\$800
Accounts Payable	\$800
Cash Receipting	\$800
Payroll	\$800
Purchase Orders	\$800
Utility Billing	\$1,100

ON-SITE TRAINING/IMPLEMENTATION/PROGRAM INSTALL \$9,100

Est. 14 days @ \$650/day (all travel expenses included - billed for actual days used)

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.

* Prices above DO NOT include: Program Customization, Training beyond the estimated days & Pervasive Client Server if needed

* Note: Client has option to pay for programs over multiple budget years if desired.

Total	\$38,330
--------------	-----------------

*We strongly recommend you have Internet Access. This allows you to:

- A) Download Equalizer Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
- B) Send email to our web site when you have questions or comments about our software and service.

*We strongly recommend you have a network with a dedicated file Server...not a Peer to Peer Network. Peer to Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server.

*If you are purchasing the GL app, we strongly recommend 'Excel' since many reports can dump data into this program

Please mark box if you wish to take advantage of deferred billing.

2 - year



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

ANNUAL SERVICE AND SUPPORT

The first year is free, which includes new features and unlimited telephone support for the Equalizer Systems. Service and support for years 2 and 3 will be as follows, billed annually:

General Ledger	\$650
Accounts Payable	\$550
Cash Receipting	\$550
Payroll System	\$750
Purchase Order	\$550
Complaint Tracking	\$550
Utility Billing	\$790
<hr/>	
Total:	\$4,390

BS&A Software, Inc. guarantees that the annual fee will not change for 3 years from the date of the executed Service Agreement issued upon purchase of the system(s). After 3 years from the purchase date, BS&A Software reserves the right to increase the fee by no more than the cumulative yearly CPI. .

Quoted by: Ted L Droste _____, November 30, 2007

Accepted by: _____, Date: _____

Signature above constitutes an order for products & services as quoted in this proposal and that you have read and concur with the hardware requirements.

If you wish to order the system/service described above,
please sign and return (by mail or fax) all pages of this proposal.



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name _____ Title _____
Mailing Address _____
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address _____
City, State Zip _____
Phone Number _____
Fax Number _____
Email _____

Contact Person for PROGRAM UPDATES:

Contact Name _____ Title _____
Phone Number _____
Email _____

IT Contact Person:

Contact Name _____ Title _____
Phone Number _____
Email _____

1. Please check which modules you have?

- Assessing
- Accounts Payable
- Cash Receipting
- Payroll
- Utility Billing
- General Ledger
- Fixed Assets
- Purchase Order
- Tax
- Delinquent Tax
- Miscellaneous Receivables
- Complaint tracking
- Time sheets

2. Did you have any problems converting from Fund Balance to BSA software?

No

3. What steps if any did you take in order to prepare for the conversion?

Met w/ BSA; they handled all of the headaches!

4. Do you feel that the BSA trainers provide the support your staff needed? Was the amount of time adequate?

For most of the modules, yes - training was adequate.

5. Are you currently using only the BSA software? If no what other software are you using and for what purpose?

Just BSA

6. How would you rate BSA in these Areas: Please circle response.

	4 Excellent	3 above average	2 good	1 poor
Training	4	3	2	1
Support Issues	4	3	2	1
Integrity of Updates	4	3	2	1
Knowledge of what the product should provide to its users.	4	3	2	1
Responding to support issues	4	3	2	1

7. Did you run your old software and BSA software for a period of time, how long? A month, two months.

was fine !!

No, and everything

1. Please check which modules you have?

- Assessing
- Accounts Payable
- Cash Receipting
- Payroll
- Utility Billing
- General Ledger
- Fixed Assets
- Purchase Order
- Tax
- Delinquent Tax
- Miscellaneous Receivables
- Complaint tracking
- Time sheets

2. Did you have any problems converting from Fund Balance to BSA software?

Payroll was the only module that gave us any trouble.

3. What steps if any did you take in order to prepare for the conversion?

Set framing schedules well in

4. Do you feel that the BSA trainers provide the support your staff needed? Was the amount of time adequate?

Excellent trainers - we had more than enough time.

5. Are you currently using only the BSA software? If no what other software are you using and for what purpose?

Yes

6. How would you rate BSA in these Areas: Please circle response.

	4 Excellent	3 above average	2 good	1 poor
Training	4	③	2	1
Support Issues	④	3	2	1
Integrity of Updates		④	3	2
Knowledge of what the product should provide to its users.	4	③	2	1
Responding to support issues	④	3	2	1

7. Did you run your old software and BSA software for a period of time, how long? A month, two months.

We did not run Fund Balance parallel with BSA. The one exception to that would be payroll. (we ran the first payroll from both systems.)

1. Please check which modules you have?

- Assessing
- Accounts Payable
- Cash Receipting
- Payroll
- Utility Billing
- General Ledger
- Fixed Assets
- Purchase Order
- Tax
- Delinquent Tax
- Miscellaneous Receivables
- Complaint tracking
- Time sheets

2. Did you have any problems converting from Fund Balance to BSA software?

NO

3. What steps if any did you take in order to prepare for the conversion?

None

4. Do you feel that the BSA trainers provide the support your staff needed? Was the amount of time adequate?

Yes But so much info to remember

5. Are you currently using only the BSA software? If no what other software are you using and for what purpose?

Yes

6. How would you rate BSA in these Areas: Please circle response.

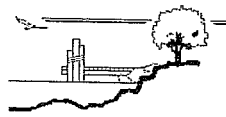
	4 Excellent	3 above average	2 good	1 poor
Training	(4)	3	2	1
Support Issues	(4)	3	2	1
Integrity of Updates	(4)	3	2	1
Knowledge of what the product should provide to its users.	(4)	3	2	1
Responding to support issues	(4)	3	2	1

7. Did you run your old software and BSA software for a period of time, how long? A month, two months.

NO

8. When you learn one screen with BSA you can operate all programs

Have used TAX program since 1993



DOROTHY SILVER, CPFA
FINANCE DIRECTOR/TREASURER

2141 CASS LAKE RD
2025 BEECHMONT STREET

PO BOX 665

KEEGO HARBOR, MI 48320-0665

PHONE (248) 682-1930

FAX (248) 682-2008

E-MAIL: fdtreasurer@keego harbor.org

1. Please check which modules you have?

- Assessing
- Accounts Payable
- Cash Receipting
- Payroll
- Utility Billing
- General Ledger
- Fixed Assets
- Purchase Order
- Tax - County connect
- Delinquent Tax
- Miscellaneous Receivables
- Complaint tracking
- Time sheets

2. Did you have any problems converting from Fund Balance to BSA software?

not here @ that time

3. What steps if any did you take in order to prepare for the conversion?

N/A

4. Do you feel that the BSA trainers provide the support your staff needed? Was the amount of time adequate?

they are great!

5. Are you currently using only the BSA software? If no what other software are you using and for what purpose?

yes

6. How would you rate BSA in these Areas: Please circle response.

	4 Excellent	3 above average	2 good	1 poor
Training	(4)	3	2	1
Support Issues	(4)	3	2	1
Integrity of Updates	(4)	3	2	1
Knowledge of what the product should provide to its users.	(4)	3	2	1
Responding to support issues	(4)	3	2	1

7. Did you run your old software and BSA software for a period of time, how long? A month, two months.

not here at that time

08 Chevy Silverado HD 4 X 4 Base Price		\$20,810.00
Options		
VYU Snow Blow Prep		228.00
NZZ Skid Plate		120.00
TP2 600 CCA Battery		108.00
KW1 Alternator 160 amps		65.00
C80 Locking Differential		260.00
U01 Amber Roof Lamps		44.00
TRW Cab Roof/Mounted Lamp/Beacon		<u>125.00</u>
	Total	\$21,760.00
Western Ultramount V Plows 8 ft 5 in. Complete with Headlights Snow Deflector Blade Guides, hand held control Skid Shoe Assembly Installed	Price-Each	<u>4,509.00</u>
	Total	26,269.00
Additional to Purchase of Truck Would Need Side Mounted Tool Box Side Steps		450.00 <u>125.00</u>
	Grand Total	\$26,844.00

Would like to purchase two 2008 Chevy 4 X 4 ¾ ton pickups under the Oakland County bid from Buff Whelan Chevrolet of Sterling Heights.

Total for 2 Truck and Front V Blades would also include Miscellaneous of tool boxes and steps from others

Grand Total \$53,688.00

From City's 661 Account Motor Pool

The purchase would allow the city to upgrade the city's fleet. We would ask for council approval to sell the two pickups, a 1991 two wheel drive and a 1993 4 X 4 with a blade. Both trucks are in fair condition mechanically, but the bodies of both are in poor condition and would need major work to bring them to good condition. The city would put both vehicles in county auction in the spring. There is approximately a six week delivery time on new trucks.



Search



PURCHASING DIVISION



You are here: [Purchasing](#) > [Cooperative Purchasing](#) >

- Home
- About
- Contact
- Policies and Procedures
- Bids/RFPs Available
- Bidder Registration
- Cooperative Purchasing
- America Saves Program
- Forms & Applications
- Programs & Services
- Frequently Asked Questions
- MPPOA

Cooperative Purchasing

The Oakland County Purchasing Division has developed an intergovernmental cooperative purchasing program for use by other municipalities and school districts. Under this program, local agencies may use County blanket orders for acquisitions. The purpose of this program is to obtain lower costs for all participants by combining volumes and increasing purchasing power.

Once approved as a vendor in the cooperative program, vendors may supply merchandise to other municipalities at the established county blanket order prices.

For questions regarding cooperative purchasing, contact Deanna Fett, 248-858-5201.

- [Current List of Cooperative Contracts](#)

CONTRACT

Dispatch via Print



**OAKLAND COUNTY
PURCHASING DIVISION**

Executive Office Building 41 West
2100 Pontiac Lake Rd.
Lower Level
Waterford MI 48328-0462
Main Phone 248/858-0511
www.oakgov.com/purchasing/
Buff Whelan Chev Inc
Janice Whelan
40445 Van Dyke Ave.
Sterling Hgts MI 48313

Contract ID 0000000000000000001908		Page 1 of 2	
Contract Dates 10/25/2007 to 09/30/2008		F.O.B. DEST	Terms NET 30
Buyer Scott Guzzy	Phone 248/858-5484	Email guzzys@oakgov.com	
Description: 2008 Chevy Trucks and Vans-B		Contract Maximum 500,000.00	

Allow Multicurrency PO

Vendor ID 0000000710
Phone: 586/939-7300 Janice Whelan
Fax: 586/939-8988 mgristchuk@buffwhelanchev.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
1	00000000000017843	2008 Chevy Trucks and Vans	25000000	EA	1.00

This blanket order contract is for 2008 Model Year Chevrolet Trucks, Cars, and Vans. This contract is available to other Michigan government entities for purchase. The County Cooperative Program allows each municipality to process their own orders for vehicles individually with their purchase order or letter of authorization. There is no charge from the dealer or the County to utilize this contract.

The County is asking that all purchase documents be reviewed by the Purchasing department who participate in this cooperative program for tracking purposes only. This authorization will be indicated by a stamp on the PO by the County, issued by the government entity. Once approved and stamped the county will forward the approved documents to the appropriate dealer.

The dealer will invoice each municipality separately. After receiving a vehicle properly equipped and in good condition, the municipality will provide payment within ten (10) days. All participants are made aware of the ten (10) day payment stipulation and possible results for failing to comply.

Oakland County encourages electronic wire transfer of funds.

The dealer is responsible for delivery to all participants located within Oakland County. Delivery charges to municipalities outside the County of Oakland are indicated below.

Base price includes the cost for a full tank of gasoline with each delivery.

The standard cost subtotal includes cost of the TITLE

Color will be determined at the time of order.

LATE PAY CHARGE from DATE OF DELIVERY:

- OVER 10 BUSINESS DAYS 1%.
- OVER 15 BUSINESS DAYS 1.5%
- OVER 30 BUSINESS DAYS 3%

Charge per mile for delivery outside of Oakland County : \$1.50 per mile

Inasmuch as no specific quantities are indicated on this contract, there is no commitment involved by Oakland County other than for the payment of goods procured under the conditions of this contract.

Oakland County issues individual Purchase Orders on behalf of County Departments as authorization for items ordered from this contract. The individual Purchase Order numbers are to be used on all Invoices, Bills of Lading, Shipping Documents and all correspondence relating to the Purchase Order.

Itemized invoices must be submitted to the Oakland County Fiscal Services Division, Accounts Payable, 4th Floor, 2100 Pontiac Lake Rd., Waterford, MI 48328, unless otherwise stipulated, for subsequent checking as to price and content. Invoices not itemized may be returned for correction.

Authorized Signature

CONTRACT



**OAKLAND COUNTY
PURCHASING DIVISION**

Executive Office Building 41 West
2100 Pontiac Lake Rd.
Lower Level
Waterford MI 48328-0462
Main Phone 248/858-0511
www.oakgov.com/purchasing/
Buff Whelan Chev Inc
Janice Whelan
40445 Van Dyke Ave.
Sterling Hgts MI 48313

Dispatch via Print

Contract ID 0000000000000000000000001908	Page 2 of 2
Contract Dates 10/25/2007 to 09/30/2008	F.O.B. DEST
Buyer Scott Guzzy	Phone 248/858-5484
Description: 2008 Chevy Trucks and Vans-B	Email guzzys@oakgov.com
	Contract Maximum 500,000.00

Allow Multicurrency PO

Vendor ID 0000000710
Phone: 586/939-7300 Janice Whelan
Fax: 586/939-8988 mgristchuk@buffwhelanchev.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
--------	-------------	------------------	-------------	----------	----------------

This contract is not to be used for the purchase of any equipment and or services not listed herein. Oakland County requires a 30 day written notice of all price changes. Oakland County reserves the right to take advantage of any special pricing programs available from the contract vendor or any other outside vendors offering the said special pricing programs to Oakland County during the term of this contract.

Oakland County reserves the right to cancel this contract if orders are not filled within the time and in accordance with the terms specified.

All shipments must be accompanied by Packing Slips and containers properly marked with requesting Department Name, Address, Contact Person and Purchase Order Number.

The prices indicated on this contract are not subject to change without written notification in advance.

No Charges will be allowed for boxing or packing unless stated on the Contract. Acceptance of this contract includes specifications, process, delivery and conditions included therein. Material is subject to inspection on our property. If rejected we agree to first advise vendor before returning goods. All freight and extra handling charges derived from said rejection shall be borne by the vendor. The acceptance of this contract does not in any way make the County of Oakland a party to any infringement or damage suits. Such suits to be borne by the vendor.

A Materials Safety Data Sheet shall accompany or precede all shipments of materials subject to the Michigan Hazard Communications Standard also known as the "Right to Know Law" and classified as hazardous by Michigan Compiled Laws, Act 154 of the Public Acts of 1974 as amended. All containers shall have approved warning labels in accordance with this law. Copies of all MSDS's are to be sent to the requesting department.

Pursuant to Act 167 of the Public Acts of 1933, the County of Oakland, a Michigan Constitutional Corporation, is exempt from the sales tax provisions of this Act. In addition, the Michigan Department of Treasury has promulgated General and Specific Sales and Use Tax Rules which provide that the County of Oakland is not required to have a sales tax exemption number (R205.79; Rule 29).

FOR REPORTING PURPOSES - COUNTY OF OAKLAND I.D. #38-6004876W.

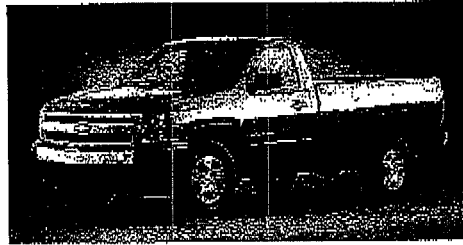
Authorized Signature

MODEL: 2008 CHEVROLET 900 SERIES SILVERADO 2500HD CK20753	DEALER INFORMATION	
Body Style: REG CAB 4X4 STD BOX	Name: Butch Whelan Chevrolet	
NOTE: Model Should include STANDARD PACKAGING, unless otherwise indicated below.	Address 1: 40445 Van Dyke	
	Address 2: Sterling Heights, MI 48313	
	Contact: Mike Gristchuk	
	Telephone: 800-392-7300	
Standard Package	MINUS	COST
Work Truck	\$ -	\$ -
C67 Air Conditioning	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
PLUS TITLE FEE		\$ -
MINUS TOTAL	\$ -	
STANDARD COST SUBTOTAL		\$ 20,810.00
POSSIBLE OPTIONS:		
K34 Cruise Control	\$ -	\$ 192.00
C49 Rear Defogger (n/a with C42)	\$ -	\$ 140.00
C42 Air Conditioning Delete	\$ -	N/A
UEO On Star Delete	\$ 88.00	\$ -
B Cloth Seating	\$ -	N/C
PCX LS Package	\$ -	N/A
AJ1 Solar Ray Deep Tinted	\$ -	\$ 85.60
UO1 Amber Roof Lamps	\$ -	\$ 44.00
DF2 High Visibility Mirrors Camper Style	\$ -	\$ 56.00
QIW On/Off Road Blackwall Tires	\$ -	\$ 35.20
PY2 Chrome Styled Steel Wheels	\$ -	\$ 248.00
TP2 600 CCA Battery	\$ -	\$ 108.00
JL1 Brake Controller integrated Trailer (req Z82)	\$ -	\$ 106.00
G80 Locking Differential	\$ -	\$ 260.00
Z82 Heavy Duty Trailer Equipment	\$ -	\$ 184.00
UY2 Trailer Wiring Provisions for Camper, Fifthwheel and gooseneck	\$ -	\$ 28.00
NZZ Skid Plate		\$ 120.00
VYU Snow Plow Prep		\$ 228.00
TOTAL OPTIONS	\$ 68.00	\$ 1,834.80
	TOTAL COST	\$ 22,576.80
AUTHORIZED NAME: (PRINT) Mike Gristchuk		
AUTHORIZED SIGNATURE:	DATE:	10/16/2007

Dealer Options Added:

- ① 160 AMP ALT. \$65.-
- ② CAB LIGHTS: \$65.-

Total: \$ 21,760.- Truck

1001Prepared By:
administrator

2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

SELECTED MODEL & OPTIONS

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

SELECTED MODEL - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
CK20903	2008 Chevrolet Silverado 2500HD 4WD Reg Cab 133" Work Truck	\$24,355.20	\$27,520.00

SELECTED VEHICLE COLORS - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
BODY CODE			
E63	PICKUP BOX, FLEETSIDE (STD)	\$0.00	\$0.00
EMISSIONS			
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	\$0.00
ENGINE			
LY6	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI (353 hp [262.8 kW] @ 5400 rpm, 373 lb-ft of torque [505.6 N-m] @ 4400 rpm) (STD)	\$0.00	\$0.00
TRANSMISSION			
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD) (Requires (LY6) Vortec 6.0L V8 SFI engine)	\$0.00	\$0.00
DIFFERENTIAL			
—	NO LOCKING DIFFERENTIAL	\$0.00	\$0.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

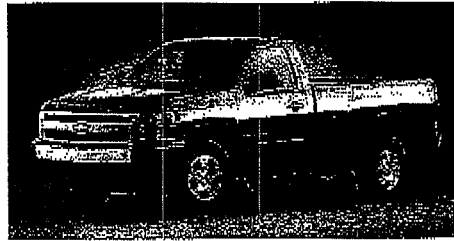
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Page 1

Prepared By:
administrator



2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

SELECTED MODEL & OPTIONS

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

SELECTED OPTIONS - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
AXLE			
GT4	REAR AXLE, 3.73 RATIO	\$0.00	\$0.00
TIRES			
QIZ	TIRES, LT245/75R16E ALL-SEASON, BLACKWALL (STD) (Not available with (Z71) Off-Road Suspension Package. Includes 5 tires with (E63) Fleetside pickup box. Includes 4 tires with (ZW9) pickup box delete.)	\$0.00	\$0.00
SEAT TYPE			
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER MANUAL RECLINING with outboard head restraints and center fold-down armrest with storage (STD)	\$0.00	\$0.00
SEAT TRIM			
_V	SEAT TRIM, DARK TITANIUM VINYL (STD) (Vinyl seats require (BG9) Graphite-colored rubberized vinyl floor covering)	\$0.00	\$0.00
PAINT			
ZY1	PAINT, SOLID (STD)	\$0.00	\$0.00
AIR CONDITIONING			
C67	AIR CONDITIONING, SINGLE-ZONE MANUAL FRONT CLIMATE CONTROL (Standard on Extended and Crew Cab models)	\$696.00	\$870.00
RADIO			
US8	AUDIO SYSTEM, AM/FM STEREO WITH MP3 COMPATIBLE CD PLAYER, seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), speed-compensated volume and TheftLock (STD)	\$0.00	\$0.00
WHEELS			
QB5	WHEELS, 16" X 6.5" (40.6 CM X 16.5 CM) 8-LUG PAINTED STEEL, includes painted center caps and steel spare (spare wheel will not cosmetically match the other 4 wheels) Spare not included with (ZW9) pickup box delete unless a spare tire is ordered (STD)	\$0.00	\$0.00

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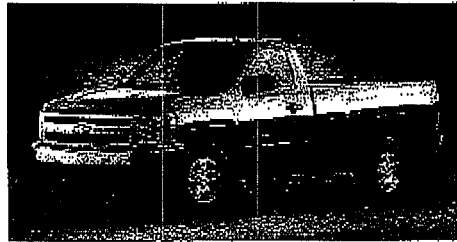
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2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

SELECTED MODEL & OPTIONS

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

SELECTED OPTIONS - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

CATEGORY

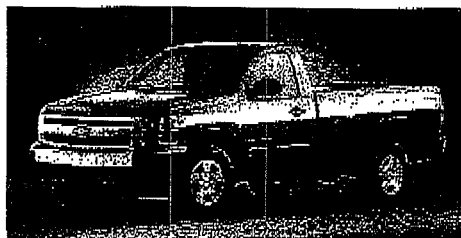
<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
	OPTIONS TOTAL	\$696.00	\$870.00

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2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

STANDARD EQUIPMENT

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

STANDARD EQUIPMENT - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

EXTERIOR

- Paint, solid
- Bumper, front chrome, includes chrome bumper end caps
- Bumper, rear chrome, step-style with pad
- Air dam, Black
- Grille, chrome surround
- Headlamps, dual halogen composite with automatic exterior lamp control and flash-to-pass feature
- Lamps, dual cargo area lamps
- Daytime Running Lamps, with automatic exterior lamp control
- Mirrors, outside manual, Black, manual-folding
- Glass, Solar-Ray light-tinted, all windows
- Door handles, Black
- Wipers, front intermittent wet-arm with pulse washers

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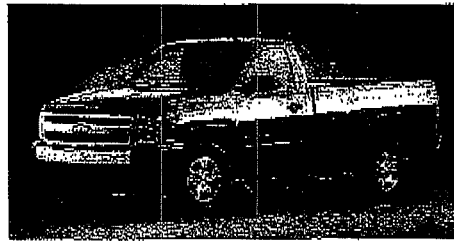
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2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

STANDARD EQUIPMENT

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

STANDARD EQUIPMENT - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

INTERIOR

- Seat trim, Dark Titanium vinyl (Vinyl seats require (BG9) Graphite-colored rubberized vinyl floor covering)
- Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual reclining with outboard head restraints and center fold-down armrest with storage
- Floor covering, Black rubberized vinyl
- Steering wheel, includes theft-deterrent locking feature
- Steering column, Tilt-Wheel, adjustable with brake/transmission shift interlock
- Instrumentation, analog with speedometer, fuel level, engine temperature, tachometer, voltmeter and oil pressure indicators
- Driver Information Center with odometer, trip odometer and message center (monitors numerous systems depending on vehicle equipment level including low fuel, turn signal "on", transmission temperature and oil change notification) (Driver Information Center controls are operated through the trip button unless (UK3) steering wheel mounted audio controls is ordered)
- Warning tones, headlamp on, key-in-ignition, driver and passenger buckle up reminder and turn signal on
- Tire Pressure Monitoring System (does not apply to spare tire)
- OnStar, 1-year of Safe and Sound plan. Includes Automatic Notification of Air Bag Deployment, Stolen Vehicle Location Assistance, Emergency Services, Roadside Assistance, Remote Door Unlock (requires power locks), OnStar Vehicle Diagnostics, Hands-Free Calling, AccidentAssist and Remote Horn and Lights (OnStar services require vehicle electrical system (including battery), wireless service and GPS satellite signals to be available and operating for features to function properly. OnStar acts as a link to existing emergency service providers. OnStar Vehicle Diagnostics available on most 2004 MY and newer GM vehicles. Diagnostic capability varies by model. If the order type is FDR, (UE0) OnStar delete will be forced on. Visit onstar.com for system limitations and details. Not available with a ship-to of Puerto Rico or the Virgin Islands. Remote Door Unlock requires (AU3) power door locks.)
- Air conditioning delete, provides heater only (Requires Regular Cab models)
- Audio system, AM/FM stereo with MP3 compatible CD player, seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), speed-compensated volume and TheftLock

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

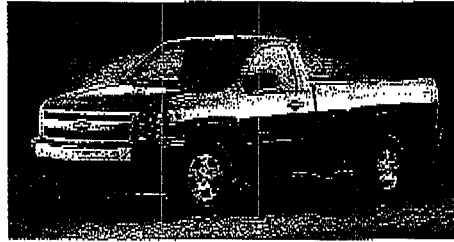
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2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

STANDARD EQUIPMENT

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

STANDARD EQUIPMENT - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

- XM Satellite Radio. With a wide variety of programming, XM has something to excite any driver. Whether you want to be entertained or informed, to laugh, think, or sing, XM has the perfect channel for you - coast-to-coast, and in digital-quality sound. 3 trial months - no obligation (Available in the 48 contiguous United States. Required \$12.95 monthly subscription sold separately after 3 trial months. All fees and programming subject to change. Subscription subject to customer agreement. For more information, visit gm.xmradio.com. Not available with (UE0) OnStar, delete.)
- Audio system feature, 4-speaker system (Requires Regular Cab models)
- Cup holders, front (Also includes rear cupholders on Extended and Crew Cab models)
- Power outlets, 2 auxiliary instrument panel-mounted with covers, 12-volt
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger, sliding with clip and passenger side vanity mirror with cover, Opal Gray-colored
- Assist handle, front passenger (Also includes rear assist handles in the headliner on Extended and Crew Cab models)
- Lighting, interior with dome and reading lights, illuminated entry feature and backlit instrument panel switches
- Coat hooks, rear driver and passenger side

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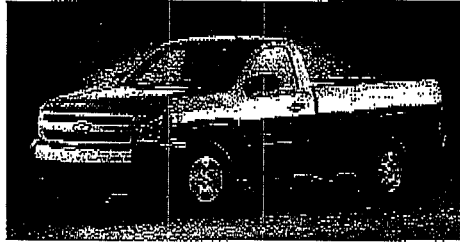
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2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

STANDARD EQUIPMENT

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

STANDARD EQUIPMENT - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

MECHANICAL

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI (353 hp [262.8 kW] @ 5400 rpm, 373 lb-ft of torque [505.6 N-m] @ 4400 rpm)
- Air cleaner, high-capacity
- Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode (Requires (LY6) Vortec 6.0L V8 SFI engine)
- Cooling, auxiliary external transmission oil cooler, heavy-duty air-to-oil
- Transfer case, with floor-mounted shifter (Requires 4WD models)
- Four wheel drive
- Rear axle, 3.73 ratio
- Cooling, external engine oil cooler, heavy-duty air-to-oil, integral to driver side of radiator tank
- Battery, heavy-duty 600 cold-cranking amps, maintenance-free with rundown protection and retained accessory power
- Alternator, 125 amps
- Frame, hydroformed
- Recovery hooks, front, frame-mounted
- Pickup box, Fleetside
- GVWR, 9200 lbs. (4173 kg)
- Suspension, front independent, torsion bar
- Suspension, rear 2-stage multi-leaf springs, semi-elliptic
- Suspension Package, Handling/Trailer, heavy-duty includes 46 mm piston monotube shocks and 34mm front stabilizer bar
- Tires, LT245/75R16E all-season, blackwall (Not available with (Z71) Off-Road Suspension Package. Includes 5 tires with (E63) Fleetside pickup box. Includes 4 tires with (ZW9) pickup box delete.)
- Tire carrier, outside spare, winch-type mounted under frame at rear (Orders with (ZW9) Pickup box delete will not include a Spare Tire Carrier unless a spare tire is ordered)

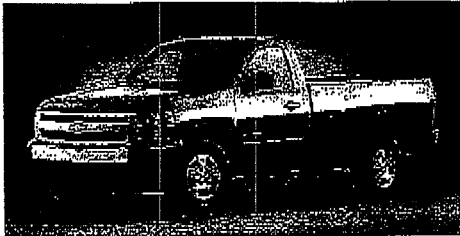
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administrator



2008 Fleet/Non-Retail Chevrolet Silverado 2500HD 4WD Reg Cab 133" Wor

STANDARD EQUIPMENT

WARNING - THIS VEHICLE IS NOT YET COMPLETELY CONFIGURED

STANDARD EQUIPMENT - 2008 Fleet/Non-Retail CK20903 4WD Reg Cab 133" Work Truck

- Wheels, 16" x 6.5" (40.6 cm x 16.5 cm) 8-lug painted steel, includes painted center caps and steel spare (spare wheel will not cosmetically match the other 4 wheels) Spare not included with (ZW9) pickup box delete unless a spare tire is ordered
- Steering, power, recirculating ball
- Brakes, 4-wheel antilock, 4-wheel disc
- Exhaust, aluminized stainless-steel muffler and tailpipe

SAFETY

- Brakes, 4-wheel antilock, 4-wheel disc
- Air bags, frontal, driver and right-front passenger (Always use safety belts and the correct child restraints for your child's age and size, even in vehicles equipped with air bags. Children are safer when properly secured in a rear seat. See the vehicle's Owners Manual and child safety seat instructions for more safety information)
- Daytime Running Lamps, with automatic exterior lamp control

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Customer File:

January 10, 2008

Michigan Department of Treasury
Local Audit and Finance Division
P.O. Box 30728
Lansing, MI 48909-8228

Re: Deficit Elimination Plan for Swartz Creek DDA

To whom it may concern:

It has been brought to the City's attention that a deficit elimination plan is required to be submitted to the Michigan Department of Treasury due to an existing deficit in the City's DDA fund.

The DDA's net assets, as demonstrated in the City audit for fiscal year ended June 30, 2007, result in a \$27,457 deficit. This deficit is the result of previous years' 'start up' costs that the DDA incurred to perform preliminary planning and study efforts. The DDA effectively borrowed money from the City's general fund in an amount sufficient to purchase planning services to perform a development/TIF plan for the district.

The City Council granted the request for start up funds in an amount necessary to perform such services but not to exceed \$65,000. This loan is to be paid back with tax increment revenues over a period of five years after such revenues enable the DDA to be self sufficient. The terms of the note are flexible but include a 3% annual interest rate.

Currently, the DDA is no longer borrowing dollars from the City's general fund to support itself and has budgeted funds from expected TIF revenues to begin repayment of the loans in the current fiscal year. This amount is budgeted at \$5,000. It is expected that tax increment revenues shall increase yearly and payoff shall occur within five or fewer years.

Please contact me at 810-635-4464 if you have any further comments or inquiries on the matter.

Sincerely,

Adam H. Zettel
Assistant City Manager (DDA Director)
City of Swartz Creek

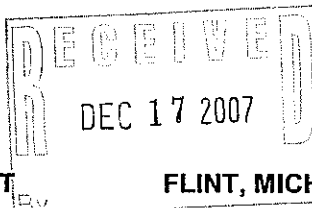


ROOM 223 -- 1101 BEACH STREET

FLINT, MICHIGAN 48502-1470

TELEPHONE (810) 257-3010 FAX (810) 257-3185

JULIE A. HINTERMAN
DIRECTOR-COORDINATOR



December 13, 2007

Mr. Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr
Swartz Creek, MI 48473

SUBJECT: SAFETY PROJECTS FY 2009 CALL FOR PROJECTS

Dear Mr. Bueche:

The Michigan Department of Transportation (MDOT) has released a call for Safety Projects to all local road agencies for the 2009 fiscal year. There have been several changes in the program since last year, so please read the following carefully:

- MDOT has posted maps on their website that will help you identify areas of roadway that have type "K" and "A" crashes (www.michigan.gov/mdotlap) MDOT is looking to spend \$10,000,000 statewide on projects that correct areas which have a concentration of type "K" and "A" crashes.
- At least 5% of Michigan locations exhibiting the most severe highway safety needs are described in a report available at <http://safety.fhwa.dot.gov/fivepercent/index.htm>. These projects may be eligible for preliminary engineering funding from MDOT.
- Projects may, at MDOT's discretion, be funded by a "lump sum" method. (www.michigan.gov/mdot/0,1607,7-151-9625_25885_27578--,00.html)

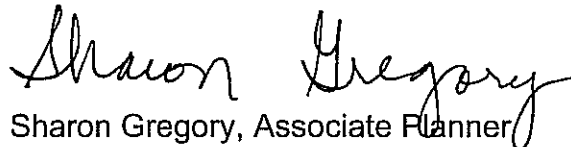
Your organization should have received a letter detailing the qualifications for Safety funds and the criteria by which applications will be judged. We have included a copy of the letter for your reference.

In order to have time to review and endorse the applications, we are asking that you submit a copy of your application (including the corresponding UD-10 forms) to our office by 5:00 p.m. on **Tuesday, January 22, 2008**. Applications will be ranked using the MDOT Time-of-Return Analysis, and then endorsed by the appropriate committees. Enclosed in this mailing is an example of MDOT's Time-of-Return Analysis, which you need to use for your calculations. Please do not use other agencies' TOR forms.

Staff had been asked to find out some additional information regarding traffic crash costs, and which estimates should be used. Staff contacted several agencies and verified that MDOT and the Michigan State Police Office of Highway Safety Planning use the traffic crash costs from the National Safety Council (NSC). FHWA had been using crash cost estimates from the Office of the Secretary of Transportation (OST), but OST has not been producing updated numbers. Because of this, FHWA suggests that NSC crash costs seem reliable to use. NSC crash costs are included in the attached TOR form.

Also enclosed please find a list of high-crash intersections from the Intersection Safety Study completed last year. This list may be useful as you select your Safety projects. Please remember that project applications must be sent to MDOT and postmarked no later than **Friday, February 29, 2008**. If you need any assistance with selecting your safety project or help with the application process, please feel free to contact me at (810) 766-6545. Staff is also available to come and meet with you at your request. We look forward to hearing from you.

Sincerely,



Sharon Gregory, Associate Planner
Genesee County Metropolitan Planning Commission



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 28, 2007

Mr. John D. Niemela
Director
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Mr. David Worthams
Transportation Environmental Affairs
Michigan Municipal League
320 N. Washington Sq., Ste. 100
Lansing, Michigan 48933-1288

Dear Mr. Niemela and Mr. Worthams:

Fiscal Year 2009 Federal Local Safety Program

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of new candidate project applications for the fiscal year (FY) 2009 Local Safety Program. Federal funds for the Local Safety Program are to be used for highway safety improvements on the local roadway system. The 2009 budget for this program is estimated at \$15,187,500 (\$12,150,000 federal and \$3,037,500 local match). We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Program administrative procedures for fiscal year 2009:

1. The construction phase only is eligible for federal aid, except as specified in item #6. Any costs related to right of way, design and construction engineering, or work on state owned roadways are not eligible for local safety program funds. Projects are federally funded at 80 percent with a 20 percent local match. Federal funds shall not exceed \$400,000 per project. Projects may also be capped at the lesser of the original estimate plus \$20,000 or the original estimate plus 20 percent. Projects may, at MDOT's discretion, be funded by a "Pro-Rata" or "Lump Sum" method. Please see http://www.michigan.gov/mdot/0,1607,7-151-9625_25885_27578---.00.html to review information on the "Pro-Rata" or "Lump Sum" funding methods. The projects are to be let by MDOT, or performed by local force account, as approved by our office. Force account work shall follow the Local Agency guidelines for "Construction by Non-Competitive Bid Contract" which can be viewed on the MDOT/Local Agency website at http://www.michigan.gov/mdot/0,1607,7-151-9625_25885_40414---.00.html. Any roadway, regardless of National Functional Classification, is eligible for the Local Safety Program.
2. Eligible projects must meet current standards and warrants and current ADA requirements. Project types may include replacement, installation or elimination of guardrail, removal of fixed objects from clear zones, traffic and pedestrian signal

installation and upgrades, access management, horizontal and vertical curve corrections, sight distance and drainage improvements, bridge railing replacement or retrofit, roadway intersection improvements to improve safety and/or capacity, mid-block pedestrian crossings, improvements to school zones, shoulder and center line rumble strips, and improved permanent signing and pavement markings. This list is not all inclusive and other types of safety improvement projects can be submitted for consideration.

3. ~~All project candidates must be postmarked no later than Friday, February 29, 2008.~~ Projects postmarked after February 29, 2008, at MDOT's discretion, may or may not be reviewed for funding based on the strength of other submitted projects and the availability of funds. It is recommended that your application be submitted by certified mail or other trackable delivery service. Projects are reviewed and approved by committee and selected based on criteria which includes:
 - A. Submit crash history with supporting UD-10's for all 'K' & 'A' crashes and for any other lesser severity of injuries that supports the scope of work for the area, within the most current 5 year period of available data.
 - B. Roadway classification, traffic crash analysis, ADT, collision diagrams, crash concentration, etc.
 - C. Existing condition and character of proposed work.
 - D. Metropolitan Planning Organization (MPO) or Rural Task Force (RTF) endorsement and priority ratings.
 - E. Overall safety benefits of the proposed work, American Association of State Highway and Transportation Officials (AASHTO) guidelines, and Michigan Manual of Uniform Traffic Control Devices (MMUTCD) warrants.
 - F. Cost effectiveness based on a benefit/cost analysis or time of return analysis.
 - G. Project coordination with other construction projects.
 - H. Ability to deliver a complete construction package for letting within the fiscal year.
 - I. Statewide and historical funding distribution.
 - J. Past history of delivering safety projects in the year the project was selected.
 - K. Completion of the enclosed MDOT Form #1627 for every project submitted. This form can also be found on the MDOT/Local Agency web site at www.michigan.gov/mdot/0,1607,7-151-9625_23109---.00.html

At a minimum, the suggested format for project funding consideration is an engineering report that clearly identifies the route, location (township(s)/municipalities), project termini and length, existing and proposed cross sections, estimated project cost and each of the criteria listed above. The calculations and supporting documentation must be submitted for the time of return analysis, and/or the benefit to cost ratio. A map must be included with the report which clearly identifies the location of the proposed project. Pictures, graphics, preliminary plans, etc., included in the engineering report can also be used as supporting evidence and are encouraged.

4. If there are any social, economic and environmental impacts within the project limits, all impacts must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.
5. The FY 2009 Safety Program is establishing financial goals that will be used to fund specific types of projects. The project type and financial goals are listed below.

Project Type	Total Program
Centerline and Shoulder Rumble Strip	\$200,000
Guardrail Upgrades and Clear Zone Improvements	\$1,000,000
Projects with scopes that directly correct areas with a concentration of Type "A" and "K" crashes	\$10,000,000

To aid local agencies to identify areas of roadways that have type "K" and "A" crashes, MDOT will post region maps with the location of the crashes in the Safety/HRRR area of the MDOT LAP website (www.michigan.gov/mdotlap). It is anticipated that these maps will be available in early December 2007.

6. A Federal Highway Administration website contains reports provided by the states in response to a federal requirement to describe at least 5 percent of the locations in each state currently exhibiting the most severe highway safety needs, in accordance with Sections 148(c)(1)(D) and 148(g)(3)(A), of Title 23, *United States Code*. This website (go to <http://safety.fhwa.dot.gov/fivepercent/index.htm>) and then select "Michigan") currently has the 2006 5 Percent Report. The 2007 5 Percent Report should be added to the website by mid-December, 2007. In addition to funding the construction project in the areas listed on the 2006 and 2007 5 Percent Reports, MDOT will also consider funding preliminary engineering up to 10 percent of the estimated eligible construction costs. Projects that are on the 5 Percent Report must be clearly identified and the estimated preliminary engineering costs listed in the application if the agency desires to have the preliminary engineering costs funded. Please contact Jim D'Lamater directly to discuss the specifics of submitting projects that address areas on the 5 Percent Reports.

Once projects are selected, local agencies within MPO areas must coordinate with their MPO to ensure inclusion of their project in the area's Transportation Improvement Program (TIP). Those agencies that are part of a rural task force should notify their members that they are applying for these funds. Rural task force approval is not necessary. Local Agency Programs will coordinate with MDOT Planning to ensure these projects are included in the State Transportation Improvement Program (STIP). Each application is evaluated based on the criteria listed above

Mr. John D. Niemela and Mr. David Worthams

Page 4

November 28, 2007

on a project by project basis and funding availability. An effort will be made to select at least one or more projects from each MPO for funding consideration; however, each application is evaluated based on the criteria listed above on a project by project basis and funding availability.

Local agencies are allowed to submit more than one project for consideration. Agencies submitting multiple projects should submit a prioritized list for consideration.

Please send all eligible projects and supporting information to the following:

Mr. Jim D'Lamater, P.E., Safety Engineer
Design Division, Local Agency Programs Unit
425 W. Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909-7550

Depending upon funding availability, project selection and announcements are made as soon as possible with notifications and project programming instructions sent through each of the coordinating agencies. Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds.

If you have any question, please feel free to contact Jim D'Lamater at (517) 335-2224 or at dlamaterj@michigan.gov.

Sincerely,



Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs

for Mark A. Van Port Fleet
Engineer of Design

Enclosures

The TOR analysis measures the cost effectiveness of a project by using historic accident data to calculate the amount of money saved each year from accidents mitigated by the proposed project. Dividing the total project cost by the money saved each year in accident mitigation will yield the number of years it will take to cover the costs of a project. The less time needed to recoup the investment the more cost effective the project is. Projects that are cost effective will have a TOR that is less than 10 years.

1. Obtain UD-10s for accidents near the proposed improvement. Accidents used for analysis must be within 150 of the intersection or the proposed improvement. At least 3 years of data must be used for the TOR analysis. **You must attach UD-10s for accidents used.**
2. The next step is to determine what accident types will be mitigated by the proposed project and remove data that will not be mitigated by the improvement. For example, if the project proposes to construct a right hand turn lane on the north leg of an intersection, accidents involving right hand turns on other legs of the intersection will not be mitigated and should be removed from the analysis. Only accidents involving a person intending to turn right from the north leg should be included. In all instances, accidents involving alcohol or drugs should be removed from the analysis.

Accident Types as coded on the originating UD-10:

1. Single Motor Vehicle
2. Head On
3. Head On-Left Turn
4. Angle
5. Rear End
6. Rear End-Left Turn
7. Rear On-Right Turn
8. Sideswipe-Same
9. Sideswipe-Opposite
10. Other/Unknown

Once the accidents have been filtered, group them based on accident type.

3. For each group assign a crash reduction factor based on accident type and intersection improvement.

4. Next sub-group the accidents into the following three categories based on the most severe injury that was sustained in each accident:
 1. Property Damage Only (PDO) / Minor injuries
 2. "A" injuries (Incapacitating Injury)
 3. "K" Fatalities (Fatal Injury)

5. For each sub-group assign a dollar value based the most severe type of injury.
 1. Property Damage Only (PDO) / Minor injuries - \$7,500
 2. "A" injuries - \$52,900
 3. "K" Fatalities - \$1,150,000

6. Multiply the number of accidents in each sub-group by the crash reduction factor assigned to each group. Next, multiply that number by the dollar value assigned based on injury type. This is an estimate of money saved through accident mitigation for the time period represented by the dataset as a result of the proposed project.

7. Divide the dollar amount in Step 6 by the number of years represented by the dataset. This is a per-year savings.

8. Divide the total project cost by the dollar amount calculated in Step 7. The product is the number of years it will take to recoup the cost of the project in regards to accident mitigation. This is the TOR. As previously stated, a cost-effective project will have a TOR of less than 10 years.

**CRASH REDUCTION FACTORS FOR THE
GENESEE COUNTY METROPOLITAN PLANNING COMMISSION'S
TRANSPORTATION IMPROVEMENT PROGRAM SAFETY APPLICATION**

	Center Left Turn Lane	Relocating Fixed Objects	Removing Fixed Objects Within the Clear Zone	Correction /Improvement of Super elevation	Increase To Full Width Shoulder
Single Motor Vehicle		Urban 0.2/Rural 0.4	0.75	0.2	
Head On	0.2			0.2	0.15
Head On-Left Turn	0.5			0.2	0.15
Angle	0.2				
Rear End	0.15				
Rear End-Left Turn	0.8				
Rear End-Right Turn					
Sideswipe-Same				0.2	0.15
Sideswipe-Opposite				0.2	0.15
Other/Unknown	0.2			0.2	0.15

	Right-Turn Lane	Increase Lane Width	Increase in Bridge Width To Match Road Width	Intersection Radii Improvements	Directional Cross-Over Pairs
Single Motor Vehicle		0.05 per foot	0.4		0.25
Head On		0.05 per foot	0.4		
Head On-Left Turn		0.05 per foot	0.4		0.8
Angle				0.15	0.6
Rear End	0.2			0.15	0.25
Rear End-Left Turn				0.15	0.8
Rear End-Right Turn	0.65			0.15	
Sideswipe-Same	0.2	0.05 per foot	0.4	0.15	
Sideswipe-Opposite		0.05 per foot	0.4	0.15	
Other/Unknown	0.2	0.05 per foot		0.15	

Time-of-Return (TOR) Analysis Example

Sample Project: Install left hand turn lanes on the north and south legs of a signalized intersection.
Total Project Cost: \$500,000

1. In the past three years there were 80 accidents within 150' of the intersection.
2. Accidents involving left-turning north and south bound drivers may be mitigated.

30 of the 80 may be mitigated by the proposed project.
20 of the 30 were Rear End-Left Turn
10 of the 30 were Head On-Left Turn

3. Looking at the attached crash reduction chart for adding a Center Left Turn Lane, accidents involving Head On-Left Turns will have a crash reduction factor of .50, and accidents involving Rear End-Left Turns will have a crash reduction factor of .80.

4. Of the 20 Rear End-Left Turns there were 17 PDO and 3 "A" injury accidents. Of the 10 Head On-Left Turns there were 1 "K" fatality, 1 "A" injury, and 8 PDO accidents.

5. PDO/Minor injuries - \$7,500
"A" injuries - \$52,900
"K" fatalities - \$1,150,000

6. Rear End-Left Turns

(17 PDO) * (Crash Reduction Factor of .8) * (\$7,500) = \$102,000
(3 "A") * (Crash Reduction Factor of .8) * (\$52,900) = \$126,960

Head On-Left Turns

(1 "K") * (Crash Reduction Factor of .5) * (\$1,150,000) = \$575,000
(1 "A") * (Crash Reduction Factor of .5) * (\$52,900) = \$26,450
(8 "PDO") * (Crash Reduction Factor of .5) * (\$7,500) = \$30,000

An estimated \$860,410 over the three years of the dataset could have been saved through accident mitigation.

7. $(\$860,410) / (3 \text{ years}) = \$286,803$ in savings per year.

8. $(\$500,000) / (\$286,803) = 1.74$ years to recoup the cost of the project in regards to accident mitigation. This is the Time-of-Return (TOR). A cost-effective project will have a TOR of less than 10 years.

List of Intersections from the
Intersection Safety Study
October 2006

1. Miller Road and Lennon Road
2. Miller Road and SB I-75 and Claude Avenue
3. Miller Road and NB I-75
4. Miller Road and Austin Parkway
5. Miller Road and Ballenger Highway
6. Miller Road and Elms Road
7. Miller Road and Seymour Road
8. Linden Road and Corunna Road (M-21)
9. Linden Road and W. Court Street
10. Lahring Road and Torrey Road
11. W. 12th Street and Van Slyke Road
12. Bristol Road and Fenton Road
13. Bristol Road and Van Slyke Road
14. Bristol Road and Camden Avenue
15. Atherton Road and Fenton Road
16. Lapeer Road and State Road (M-15)
17. Lapeer Road and Vassar Road
18. Richfield Road and Genesee Road
19. Hill Road and Saginaw Road
20. Hill Road and Dort Highway (M-54)
21. Hill Road and Center Road
22. Saginaw Road and Dort Highway (M-54)
23. Saginaw Street and E. Fifth Avenue
24. Saginaw Street and E. Pierson Road
25. Saginaw Street and Mt. Morris Street
26. Saginaw Street and E. Grand Blanc Road
27. Saginaw Street and E. Reid Rd./Old Bridge Rd.
28. Dupont Street and W. Pasadena Avenue
29. EB Robert T. Longway Blvd. and NB Chavez Dr.
30. WB Robert T. Longway Blvd. and NB Chavez Dr.
31. EB Robert T. Longway Blvd. and SB Chavez Dr.
32. WB Robert T. Longway Blvd. and SB Chavez Dr.
33. NB Chavez Drive and Second Street
34. SB Chavez Drive and Second Street
35. NB Grand Traverse Street and W. Atherton Rd.
36. SB Grand Traverse Street and W. Atherton Rd.
37. Beecher Road and Calkins Road
38. Ballenger Highway and Beecher Road
39. Ballenger Highway and Court Street
40. Center Road and E. Court Street
41. Belsay Road and Potter Road
42. Belsay Road and Lapeer Road
43. Owen Road and Silver Parkway
44. Owen Road and Donaldson Drive
45. State Road (M-15) and Green Road
46. State Road (M-15) and Flint Street
47. State Road (M-15) and W. Hegel Road
48. State Road (M-15) and E. Hegel Rd. (Dutch Rd.)

K:/trans/safety/intersection safety study/intersection list

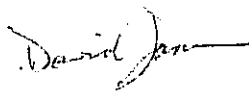


GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF-
WATER & WASTE SERVICES
G-4610 BEECHER ROAD • FLINT, MICHIGAN 48532-2617
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JEFFREY WRIGHT
COMMISSIONER

MEMORANDUM

DATE: December 13, 2007
TO: Budget Subcommittee Members
FROM: David Jansen, Assistant Director 
SUBJECT: FY 2008 Budget

Enclosed is the Budget for 2007 complete with the anticipated expenditures to the end of the year. The document includes recommended expenditures for 2008. Following are my comments regarding portions of the 2008 Budget.

Districts 3 & 7

On December 4 at 10:00 a.m., the Division met with representatives of Districts 3 & 7 to review the projected expenditures for 2007 and the recommendations for 2008. Following a review of the 2007 – 2008 financial package, they voted to move the proposed budget to the Budget Subcommittee with a recommendation it be passed along to the full Advisory Committee for adoption. Discussion topics included:

- ARTP superintendent, Joe Goergen, will remain the Operator in Charge at Districts 3 & 7 until such time as a replacement for retired Tim O'Neill has been recruited and installed.
- Consumers' Energy has informed the Division to expect a significant increase in the cost of electricity. We have made provisions in the budget for a 20% increase.
- The Districts have entered into a 5-year budgeting plan and rates have been set to accommodate planned spending during that period.

Water Fund

The Division's water sales for 2007 were up substantially from the previous year. The major improvements in the water supply system – Henderson Road facilities, the new elevated Houran tank and the new reservoir and pump station in Burton and the North Water Look all contributed to making us able to meet all water demands without the need for restrictions (although a voluntary water conservation program is still in effect). As with all the Division's other utility operations, the predicted increase in the cost of energy figures heavily in the 2008 Budget. Similarly, the cost of water from the Detroit Water & Sewerage Board, through the City of Flint, will contribute to increases in the Water Budget. It will be our recommendation to pass along the 15.2% increase imposed by Detroit. The cost to the typical water customer will be in the range of \$20 to \$25 per year, depending upon usage.



The Division will recommend a review of water rates with an eye to an increasing block rate structure. Much of the increased rate from Detroit is due to peak usage, and the inclining block structure for rates will assure that all customers are paying their fair share. We will also continue to monitor the cost to provide customers the option of receiving bills on a monthly basis.

District 1 Consolidated Fund

The Consolidated Budget includes the following activities: Anthony Ragnone Treatment Plant, Industrial Pretreatment, Pump Stations, I & I (waste water collection) and Permitting. The revenue from sewer billing funds each of these activities. Water funds contribute to the support of the ARTP laboratory and Permitting. Additional revenue sources are:

- IPP Permit fees for monitoring Industrial Pre-Treatment programs
- CMOM Fees for Pump stations and I & I
- Soil erosion and plan review fees for Permitting

Anticipated slow down in new construction in general and housing starts in particular have contributed to a decision to reduce the number of employees in the Permits and Construction work group. These reductions have been accomplished through attrition, retirements, transfers and voluntary quits. We will continue to monitor revenue for this enterprise and take appropriate action to maintain a balanced budget.

With continual increases in the cost of chemicals, fuels and electricity, the Division will undertake a sewer rate study with recommendations expected late in the year. In 2007, the Advisory Board passed a "revenue neutral" rate change that included an increase for flat rate customers. The impact of the cost shift and the implications for those customers who may put in meters on their wells will be monitored closely and will be taken into account in all sewer rate deliberations. No provisions are made in this proposed budget for sewer rate adjustments in 2008.

General Issues

The proposed 2008 budget includes wage adjustments for Bargaining Unit Employees as called for in the collective bargaining agreement. No wage or salary adjustments are included for non-union employees in 2008. We do anticipate some increases to the cost of health care, and those expected changes are included in the recommended budget. We have negotiated a health care review contract with a company that specializes in assisting employers control rising health care costs. This company has been successful in controlling costs in other County enterprises.

INTERCEPTOR & TREATMENT FACILITIES
******* OPERATION & MAINTENANCE EXPENSES *******
******* CONSOLIDATED EXPENSES *******

Operation Budget for the Year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Payroll	\$5,293,838	\$6,760,090	\$8,716,871	\$7,121,043	\$7,441,900
702	Full time wages	\$3,380,759	\$3,598,261	\$4,735,756	\$3,979,618	\$4,027,400
704	Temporaries	\$37,116	\$30,181	\$26,199	\$28,095	\$20,000
709	Overtime	\$0	\$596,770	\$498,528	\$349,956	\$380,100
710	Certification Pay-outs	\$0	\$5,850	\$6,675	\$3,350	\$7,300
711	Insurance Opt-out	\$0	\$4,893	\$20,416	\$34,600	\$25,000
716	Health Insurance	\$1,166,195	\$1,415,379	\$1,949,604	\$1,445,968	\$1,204,300
	Retiree Health Insurance					\$537,200
717	Taxes	\$260,720	\$318,141	\$403,914	\$332,066	\$341,900
718	Retirement	\$351,937	\$651,936	\$896,075	\$750,479	\$713,600
720	Insurance-Workmen's Compensation	\$95,358	\$125,986	\$143,060	\$114,579	\$121,400
722	Clinic expense	\$355	\$2,293	\$4,458	\$9,693	\$10,100
723	Unemployment Comp	\$1,398	\$0	\$0	\$0	
725	Miscellaneous Employee benefits	\$0	\$10,399	\$32,186	\$72,639	\$53,600
	Supplies	\$452,904	\$433,960	\$693,624	\$394,945	\$436,100
726	Office supplies	\$9,404	\$10,280	\$45,964	\$15,006	\$15,500
727	Operation supplies	\$290,125	\$326,572	\$420,662	\$306,770	\$317,000
728	Construction supplies	\$0	\$3,250	\$1,779	\$3,000	\$1,500
729	Lab supplies	\$20,796	\$21,563	\$53,398	\$17,376	\$29,000
730	Data Processing Supplies	\$2,231	\$7,016	\$51,923	\$19,559	\$26,200
731	Miscellaneous Supplies	\$70,091	\$15,875	\$23,841	\$2,379	\$5,800
732	Engineering supplies	\$25,239	\$6,874	\$8,974	\$10,000	\$5,000
733	Postage	\$5,349	\$7,307	\$66,956	\$6,765	\$8,400
734	Small tools	\$29,669	\$35,223	\$20,126	\$14,089	\$27,700
	Other Expense	\$181,415	\$197,007	\$303,898	\$1,888,074	\$2,390,600
740	Memberships/Subscriptions	\$9,205	\$15,044	\$17,469	\$23,122	\$24,800
745	Publication Expense	\$5,317	\$10,479	\$22,780	\$6,987	\$7,400
750	Communications	\$49,132	\$53,687	\$102,781	\$59,649	\$67,800
760	Insurance-General	\$117,761	\$117,797	\$160,868	\$178,079	\$181,000
	Admin	\$0	\$0	\$0	\$1,620,237	\$2,109,600

INTERCEPTOR & TREATMENT FACILITIES
******* OPERATION & MAINTENANCE EXPENSES *******
******* CONSOLIDATED EXPENSES *******

Operation Budget for the Year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Contracts	\$1,271,650	\$1,809,359	\$1,973,887	\$2,064,887	\$2,059,500
801	Professional fees	\$54,880	\$103,911	\$315,290	\$200,557	\$513,400
807	Engineering Expense	\$137,680	\$424,624	\$115,337	\$22,718	\$15,000
802	Auditing and Outside Accounting Services	\$14,329	\$14,253	\$17,505	\$8,567	\$20,700
804	Legal	\$179,196	\$41,276	\$146,800	\$38,026	\$59,400
805	Financial Consulting Fees				\$10,000	\$0
806	Security Expense	\$750	\$4,060	\$14,385	\$0	\$6,000
809	Sludge Hauling Costs	\$851,537	\$827,540	\$935,344	\$1,321,701	\$1,345,000
811	Flow Monitoring	\$33,278	\$393,695	\$429,226	\$463,318	\$100,000
		\$281,305	\$254,954	\$238,750	\$50,392	\$34,000
	Rentals					
836	Building Rent	\$226,260	\$225,405	\$21,365	\$1,000	\$1,000
837	Equipment Rental	\$55,045	\$29,549	\$217,385	\$49,392	\$33,000
839	Furniture/Fixtures	\$0	\$0	\$0	\$0	\$0
	Repairs and Maintenance	\$1,139,798	\$1,366,363	\$1,264,895	\$908,956	\$856,700
844	Discharge Penalty	\$0	\$438	\$0	\$0	\$0
845	Sewer -	\$500,158	\$482,078	\$159,542	\$277,409	\$143,000
846	Buildings	\$60,758	\$255,821	\$417,712	\$207,874	\$72,000
847	Equipment	\$574,738	\$626,383	\$681,012	\$423,673	\$635,700
848	Office equipment	\$4,144	\$1,643	\$6,629	\$0	\$6,000
	Operating Services	\$2,334,196	\$2,422,487	\$2,800,081	\$2,493,495	\$3,306,300
853	Vehicle Operation and Maintenance	\$163,487	\$265,985	\$401,329	\$224,614	\$255,800
854	Grounds Care/Maintenance	\$15,452	\$27,467	\$29,404	\$12,988	\$62,300
855	Water & Sewer	\$0	\$145,624	\$88,696	\$41,266	\$51,400
856	Utilities	\$2,066,310	\$1,868,698	\$2,041,477	\$2,130,038	\$2,784,200
857	Trash Removal	\$0	\$12,388	\$9,424	\$8,804	\$12,400
860	Committee Meetings			\$3,691	\$0	\$0
862	Travel & meeting	\$68	\$116	\$13,307	\$7,634	\$13,900
864	Employee Education & Meetings	\$22,059	\$34,992	\$52,363	\$14,777	\$21,100
876	Safety Equipment & Supplies	\$24,919	\$28,313	\$49,435	\$32,419	\$35,700
877	Outside Testing	\$41,901	\$38,904	\$100,824	\$19,954	\$63,000
879	Miscellaneous Expenses	\$0	\$0	\$10,132	\$1,001	\$6,500

INTERCEPTOR & TREATMENT FACILITIES
******* OPERATION & MAINTENANCE EXPENSES *******
******* CONSOLIDATED EXPENSES *******

Operation Budget for the Year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Capital Expense	\$1,652,195	\$3,698,273	\$2,165,867	\$2,456,302	\$1,619,000
901.1	Property Taxes				\$2,129	\$2,000
976	Machinery and Equipment	\$143,309	\$427,843	\$505,989	\$347,550	\$50,200
986	Rain Gauge ACE	\$0	\$0	\$118,181	\$0	\$0
900	Bond & Interest Payments	\$1,508,886	\$3,270,430	\$1,541,697	\$2,108,752	\$1,566,800
	System Improvements	\$1,385,504	\$0	\$0	\$0	\$0
	Reserves/Retained Earnings	\$523,140	\$727,680	\$2,288,889	\$1,024,399	\$1,158,000
	TOTAL EXPENSES	\$14,515,945	\$17,670,173	\$20,446,763	\$18,404,622	\$19,302,100
	*** OPERATIONAL REVENUES ***					
601	Sewage Treatment Services	\$10,863,662	\$13,635,931	\$13,389,968	\$12,764,979	\$17,296,079
621	Water Supply Services			\$461,021		
	Other Revenues	\$1,140,904	\$1,414,909	\$5,388,934	\$2,877,751	\$2,006,021
604	Sewer maintenance	\$599,580	\$522,110	\$371,082	\$202,062	\$632,000
605	CMOM	\$0	\$0	\$539,086	\$933,192	\$632,000
606	Inspection Fees	\$14,920	\$17,808	\$6,550	\$2,350	\$10,000
608	Sewer billing Services	\$47,407	\$47,725	\$68,575	\$74,583	\$82,021
609	Sewer/Saddle Tap Fees	\$7,420	\$2,800	\$4,000	\$1,800	\$0
665	Interest earnings	\$356	\$0	\$117,910		
679	Other income	\$471,221	\$824,465	\$626,285	\$1,663,763	\$650,000
699	Transfer from 140102			\$3,655,446		
	Reserves/Retained Earnings	\$2,378,994	\$2,351,153	\$1,206,839	\$2,761,893	\$0
	TOTALS	\$14,383,560	\$17,401,993	\$20,446,762	\$18,404,623	\$19,302,100

WATER SUPPLY SYSTEMS
 Operation Budget for the year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Payroll & Fringe Benefits:	\$1,367,521	\$1,275,949	\$1,863,636	\$1,222,621	\$1,575,400
702	Full time Wages	\$813,429	\$609,183	\$969,035	\$591,103	\$746,500
704	Temporaries	\$6,561	\$484	\$1,053	\$0	\$20,000
709	Overtime		\$191,372	\$179,721	\$98,363	\$110,000
710	Certifications		\$2,100	\$1,875	\$1,800	\$1,800
711	Insurance Opt-outs		\$2,157	\$4,279	\$5,800	\$0
716	Health insurance	\$303,873	\$253,781	\$389,158	\$312,934	\$292,300
	Retiree Health Insurance					\$164,000
717	Taxes	\$63,244	\$61,112	\$87,865	\$53,188	\$67,500
718	Retirement	\$115,863	\$125,227	\$194,199	\$122,236	\$140,000
720	Insurance-workmen's compensation	\$58,599	\$29,605	\$25,500	\$21,300	\$21,300
722	Clinic expense		\$349	\$1,134	\$494	\$2,000
723	Unemployment Compensation			\$2,359	\$0	\$0
725	Misc. Employee benefits	\$5,952	\$580	\$7,459	\$15,404	\$10,000
	Supplies	\$128,706	\$157,397	\$223,884	\$145,212	\$162,000
726	Office supplies	\$1,105	\$685	\$8,600	\$4,962	\$5,000
727	Operation supplies	\$1,926	\$21,947	\$54,541	\$42,827	\$50,000
728	Construction supplies			\$70	\$0	\$0
729	Lab supplies	\$8,920	\$5,872	\$0	\$0	\$0
730	Data Processing supplies	\$14,875	\$6,104	\$16,525	\$9,012	\$10,000
731	Miscellaneous supplies	\$26,907	\$31,207	\$29,876	\$205	\$500
732	Engineering supplies			\$66	\$0	\$0
733	Postage	\$34,177	\$493	\$24,273	\$1,349	\$1,500
	CCR postage	\$6,609	\$28,641	\$37,000	\$39,701	\$40,000
	CCR printing	\$26,296	\$36,570	\$38,002	\$42,768	\$40,000
	CCR magnets	\$6,453	\$2,260	\$0	\$0	\$0
734	Small tools	\$1,438	\$23,619	\$14,932	\$4,388	\$15,000

WATER SUPPLY SYSTEMS
 Operation Budget for the year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Other expense	\$93,486	\$38,708	\$62,379	\$1,846,461	\$1,946,000
740	Memberships/Subscriptions	\$3,152	\$3,146	\$6,247	\$2,295	\$4,000
745	Publication expense		\$1,893	\$8,110	\$558	\$4,000
750	Communications	\$9,834	\$12,889	\$27,236	\$18,763	\$20,000
760	Insurance-General	\$80,000	\$20,780	\$20,787	\$17,438	\$18,000
	Insurance claims	\$500	\$0	\$0	\$0	\$0
	Admin Expense				\$1,807,407	\$1,900,000
	Contracts	\$8,556,670	\$9,441,876	\$8,297,197	\$11,716,329	\$12,051,000
801	Professional service	\$26,162	\$16,291	\$69,284	\$1,734	\$45,000
807	Engineering expense		\$0	\$25,373	\$11,399	\$0
802	Auditing and outside accounting	\$10,510	\$11,079	\$14,834	\$14,000	\$15,000
803	Cross Connections	\$109,265	\$93,240	\$79,995	\$86,000	\$86,000
804	Legal	\$20,256	\$16,478	\$108,789	\$5,517	\$300,000
805	Financial Consulting			\$10,200	\$23,650	\$0
806	Security expense	\$4,551	\$3,979	\$6,327	\$2,685	\$5,000
808	Cost of water tap-ins	\$113,585	\$140,939	\$107,300	\$67,312	\$100,000
810	Cost of Water Supply	\$8,272,341	\$7,890,079	\$6,563,628	\$10,150,601	\$10,000,000
	Service fee		\$1,269,792	\$1,311,468	\$1,353,432	\$1,500,000
	Rentals	\$224,268	\$226,405	\$42,658	\$3,548	\$5,000
836	Building rent	\$220,000	\$220,000	\$2,652	\$90	\$0
837	Equipment rental	\$4,268	\$6,405	\$39,962	\$3,458	\$5,000
839	Furniture/Fixtures			\$44	\$0	\$0
	Repairs and Maintenance	\$240,238	\$323,449	\$486,170	\$183,878	\$326,000
845	Repairs and maintenance-water mains	\$90,661	\$187,854	\$298,579	\$144,555	\$150,000
846	Buildings	\$21,362	\$12,689	\$60,695	\$8,307	\$75,000
847	Equipment repair	\$128,215	\$122,407	\$124,827	\$31,016	\$100,000
848	Office equipment		\$500	\$2,069	\$0	\$1,000

WATER SUPPLY SYSTEMS
*****Operation Budget for the year 2008*****

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 BUDGET
	Operating Services	\$312,611	\$381,048	\$557,419	\$478,196	\$635,000
853	Vehicle Operation and Maintenance	\$47,370	\$103,063	\$149,629	\$99,345	\$125,000
854	Grounds care	\$2,955	\$4,425	\$9,839	\$7,963	\$15,000
855	Water & Sewer billings from communities		\$410	\$1,426	\$1,295	\$2,500
856	Utilities	\$253,384	\$259,121	\$298,617	\$341,949	\$445,000
	Miss Dig		\$0	\$0	\$0	\$0
857	Trash removal		\$394	\$2,548	\$0	\$6,000
860	Community/Meeting Expense			\$600	\$0	
862	Travel and meetings	\$350	\$480	\$1,299	\$1,212	\$4,000
864	Employee training	\$3,907	\$3,202	\$23,095	\$6,550	\$10,000
876	Safety	\$4,214	\$1,003	\$52,323	\$9,719	\$10,000
877	Outside testing	\$431	\$8,950	\$17,500	\$5,200	\$10,000
879	Miscellaneous expense		\$0	\$544	\$4,963	\$7,500
	Capital expense	\$884,478	\$1,391,071	\$963,424	\$1,282,396	\$848,100
976	Machinery and Equipment	\$110,353	\$599	\$179,113	\$0	\$0
	Vehicles					
	Tank Painting/Testing					
	Cathodic Protection Installation					
	GIS N.A.T.		\$88,268		\$25,068	\$50,100
990	Bond and interest payments	\$774,125	\$1,302,204	\$784,311	\$1,257,328	\$798,000
	System Improvements/Depreciation	\$531,299	\$0	\$0	\$0	\$0
	Reserves/Retained Earnings	\$1,164,509	\$1,997,439	\$1,942,270	\$631,360	\$1,411,500
	TOTAL EXPENSES	\$13,503,786	\$15,233,342	\$14,439,037	\$17,510,000	\$18,960,000
	*** OPERATIONAL REVENUES ***					
621	Water Supply Service	\$13,019,709	\$14,637,112	\$14,028,151	\$14,083,290	\$18,650,000
	Water fees used for Permitting		\$0	\$0		
	Other Revenues	\$484,077	\$596,231	\$410,886	\$303,354	\$310,000
623	Water Sales - Misc				\$42,493	
628	Billing service	\$29,200	\$29,780	\$25,279	\$71,275	\$80,000
629	Meter sales	\$145,294	\$153,417	\$116,238	\$92,532	\$80,000
665	Interest	\$69,406	\$172,345	\$120,596	\$19,911	\$0
679	Miscellaneous	\$180,340	\$186,613	\$148,772	\$77,142	\$150,000
	Fire protection	\$59,837	\$54,075	\$0	\$0	\$0
	Fund Balance/Reserves		\$0	\$0	\$0	\$0
	TOTALS	\$13,503,786	\$15,233,342	\$14,439,037	\$14,386,644	\$18,960,000



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF-

WATER & WASTE SERVICES

G-4610 BEECHER ROAD • FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 • FAX (810) 732-9773

JEFFREY WRIGHT
COMMISSIONER

MEMORANDUM

DATE: November 21, 2007
TO: District 3 and 7
Advisory Committee Members
FROM: John F. O'Brien, P.E., Director *JFO*
SUBJECT: Budget - Projected 2007
Proposed 2008

Find enclosed the projected and proposed Budgets for District 3 and 7. Enclosed are the following comments for the Budget.

District 3

The plant operated without a superintendent for the entire year. Mr. Joe Goergen, Superintendent of ARTP, operated the plant. Livingston County provided flow for the majority of the year. With Mr. Goergen's experience, several operational changes were made to the plant reducing the overall operational costs.

For 2008, the Division is expecting a 20% increase in utility costs from Consumers Energy. This will affect the annual operations budget. In 2006, the County raised the rates of the District 3 customers based on a five-year cycle. For the first two years, revenue will be greater than expenses. The third year is the "break even" year and the last two years, expenditures will be greater than revenue, with the net 5-year balance of revenues meeting expenditures. 2007 was the first year in the 5-year program. No rate increase is requested for 2008. The County will be converting our accounting procedures in 2008 to a depreciation method of accounting for the 2009 Budget.

District 7

This plant operates under the direction of the same superintendent as District 3. Therefore, Mr. Joe Goergen was also this plant's superintendent. The County has/will complete the solids clean out of the lagoons in 2007.

For 2008, we expect a 20% increase from Consumers Energy. The electrical bill is 25% of the District 7 Budget. This will affect the annual operations budget.

In 2006, District 7 established a 5-year rate plan similar to the one at District 3. Therefore, no rate increase is required for 2007. We will also convert District 7 to the depreciation method of accounting for the 2009 Budget.



SANITARY SEWER DISTRICT NO. 3
***** Operation Budget for the Year 2008 *****

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	Payroll	\$1,462,262	\$1,254,730	\$1,232,254	\$944,441	\$1,099,815
702	Full time wages	\$1,017,194	\$628,501	\$654,892	\$502,799	\$544,815
704	Temporaries	\$3,439	\$10,789	\$510	\$0	\$0
709	Overtime		\$184,316	\$94,532	\$83,899	\$94,000
710	Certification Pay-outs		\$1,650	\$1,350	\$0	\$2,100
711	Insurance Opt-out		\$5,400	\$6,953	\$6,425	\$6,500
716	Health Insurance	\$251,561	\$218,603	\$261,995	\$166,295	\$165,000
	Retiree Health Insurance	\$0	\$0	\$0	\$0	\$90,000
717	Taxes	\$77,815	\$62,888	\$58,582	\$45,036	\$50,000
718	Retirement	\$103,143	\$128,213	\$129,712	\$103,493	\$104,000
720	Insurance-Workmen's Compensation	\$9,000	\$12,253	\$18,746	\$30,004	\$30,000
722	Clinic expense	\$110	\$372	\$218	\$580	\$1,000
724	Employee Settlements				\$151	
725	Miscellaneous Employee benefits		\$1,766	\$4,764	\$5,760	\$12,400
	Supplies	\$96,722	\$73,319	\$54,242	\$47,180	\$84,500
726	Office supplies	\$3,392	\$3,508	\$6,653	\$1,508	\$3,000
727	Operation supplies	\$35,889	\$36,651	\$13,870	\$12,047	\$5,000
	Ferric Chloride			\$34	\$5,228	\$20,000
	Polymer			\$0	\$2,500	\$10,000
728	Construction supplies	\$0	\$0	\$61	\$212	\$500
729	Lab supplies	\$13,329	\$16,285	\$8,001	\$6,960	\$10,000
730	Data Processing Supplies	\$3,589	\$2,119	\$6,159	\$10,000	\$20,000
731	Miscellaneous Supplies	\$35,894	\$12,453	\$6,574	\$7,307	\$10,000
732	Engineering supplies		\$0	\$59	\$0	\$0
733	Postage	\$889	\$947	\$9,554	\$192	\$1,000
734	Small tools	\$3,740	\$1,357	\$3,276	\$1,225	\$5,000
	Other Expense	\$54,044	\$45,623	\$60,201	\$334,155	\$345,500
740	Memberships/Subscriptions	\$1,309	\$2,901	\$713	\$2,852	\$3,000
745	Publication Expense		\$0	\$5,584	\$2,555	\$3,000
750	Communications	\$25,735	\$24,500	\$25,884	\$13,731	\$22,500
760	Insurance-General	\$22,000	\$18,222	\$28,020	\$41,500	\$42,000
	Insurance claim	\$5,000	\$0			
	ADMIN EXPENSE				\$273,517	\$275,000

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	Contracts	\$176,285	\$490,561	\$666,214	\$182,768	\$248,000
801	Professional Services	\$3,452	\$22,636	\$232,384	\$42,858	\$25,000
	Rate Study			\$0		
807	Engineering Expense	\$15,000	\$3,031	\$25,859	\$0	
802	Auditing and Outside Accounting Services	\$2,027	\$2,164	\$3,164	\$1,333	\$2,000
804	Legal	\$30,079	\$180,269	\$16,089	\$11,979	\$20,000
	Arbitration		\$0	\$0	\$0	\$0
806	Security Expense	\$375	\$16,180	\$982	\$1,000	\$1,000
809	Sludge Hauling Costs	\$125,352	\$266,281	\$387,736	\$125,597	\$200,000
	Rentals	\$27,531	\$12,207	\$41,855	\$9,369	\$10,000
836	Buildings		\$0	\$2,338	\$0	\$0
837	Equipment Rental	\$27,531	\$12,207	\$39,517	\$9,369	\$10,000
839	Furniture/Fixtures		0	0	0	0
	Repairs and Maintenance	\$214,898	\$264,936	\$115,526	\$131,585	\$156,000
844	Discharge Penalty		\$0	\$1,500	\$0	\$0
845	Sewer	\$3,140	\$8,284	\$14,018	\$2,500	\$7,000
	Discharge Permitting	\$5,500		\$0	\$9,653	\$10,000
846	Buildings			\$30,144	\$58,201	\$50,000
	Building (other than camera)	\$111,796	\$200,037	\$0	\$0	\$0
	Security Camera		\$0	\$15,602	\$16,723	\$18,000
	Cleaning Service			\$53,870	\$44,508	\$70,000
847	Equipment	\$94,462	\$55,786	\$53,870	\$44,508	\$70,000
848	Office equipment		\$829	\$392	\$0	\$1,000
	Operating Services	\$364,742	\$428,690	\$387,246	\$466,751	\$603,000
853	Vehicle Operation and Maintenance	\$33,428	\$48,916	\$60,010	\$44,210	\$45,000
854	Grounds Care/Maintenance	\$12,184	\$13,548	\$12,172	\$8,212	\$10,000
	Lawn Care			\$0	\$0	\$0
	Salt & Ice Melt			\$0	\$0	\$2,000
	Tree Removal/Misc.			\$0	\$5,000	\$5,000
855	Water & Sewer		\$3,072	\$3,814	\$2,993	\$3,500
856	Utilities	\$277,067	\$296,562	\$268,114		
	Electrical			\$0	\$0	\$0
	Natural Gas			\$0	\$0	\$0
	Electrical - Pump Stations			\$0	\$380,248	\$494,000
857	Trash Removal		\$4,366	\$1,669	\$1,175	\$3,000
860	Community/Meeting Expense			\$529		
862	Travel & Meetings	\$48	\$85	\$731	\$500	\$3,000
864	Employee training	\$12,709	\$5,344	\$6,598	\$3,850	\$8,000
876	Safety Equipment & Supplies	\$1,400	\$9,457	\$5,933	\$4,443	\$5,000
877	Outside Testing	\$27,906	\$47,340	\$27,215	\$16,119	\$19,500
879	Miscellaneous Expense		\$0	\$460	\$0	\$5,000

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	Capital Expense	\$3,432	\$89,954	\$6,602	\$0	\$0
976	Machinery and Equipment	\$3,432	\$89,954	\$6,602	\$0	\$0
	Note Payable					\$455,000
	System Improvements/Depreciation	\$2,296	\$0	\$0	\$0	\$22,000
	Reserves/Retained Earnings	\$0	\$0	\$144,838	\$853,651	\$354,085
	TOTAL EXPENSES	\$2,402,212	\$2,660,020	\$2,708,980	\$2,969,900	\$3,377,900
	*** OPERATIONAL REVENUES ***					
601	Sewage Treatment Services	\$1,837,852	\$2,160,171	\$2,692,432	\$2,958,900	\$3,366,900
	Other Revenues	\$3,336	\$25,862	\$16,548	\$11,000	\$11,000
606	Inspection Fees					
608	Sewer billing Services	\$1,278	\$680	\$1,356	\$1,000	\$1,000
609	Sewer/Saddle Tap Fees	\$400	\$300	\$500		
665	Interest earnings	\$974	\$24,133	\$14,450	\$0	\$0
679	Other income	\$684	\$750	\$241	\$10,000	\$10,000
	Fund Balance	\$561,024	\$473,987		\$0	\$0
	TOTALS	\$2,402,212	\$2,660,020	\$2,708,980	\$2,969,900	\$3,377,900

SANITARY SEWER DISTRICT NO. 7

Operation Budget for the Year 2008

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	Payroll	\$241,045	\$208,402	\$296,940	\$332,706	\$335,000
702	Full time wages	\$160,447	\$102,468	\$156,929	\$179,802	\$167,000
704	Temporaries	115		\$105	\$0	\$0
709	Overtime		\$32,721	\$39,866	\$44,198	\$45,000
710	Certifications		\$300	\$900	\$0	\$1,500
711	Insurance Opt-outs			\$152	\$733	\$0
716	Health insurance	47007	\$38,021	\$46,550	\$51,457	\$55,000
	Retiree Health insurance					\$8,000
717	Taxes	12274	\$9,902	\$15,160	\$17,136	\$17,000
718	Retirement	16702	\$20,726	\$33,556	\$39,379	\$35,000
720	Insurance-Workmen's Compensation	\$4,500	\$4,113	\$3,528	\$0	\$4,500
722	Clinic expense			\$22	\$0	\$0
725	Misc. Employee benefits		\$152	\$174	\$0	\$2,000
	Uniforms			\$0	\$0	\$0
	Supplies	\$28,269	\$24,327	\$31,119	\$132,635	\$107,200
726	Office supplies	25		\$441	\$0	\$100
727	Operation supplies	\$22,065	\$21,388	\$26,264	\$20,011	\$10,000
	Feric Chloride			\$1,954	\$8,000	\$10,000
728	Construction supplies			\$6	\$0	\$1,000
729	Lab supplies		\$91	\$316	\$1,510	\$1,000
730	Data Processing supplies			\$553	\$0	\$0
731	Miscellaneous supplies	4050	\$268	\$579	\$1,532	\$0
732	Engineering supplies			\$6	\$0	\$0
733	Postage	\$83	\$121	\$1,000	\$36	\$100
734	Small Tools	2046	\$2,459	\$0	\$0	\$1,000
	Admin Expense				\$101,546	\$84,000
	Other Expense	\$30,582	\$7,506	\$6,134	\$7,750	\$6,000
740	Memberships/Subscriptions			\$66	\$1,268	\$0
745	Publication Expense			\$156	\$0	\$0
750	Communications	\$2,855	\$2,916	\$3,643	\$2,995	\$2,000
760	Insurance-General	\$6,017	\$4,590	\$2,269	\$3,487	\$4,000
	Insurance claims	\$21,710	\$0	\$0	\$0	\$0


ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	Contracts	\$8,615	\$70,358	\$23,978	\$4,496	\$4,000
801	Professional Services	\$434	\$8,806	\$6,778	\$3,696	\$3,000
	Rate Study		\$0	\$0	\$0	\$0
807	Engineering Expense		\$0	\$0	\$0	\$0
802	Auditing and Outside Accounting Services	\$484	\$490	\$622	\$800	\$1,000
804	Legal	\$7,572	\$938	\$210	\$0	\$0
	Arbitration			\$0	\$0	\$0
806	Security expense	125	\$125	\$103	\$0	\$0
807	Engineering Expense			\$863	\$0	\$0
809	Sludge Hauling		\$60,000	\$15,403	\$0	\$0
	Rentals	\$107	\$881	\$6,447	\$300	\$900
836	Buildings			\$245	\$0	\$0
837	Equipment Rental	\$107	\$881	\$6,127	\$0	\$0
	Portable Toilet			\$75	\$300	\$900
839	Furniture/Fixtures			\$0	\$0	\$0
	Repairs and Maintenance	\$139,062	\$101,859	\$125,746	\$115,777	\$85,000
844	Sewage Spills - MDEQ	\$6,675	\$1,500	\$0	\$0	\$0
845	Sewer - Lagoons	\$25,749	\$41,676	\$15,914	\$0	\$5,000
	Discharge permitting			\$0	\$4,867	\$5,000
846	Buildings	6551	\$401	\$1,733	\$7,133	\$5,000
847	Equipment	100087	\$58,282	\$108,057	\$103,777	\$70,000
848	Office equipment			\$41	\$0	\$0
	Operating Services	\$107,418	\$130,162	\$106,670	\$122,660	\$159,600
853	Vehicle Operation and Maintenance	\$6,970	\$7,357	\$11,106	\$6,242	\$7,000
854	Grounds care/maintenance		\$4,470	\$1,134	\$1,567	\$2,000
855	Water & Sewer			\$19	\$0	\$0
856	Utilities	\$94,106	\$104,847	\$89,398	\$111,090	\$140,000
857	Trash removal			\$34	\$0	\$0
860	Community/Meeting Expense			\$56	\$0	\$0
862	Travel & Meetings			\$76	\$0	\$500
864	Employee training	\$70	\$895	\$331	\$467	\$2,000
876	Safety Equipment & Supplies		\$47	\$6	\$705	\$2,000
877	Outside Testing	\$6,272	\$12,546	\$4,461	\$2,590	\$5,600
879	Miscellaneous Expenses		\$0	\$48	\$0	\$500
	Capital Expense	\$97,316	\$52,249	\$3,787	\$8,537	\$0
976	Machinery and Equipment - Pumps & Control Panels	\$97,316	\$52,249	\$3,787	\$8,537	\$0
	Loan for improvements			\$0	\$0	\$0
	System Improvements/Depreciation	\$0	\$0	\$0	\$0	\$1,000
	Reserves/Retained Earnings	\$0	\$31,277	\$82,369	\$20,139	\$53,300

ACCT. NO.	BUDGET CATEGORY	2004 AUDIT ACTUAL	2005 AUDIT ACTUAL	2006 AUDIT ACTUAL	2007 YEAR END PROJECTIONS	2008 Budget
	TOTAL EXPENSES	\$652,414	\$627,020	\$683,190	\$745,000	\$752,000
	*** OPERATIONAL REVENUES ***					
601	Sewage Treatment Services	\$551,109	\$623,996	\$676,177	\$740,000	\$747,000
	Other Revenues	\$2,063	\$3,025	\$7,013	\$2,500	\$2,500
606	Inspection fees	\$0				
608	Sewer billing services	\$1,372	\$1,407	\$1,917	\$1,500	\$1,500
609	Sewer/Saddle tap fees	\$200	\$1,500	\$300	\$0	\$0
665	Interest earnings	\$291	\$118	\$378	\$0	\$0
679	Miscellaneous income	\$200		\$4,418	\$1,000	\$1,000
	Fund Balance	\$99,242	\$0	\$0	\$0	\$0
	TOTALS	\$652,414	\$627,020	\$683,190	\$745,000	\$752,000

Paul Bueche

From: MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]
Sent: Friday, December 14, 2007 12:31 PM
To: LEGISLATIVELINK@LISTSERV.MML.ORG
Subject: League Issue Advisory - 12/14/2007
Importance: High

Issue Advisory

 michigan municipal league

Legislative Wrap Up

*This is a summary of the Legislature's last action of the year.
 More detailed information will be in Monday's Legislative Link e-Newsletter*

The League Drives Transportation Bills to Governor

Three transportation bills passed the Legislature yesterday and are on their way to the governor! [SB 98](#) (Gilbert, R-Algonac) allows local road agencies the ability to "advance construct" a bridge project using 100 percent local funds (not necessarily borrowed), and then seek subsequent reimbursement from the Local Bridge Fund when funds become available. [SB 59](#) (Gilbert, R-Algonac) creates a road funding task force which will consider all alternatives for funding Michigan's transportation system and make recommendations to the Legislature by October 31, 2008. [HB 4979](#) (Hopgood, D-Taylor) enables local road agencies to use Asset Management practices, which is important for the long term maintenance of Michigan's road system. All three bills have been enrolled and will be presented to the governor shortly. The League urges members to contact the governor and ask her to sign this legislation into law as soon as possible. Contact: [Dave Worthams](#)

Bills to Reimburse Local TIFs Pass House Unanimously

Bills that allow locals to retain portions of the SET they collect equal to the amount they would have received from the school portion of the personal property tax passed the House unanimously last night. [HBs 5539-5542](#) are the result of a commitment this past year to hold locals harmless due to the PPT exemptions that were instituted in the Michigan Business Tax. The League is working to see the bills move through the Senate quickly in January. Contact: [Summer Minnick](#)

Cancer Presumption Bill Clears House (HB 4401)

The House passed [HB 4401](#) Wednesday, which creates a presumption that cancer for fulltime firefighters is work-related and covered under Worker's Compensation if they have not smoked for five years before making a claim. The League had numerous discussions with bill sponsor and Majority Floor Leaders Steve Tobocman (D-Detroit). As a result, Tobocman offered a bill substitute on the House floor to increase the years of service required for a firefighter from two to five. The substitute also changed the bill to only pertain to actual firefighters (and not other fire department personnel). Several amendments offered by Republican representatives on the House floor were defeated including improvements that would require the state pay for any costs; ensure smokers would not receive the presumption; increase the years of service to fulltime; and limit coverage to respiratory cancer. The League issued a floor letter to all House members

indicating reasons to oppose the bill. Other groups against the bill include the Accident Fund and the Michigan Chamber of Commerce. [Click here](#) for the final vote tally, 81-27. The League will continue to fight this bill in the Senate. Contact: [Andy Schor](#)

Better Communities. Better Michigan.

Paul Bueche

From: MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]
Sent: Monday, December 17, 2007 4:31 PM
To: LEGISLATIVELINK@LISTSERV.MML.ORG
Subject: MML Link - 12/17/2007



December 17, 2007

State Affairs Report

Cancer Presumption Bill Clears House of Reps –

The House last week passed [HB 4401](#), which creates a presumption that cancer for firefighters is work related and covered under Workers' Compensation. The final vote tally was 81-27 ([click here](#) for vote total). The League indicated opposition to the original bill in a [floor letter](#) to House members. After discussions with bill sponsor and Majority Floor Leaders Steve Tobocman (D-Detroit), the bill was amended to increase the years of service required for a firefighter from two to five. This amendment also ensured the bill only pertained to firefighters (and not other fire department personnel). Other amendments suggested: having the state pay for any additional costs as a result of the bill ([failed 52-54](#)); increasing the years of service as a firefighter from five to 10 ([failed 36-72](#)); increasing the number of years that a person cannot have smoked before making a claim ([failed 29-76](#)); requiring family medical history to be considered in proving the cancer was not work-related (withdrawn because of a lack of support); not allowing for presumption if the spouse is a smoker (withdrawn because of a lack of support); allowing only for respiratory tract cancer, and remove bladder, skin, brain, kidney, blood and lymphatic cancers (withdrawn because of a lack of support); not allowing for the presumption if a parent or sibling has had the same cancer (withdrawn because of a lack of support). There is misinformation that the bill increased the years of nonsmoking from five to 10 ([click here](#) for the bill - page 3, line 4) and that it only pertains to active firefighters ([click here](#) for the bill - page 2, line 8), which is also untrue. The League will continue to fight HB 4401 in the Senate. Contact: [Andy Schor](#)

911 Bills Pass – The Legislature last week finalized bills extending and updating emergency 911 services. The bills extend the sunset 14 months. They also expand the

The Buzz

[Give Michigan cities their due](#)
 Detroit Free Press, 12/13/07

Save the Date

[The League's 2008 Capital Conference - Registration Coming Soon!](#)
April 1-2, Lansing

[Michigan Transportation Asset Management Conference](#)
 April 3, 2008 (Lansing), May 21, 2008 (Marquette)

[Last Day to Register - MSHDA Economic Development Workshops](#)
 Seven locations in January

[MML/New Partners for Smart Growth Conference](#)
 Feb. 7-9, 2008 in Wash., D.C.
Register by Jan. 25, 2008

[2008 Brownfields Conference: Roadmap to Revitalization](#)
 May 5-7, 2008 in Detroit
FREE! Register by April 4, 2008

Grants & Projects

[Cross Boundary Projects Survey](#)

assessment to cell phones and other devices. The land-line rate was dropped and expanded to cell phones in order to make the bills revenue neutral in terms of supplying funding for the 911 system. Contact: [Summer Minnick](#)

The League Drives Transportation Bills to Governor

– Three transportation bills passed the Legislature last week and are on their way to the governor! [SB 98](#) (Gilbert, R-Algonac) allows local road agencies the ability to "advance construct" a bridge project using 100 percent local funds (not necessarily borrowed), and then seek subsequent reimbursement from the Local Bridge Fund when it becomes available. [SB 59](#) (Gilbert, R-Algonac) creates a road funding task force which will consider alternatives for funding Michigan's transportation system and make recommendations to the Legislature by October 31, 2008. [HB 4979](#) (Hopgood, D-Taylor) enables local road agencies to use Asset Management practices, which is important for the long-term maintenance of Michigan's road system. The League urges members to contact the governor and ask her to sign this legislation into law as soon as possible. Contact: [Dave Worthams](#)

Bills to Reimburse Local TIFs Pass House Unanimously

– Bills that allow locals to retain portions of the SET they collect equal to the amount they would have received from the school portion of the personal property tax passed the House unanimously last night. [HBs 5539-5542](#) are the result of a commitment this past year to hold locals harmless due to the PPT exemptions that were instituted in the Michigan Business Tax. The League is working to see the bills move through the Senate quickly in January. Contact: [Summer Minnick](#)

MPSC Uniform Video Service Survey

– Part of [PA 480 of 2006](#) (Uniform Video Services Local Franchising Act) requires the Michigan Public Service Commission (MPSC) to report on the status of competition for video services in Michigan. MPSC is asking for your help with this report. They have distributed a survey and would like members to provide feedback regarding their local franchise agreements. Please return the survey directly to the MPSC by December 31, 2007. [Click here for details](#). Contact: [Dave Worthams](#)

Brownfield Redevelopment Bills Pass

– Legislation extending the Brownfield Redevelopment Program has passed the House and Senate and has been sent to the governor. [HB 4711](#) (Huizenga, R-Zeeland), [HB 4712](#) (Clemente, D-Lincoln Park), [SB 534](#) (Richardville, R-Monroe) and [SB 539](#) (Sanborn, R-Richmond), extend the sunset on Brownfield Redevelopment Authorities to January 1, 2013. They also adjust provisions regarding approvals from the state DEQ or MEGA board regarding tax capture of state school operating taxes to be used for Brownfield projects; add other flexibilities and

[PA 480 MPSC Survey](#)

Ends December 31, 2007

MDOT Seeking High Risk Rural Road Project Apps, Contact:

[Dave Worthams](#)

MDOT Collecting '09 Local Safety Program Apps, Contact:

[Dave Worthams](#)

[RFP Released for Technical Assistance Project on Afterschool](#)

Apply by January 18, 2008

What's New

[Downriver officials review principles for transforming Michigan](#)

[Creating an Environment Attractive to Young Mobile Talent](#)

[CEO's for Cities President Speaks in Flint](#)

[Cancer Presumption Legislation Talking Points](#)

[Bill-Tracking, Official League Positions](#)

Related Links

[Michigan Legislature](#)

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requirements for locals and developers as they create work plans; increase the captured tax revenue allowable for administrative costs; and adjust baseline environmental assessments. Two bills to update the Michigan Business Tax and ensure the credits work appropriately—[SB 982](#) (Allen, R-Traverse City) and [HB 5511](#) (Clemente, D-Lincoln Park)—have also passed their respective chambers and will be considered early next year. Contact: [Andy Schor](#)

Please Note – The next Legislative Link e-Newsletter will be distributed January 2, 2008.

Federal Update

Congressional Recess Approaches – Last week, the National League of Cities (NLC), MML and other state leagues saw their efforts pay off when anti-local control amendments to the farm bill were defeated in the Senate. Sens. Levin and Stabenow supported the League in opposing the amendments which would have limited locals' ability to use eminent domain and mandated collective bargaining for municipal employees. Congress is expected to wrap up for 2007 this week, with much of the schedule devoted to contentious negotiations on the spending bills. For more, download the latest [NLC Federal Relations Report](#). Contact: [Arnold Weinfeld](#)

RFP Released for Technical Assistance Project on Afterschool – Communities are encouraged to apply for a new technical assistance initiative for building strong citywide after-school systems. Sponsored by the National League of Cities Institute for Youth, Education and Families, with support from the Charles Stewart Mott Foundation, the initiative will provide cities with populations of 30,000 or more with up to 18 months of technical assistance to help improve and expand after-school opportunities for youth. Local officials interested in applying for the project must submit their proposals by January 18, 2008. [Download the RFP](#) to learn more about the project or contact Bela Shah at (202) 626-3057 or shah@nlc.org with questions. Contact: [Arnold Weinfeld](#)

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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105

Paul Bueche

From: Representative Lee Gonzales [leegonzales@house.mi.gov]
Sent: Friday, December 28, 2007 9:01 AM
To: Paul Bueche
Subject: Capitol Update from Rep. Gonzales



Dear Friends,

For my last e-newsletter of the year, I want to provide an update on important legislation we dealt with during the last month of 2007 as well as legislation that may come up in 2008.

Plan to ban smoking in bars, restaurants passes House

In an effort to protect Michigan residents and workers from the dangers of secondhand smoke, my colleagues and I passed a plan that [prohibits smoking in virtually all indoor public places](#), including restaurants and bars. Banning smoking in these establishments is important for the protection of public health, because it will drastically reduce the amount of cancer-causing, secondhand smoke to which our non-smoking residents and workers in these establishments are exposed.

Plan requiring insurance companies to cover autism treatment

Legislation to support the growing number of families struggling to cope with the costs of autism treatment received bipartisan support in the House. The plan would require health insurance companies to end their arbitrary exclusion of treatment for autism. As many as 1 out of every 150 children is diagnosed with autism. With early diagnosis and treatment, children with autism can learn to function more normally, thereby reducing long-term costs for their care. Unfortunately, treatment often exceeds \$50,000 per child per year. Many families are literally mortgaging their futures to provide treatment for their child. Even more kids are not receiving treatment because of the exorbitant cost.

Legislation marks a turning point for organ and tissue donation in Michigan

The House passed bipartisan legislation that would spur the first major overhaul of the state's organ and tissue donation laws since 1978. Giving the precious gift of life by way of organ and tissue donation will provide hope to many people, but it is also critical that Michigan's laws are up-to-date and that they protect all the parties involved in the process.

Issues to look out for in 2008

This past year, I introduced several bills to ensure that our state continues to be a great place to live, work and raise a family. Two of these bills are expected to be on the House

agenda at the beginning of 2008 - employee protection and public disclosure measures for the Michigan Catastrophic Claims Association. Other important legislation to watch out for in 2008 is whether motorcycle riders should buy a permit in order to ride without a helmet, whether bars should buy a late-night liquor license, renewable energy standards, pay equity and measures dealing with pay and benefits for governors and lieutenant governors.

Please click on the links above for more information on these bills. I hope you and your family have a safe and happy holiday season. Keep in touch!

Sincerely,

Lee Gonzales

State Representative

District 49

 EMAIL REP. GONZALES

 REP. GONZALES'S WEBSITE



MICHIGAN HOUSE DEMOCRATS

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Paul Bueche

From: MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]
Sent: Wednesday, January 02, 2008 4:01 PM
To: LEGISLATIVELINK@LISTSERV.MML.ORG
Subject: MML Link - 1/02/2008



January 2, 2008

State Affairs Report

Members Asked to Answer Fiscal Survey –

The League is working with the League of Minnesota Cities to coordinate a multi-state fiscal survey that will identify revenue shortfalls and budget challenges in our communities. The survey, which was sent to city managers, mayors and village presidents, should be mailed or completed on-line by January 18. The survey is an important tool in the League's proactive approach toward revenue sharing and overall municipal finance reform in Michigan during 2008. Other states participating in the survey include Connecticut, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, North Dakota, Oregon, Pennsylvania, South Dakota, Tennessee and West Virginia. Contact: [Arnold Weinfeld](#)

Four MI Communities Achieve National Main Street Accreditation –

Niles, Calumet, Boyne City and Marshall were awarded National Accreditation through the Cool Cities Michigan Main Street Program last month. The Michigan Main Street program, based on numerous recent studies showing that investing in downtowns creates vibrant centers where people want to live, work and invest, works to create vibrant communities across the state. It encourages community economic development through organization, promotion, design and economic restructuring. For more information on MSHDA programs and initiatives, visit www.michigan.gov/mshda. Contact: [Andy Schor](#)

MML Capital Conference, Register Today –

Building on the traditional legislative conferences of the past, the League is adding a few new twists to this year's Capital Conference, which is April 1-2 in Lansing. Some things to look forward to include the opportunity to meet one-on-one with legislators (coordinated by the League)

Save the Date

[MML Capital Conference](#)
 April 1-2, 2008 in Lansing
Register by March 5 and Save!

[MAM Mayors' Exchange Day Program](#)
 May 17-23, 2008
Register by Jan. 14

[MML/New Partners for Smart Growth Conference](#)
 Feb. 7-9, 2008 in Wash., D.C.
Register by Jan. 25

[Michigan Transportation Asset Management Conference](#)
 April 3, 2008 (Lansing), May 21, 2008 (Marquette)

[2008 Brownfields Conference: Roadmap to Revitalization](#)
 May 5-7, 2008 in Detroit
FREE! Register by April 4

Grants & Projects

MDOT Seeking High Risk Rural Road Project Apps, Contact: [Dave Worthams](#)

MDOT Collecting '09 Local Safety Program Apps, Contact: [Dave Worthams](#)
Apply by Feb. 29

and the open house reception at the League's new office. [Click here](#) for conference materials and registration forms! Save by registering before March 5. Contact: [Andrea Messinger](#)

MAM Mayors' Exchange Day Program

Registration Ends January 14 – Mayors and village presidents are invited to celebrate Michigan Week by participating in the [Michigan Association of Mayors \(MAM\) Mayors' Exchange Day Program](#). There is no cost for participating however registration, which ends January 14, is limited to members of MAM. Although exchanges often happen on Local Government Day, which is the first Monday of Michigan Week (May 17-23), there are many possibilities for your community to participate. For more information or to register online, visit the [MAM website](#). Contact: [Nikki Brown](#)

Emergency Management & Homeland Security Training

– The Michigan State Police Emergency Management and Homeland Security Training Center (EMHSTC) has numerous training opportunities available in 2008. Visit the [MSP training website](#) and click on the "2007-2008 Training Course List" link for course information and online registration.

Federal Update

[Click here](#) to visit the League's federal web page.

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[RFP for Technical Assistance Project on Afterschool](#)
Apply by Jan. 18

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Paul Bueche

From: MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]
Sent: Monday, January 07, 2008 4:45 PM
To: LEGISLATIVELINK@LISTSERV.MML.ORG
Subject: MML Link - 1/07/2008



January 7, 2008

State Affairs Report

Planning Consolidation Bill: Workgroup

Scheduled – A workgroup-meeting is scheduled for [SB 206](#) (Birkholz, R-Saugatuck), which consolidates the Municipal Planning Act, the Township Planning Act and the County Planning Act into one Planning Enabling Act. This legislation passed the Senate and is expected to be considered in House committee shortly. The League has been able to keep members relatively harmless with the changes so far; please review the legislation ([click here](#)) and provide any recommended changes, questions or concerns to League staff before January 18. Contact: [Andy Schor](#)

MML Seminar: PA 198 – Join the League and experienced panelists for a discussion on PA 198 of 1974, the Plant Rehabilitation and Industrial Development Districts Act, January 23, 10 a.m. to 2 p.m., at the Lansing Center, Lansing. Despite the billions of dollars invested in the development or rehabilitation of industrial plants across the state and hundreds of thousands of jobs affected, the debate continues on the effectiveness of property tax abatements as economic development tools. The seminar is free to all League full-member communities and \$50 for nonmembers; [click here](#) for details and faxable registration form. Contact: [Arnold Weinfeld](#)

New Law Creates Transportation Funding Task Force & Citizens Advisory Committee –

Signed into law last month with immediate effect, SB 59 (Gilbert, R-Algonac) or [PA 221 of 2007](#), creates an Alternative Transportation Funding Task Force and a Citizens Advisory Committee. These groups will focus on developing, reviewing and suggesting ways to improve Michigan's transportation funding system. The League

The Buzz

[Imagining Lansing - 2025](#)

Lansing State Journal, 1/06/08

[Revenue sharing to be focus for lobbyists](#)

T.C. Record Eagle, 1/06/08

Save the Date

[MML Seminar - Makers or Breakers of Communities: The Effect of PA 198 Property Tax Breaks](#)

Jan. 23 in Lansing

[MAM Mayors' Exchange Day Program](#)

May 17-23, 2008
 Register by Jan. 14

[MML/New Partners for Smart Growth Conference](#)

Feb. 7-9, 2008 in Wash., D.C.
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[Michigan Transportation Asset Management Conference](#)

April 3, 2008 (Lansing), May 21, 2008 (Marquette)

[2008 Brownfields Conference: Roadmap to Revitalization](#)

May 5-7, 2008 in Detroit
 FREE! Register by April 4

has a seat on the Advisory Committee and will be making three recommendations to the governor for that seat. More information will be forthcoming on the appointment and on the work of the task force. Contact: [Dave Worthams](#)

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Federal Update

Federal Flyer e-Newsletter Coming Soon –

Watch your inbox for the League's new "Federal Flyer," a quarterly e-newsletter dedicated to federal-local government issues that will be distributed to the Legislative Link Listserv starting this week.

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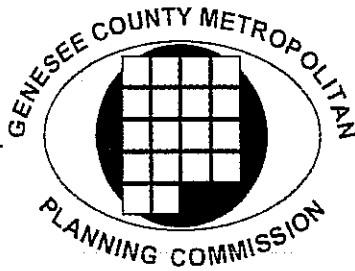
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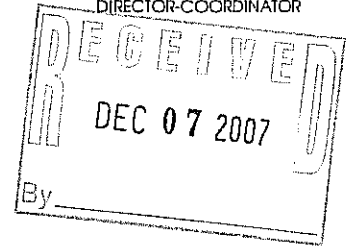


ROOM 223 – 1101 BEACH STREET

FLINT, MICHIGAN 48502-1470

TELEPHONE (810) 257-3010 FAX (810) 257-3185

JULIE A. HINTERMAN
DIRECTOR-COORDINATOR



December 5, 2007

MEMORANDUM

TO: Elected Officials/Planning Commissioners/Board of Commissioners

FROM: Julie A. Hinterman, Director-Coordinator
Genesee County Metropolitan Planning Commission

SUBJECT: Electronic Recycling in Genesee County

There was a recent article in the Flint Journal (November 19, 2007), regarding our (US) E-Waste polluting other communities GCMPC wanted to respond to this to answer any questions or concerns that you or your constituents may have.

There was a recent article in the Flint Journal (November 19, 2007) regarding electronic waste. The article indicated that much of the e-waste collected in the United States was being handled improperly, being shipped to foreign countries, and creating pollution in those areas. GCMPC wanted to respond to the article to answer any questions or concerns that you or your constituents may have regarding e-waste collection in Genesee County.

Genesee County Metropolitan Planning Commission staff has worked in cooperation with CBC Recycling, Inc. over the last few years to provide a permanent drop off location for recycling electronic equipment (e-waste). This program was implemented in anticipation of legislation being passed banning these types of items from going into the landfill. Eight states have already passed laws to ban e-waste from their landfills; Michigan has not yet done so.

On a daily basis, CBC accepts e-waste to be recycled including televisions, computer monitors, printers, modems, laptop computers, DVD players, VCR's, stereo equipment, fax machines, copy machines and many other electronic items from local residents, businesses, and schools. There is a \$5.00 per item charge which covers the transportation and dismantling of the items. Over the last two years, GCMPC has worked with CBC to provide a one-day free e-waste collection to county residents.

The e-waste collected by CBC is sent to the local Goodwill Industries where the items are safely dismantled, on site, by their staff. Recovered materials are then sent to local markets for recycling. Goodwill partners with Dell and Hewlett Packard and sends their equipment back to the company which handles the recycling directly. Goodwill guarantees that they do not send materials to the landfill or out of this country.

Since 2005, over 100,000 pounds of e-waste have been recycled and kept out of the landfills in Genesee County!

K:\wastemg\Implementation Committee\C&ED – ewaste info



Our e-waste polluting other countries

by Terence Chea
The Associated Press

Today's Spotlight

SAN FRANCISCO — Most Americans think they're helping the earth when they recycle their old computers, televisions and cellphones. But chances are they're contributing to a global trade in electronic trash that endangers workers and pollutes the environment overseas.

While there are no precise figures, activists estimate that 70-80 percent of the 300,000 to 400,000 tons of electronics collected for recycling in the U.S. each year ends up overseas. Workers in countries such as China, India and Nigeria then use hammers, gas burners and their bare hands to extract metals, glass and other recyclables, exposing themselves and the environment to a cocktail of

toxic chemicals.

"It is being recycled, but it's being recycled in the most horrific way you can imagine," said Jim Puckett of the Basel Action Network, the Seattle-based environmental group that tipped off Hong Kong authorities. "We're preserving our own environment, but contaminating the rest of the world."

The gear most likely to be shipped abroad is collected at free recycling drives, often held

► E-waste, A14

► Workers sort through discarded electronics in Guiyu, China. Much of the electronic waste in China is imported from the United States.



The Associated Press • Elizabeth Dalziel

A14 Monday, November 19, 2007

NATION & WORLD

E-waste: Our e-waste polluting other countries | A11

each April around Earth Day, recycling industry officials say. The sponsors — chiefly companies, schools, cities and counties — often hire the cheapest firms and do not ask enough questions about what becomes of the discarded equipment, the officials say.

Many so-called recyclers simply sell the working units and components, then give or sell the remaining scrap to export brokers.

"There are a lot of people getting away with exporting e-waste," said John Belkariis, chief executive of San Francisco-based HMR USA Inc., which collects and disposes of unwanted IT equipment from Bay Area businesses. "Anyone who's disposing of their computer equipment really needs to do a thorough inspection of the vendors they use."

The problem could get worse. Most of the 2 million tons of old electronics discarded annually by Americans goes to U.S. landfills, according to U.S. Environmental Protection Agency data. But a growing number of states are banning such waste from landfills, which could drive more waste into the recycling stream and fuel exports, activists say.

Many brokers claim they are simply exporting used equipment for reuse in poor countries. That's what happened in September, when customs officials in Hong Kong were tipped off by environmentalists and intercepted two freight containers. They cracked the containers open and found hundreds of old computer monitors and televi-

sions discarded by Americans.

China bans the import of electronic waste, so the containers were sent back to the U.S.

The company that shipped out the containers was Fortune Sky USA, a Cordova, Tenn.-based subsidiary of a Chinese company. General manager Vincent Yu said his company thought it was buying and shipping used computers, not old monitors and televisions, and is trying to get its money back.

Fortune Sky exports used computers and components to China, Malaysia, Vietnam and other Asian countries.

"There's a huge market over there for secondhand computers that we don't use anymore," Yu said. "I don't think it's going to cause any pollution. If the equipment can still be used, then that's good for everybody."

Yu refused to say where he bought the material, but Basel Action Network tracked it to a San Antonio, Texas, company that collects computers, printers and other electronics from schools and businesses.

Activists complain that most exporters don't test units to make sure they work before sending them overseas.

"Reuse is the new excuse. It's the new passport to export," said Puckett of Basel Action Network. "Other countries are facing this glut of exported used equipment under the pretext that it's all going to be reused."

At the other end at customs, the goods don't always get checked either.

"It is impossible to stop and check every single container imported into Hong Kong," said Kenneth Chan of Hong Kong's Environmental Protection Department. "Smugglers may also deliberately declare their ... waste

as goods."

In the first nine months of this year, Hong Kong authorities returned 85 containers of electronic junk, including 20 from the U.S.

Exporting most electronic waste isn't illegal in the United States. The U.S. does bar the export of monitors and televisions with cathode-ray tubes without permission from the importing country, but federal authorities don't have the resources to check most containers.

The EPA recognizes the problem but doesn't believe that stopping exports is the solution, said Matt Hale, who heads the agency's office of solid waste. Since most electronics are manufactured abroad, it makes sense to recycle them abroad, Hale said.

"What we need to do is work internationally to upgrade the standards (for recycling) wherever it takes place," he said.

The EPA is working with environmental groups, recyclers and electronics manufacturers to develop a system to certify companies that recycle electronics responsibly. But so far the various players have not agreed on standards and enforcement.

Many activists believe the answer lies in requiring electronics makers to take back and recycle their own products. Such laws would encourage manufacturers to make products that are easier to recycle and contain fewer dangerous chemicals, they say.

Eight states, including five this year, have passed such laws, and companies such as Apple, Dell, Hewlett-Packard and Sony now take back their products at no charge. Some require consumers to mail in their old gear, while others have drop-off centers. HP says it also now designs its equipment with fewer toxic materials and has made it easier to recycle.

On the Net:
Basel Action Network: www.ban.org/
Computer Take Back Campaign: www.computertakeback.com/
International Association of Electronics Recyclers: www.iaer.org/

FY 2008 Revenue Sharing - May Consensus

Revshare Code	Local Unit Name	Unit Type	County	FY2007 Actual			FY2008 Projected			\$ Chg	% Chg
				Const	Statutory	Total	Const	Statutory	Total		
250000	Genesee	Cnty	Genesee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
251010	Argentine	Twp	Genesee	\$438,441	\$0	\$438,441	\$443,691	\$0	\$443,691	\$5,250	1.2%
251020	Atlas	Twp	Genesee	\$396,957	\$0	\$396,957	\$401,710	\$0	\$401,710	\$4,753	1.2%
251040	Clayton	Twp	Genesee	\$501,978	\$0	\$501,978	\$507,989	\$0	\$507,989	\$6,011	1.2%
251050	Davison	Twp	Genesee	\$1,191,542	\$90,153	\$1,281,695	\$1,205,812	\$75,883	\$1,281,695	\$0	0.0%
251060	Fenton	Twp	Genesee	\$871,907	\$0	\$871,907	\$882,348	\$0	\$882,348	\$10,441	1.2%
251070	Flint	Twp	Genesee	\$2,262,868	\$260,806	\$2,523,674	\$2,289,969	\$233,705	\$2,523,674	\$0	0.0%
251080	Flushing	Twp	Genesee	\$687,816	\$27,951	\$715,767	\$696,053	\$19,714	\$715,767	\$0	0.0%
251090	Forest	Twp	Genesee	\$255,156	\$0	\$255,156	\$258,213	\$0	\$258,213	\$3,057	1.2%
251100	Gaines	Twp	Genesee	\$411,815	\$0	\$411,815	\$416,747	\$0	\$416,747	\$4,932	1.2%
251110	Genesee	Twp	Genesee	\$1,622,049	\$536,858	\$2,158,907	\$1,641,475	\$517,432	\$2,158,907	\$0	0.0%
251120	Grand Blanc	Twp	Genesee	\$2,005,425	\$222,407	\$2,227,832	\$2,029,442	\$198,390	\$2,227,832	\$0	0.0%
251130	Montrose	Twp	Genesee	\$426,002	\$29,447	\$455,449	\$431,104	\$24,345	\$455,449	\$0	0.0%
251140	Mount Morris	Twp	Genesee	\$1,595,155	\$679,580	\$2,274,735	\$1,614,259	\$660,476	\$2,274,735	\$0	0.0%
251150	Mundy	Twp	Genesee	\$819,664	\$54,367	\$874,031	\$829,480	\$44,551	\$874,031	\$0	0.0%
251160	Richfield	Twp	Genesee	\$549,313	\$12,688	\$562,001	\$555,890	\$6,111	\$562,001	\$0	0.0%
251170	Thetford	Twp	Genesee	\$556,506	\$3,880	\$560,386	\$563,170	\$0	\$563,170	\$2,784	0.5%
251180	Vienna	Twp	Genesee	\$881,320	\$99,983	\$981,303	\$891,874	\$89,429	\$981,303	\$0	0.0%
252005	Burton	City	Genesee	\$2,037,764	\$528,685	\$2,566,449	\$2,062,169	\$504,280	\$2,566,449	\$0	0.0%

Wednesday, August 22, 2007

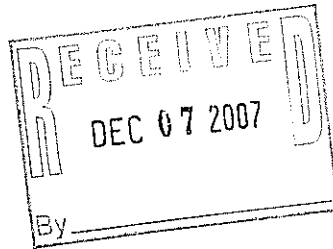
FY 2008 Revenue Sharing - May Consensus

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Prepared by Economic & Revenue Forecasting Division, Michigan Department of Treasury

FY 2008 Revenue Sharing - May Consensus

Revshare Code	Local Unit Name	Unit Type	County	FY2007 Actual			FY2008 Projected			\$ Chg	% Chg
				Const	Statutory	Total	Const	Statutory	Total		
252010	Clio	City	Genesee	\$166,945	\$110,749	\$277,694	\$168,944	\$108,750	\$277,694	\$0	0.0%
252020	Davison	City	Genesee	\$372,215	\$219,736	\$591,951	\$376,671	\$215,280	\$591,951	\$0	0.0%
252030	Fenton	City	Genesee	\$711,482	\$142,230	\$853,712	\$720,003	\$133,709	\$853,712	\$0	0.0%
252040	Flint	City	Genesee	\$8,380,599	\$10,578,483	\$18,959,082	\$8,480,968	\$10,478,114	\$18,959,082	\$0	0.0%
252050	Flushing	City	Genesee	\$561,280	\$154,355	\$715,635	\$568,001	\$147,634	\$715,635	\$0	0.0%
252060	Grand Blanc	City	Genesee	\$554,152	\$130,480	\$684,632	\$560,789	\$123,843	\$684,632	\$0	0.0%
252065	Montrose	City	Genesee	\$108,854	\$77,564	\$186,418	\$110,157	\$76,261	\$186,418	\$0	0.0%
252070	Mt Morris	City	Genesee	\$214,749	\$177,105	\$391,854	\$217,321	\$174,533	\$391,854	\$0	0.0%
252080	Swartz Creek	City	Genesee	\$343,034	\$109,253	\$452,287	\$347,142	\$105,145	\$452,287	\$0	0.0%
252085	Linden	City	Genesee	\$192,360	\$44,175	\$236,535	\$194,663	\$41,872	\$236,535	\$0	0.0%
253010	Gaines	Vil	Genesee	\$24,608	\$13,726	\$38,334	\$24,902	\$13,432	\$38,334	\$0	0.0%
253020	Goodrich	Vil	Genesee	\$90,970	\$4,215	\$95,185	\$92,058	\$3,127	\$95,185	\$0	0.0%
253025	Lennon	Vil	Genesee	\$5,850	\$1,399	\$7,249	\$5,919	\$1,330	\$7,249	\$0	0.0%
253050	Otisville	Vil	Genesee	\$59,302	\$31,894	\$91,196	\$60,011	\$31,185	\$91,196	\$0	0.0%
253060	Otter Lake	Vil	Genesee	\$4,102	\$2,030	\$6,132	\$4,150	\$1,982	\$6,132	\$0	0.0%
County Totals:				\$29,302,180	\$14,344,199	\$43,646,379	\$29,653,094	\$14,030,515	\$43,683,609	\$37,230	0.1%



December 6, 2007

Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Dear Mr. Bueche:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of changes and additions in the channel lineup, effective on or about January 15, 2008. Customers will be notified by newspaper notice.

We are pleased to announce the addition of the following channels:

- NHL Network to the Sports Entertainment Tier (channel 276)
- Discovery HD (channel 191)
- TLC HD (channel 192)
- Animal Planet HD (channel 193)
- Sci-Fi HD (channel 194)
- CNN HD (channel 213)

Catholic Television of Detroit will be migrated from Digital Classic to Digital Starter service and will remain on channel 296.

Additionally, Encore Action East, Encore Drama East, Encore Love East, Encore Mystery East, and Encore Western East will be repositioned from Digital Preferred service to Digital Classic service. Encore Action West, Encore Drama West, Encore Love West, Encore Mystery West, Encore West and Encore Western West will no longer be available.

We are also pleased to announce the addition of Fox Business Network to Digital Classic service, channel 106, on or about January 10, 2008. At the same time, Bloomberg TV will be repositioned from channel 106 to channel 178.

Please direct any customer calls about Comcast products, services and prices to 1-888-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week. As always, feel free to contact me directly at [REDACTED] with any questions you may have.

Sincerely,

Gerald W. Smith
Government Affairs Manager
Comcast, Michigan Region
36250 Van Dyke Ave.
Sterling Heights, MI 48312



December 6, 2007

Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Dear Mr. Bueche:

Comcast is committed to offering the best value in home entertainment in our competitive marketplace, providing a wide variety of programming and an array of packages to accommodate customers' preferences.

Comcast offers customers unprecedented choice with bundled video, voice and high-speed Internet services that offer cost savings and the convenience of one provider. We've more than doubled the amount of viewing choices for customers who now have more High Definition TV and Video On Demand viewing options than ever in the history of cable television. Our customers now have access to hundreds of hours of High Definition On Demand programming and more than 10,000 Video On Demand titles each month, the vast majority of which are available for no additional charge to Digital Cable customers. We've also launched a low-cost, feature-rich digital phone service, and we have boosted Internet speeds four times over the last four years for no additional cost.

Comcast is working every day to improve the customer experience by hiring more call center and field service representatives, increasing appointment availability, and investing in new customer care technologies.

Due to increased investments we're making in technology, programming and customer care to bring our customers the best products and services, beginning January 1, 2008 we are adjusting the prices on our video products. Price adjustments reflect the increased cost and value of these services, and the ongoing investments in the Michigan market to provide advanced products and improve customer service. There are no increases for our high-speed Internet or Digital Voice services. This is the fifth consecutive year that we have not increased our high-speed Internet prices, we have never increased our Comcast Digital Voice (CDV) pricing, and our \$99 triple play offer remains unchanged. Consumers are also saving in Michigan from increased phone competition.

Enclosed please find a copy of the notification to our subscribers which will provide you with further detailed information regarding the scheduled price adjustment.

If you should have any questions or concerns regarding this matter, or any matter, please feel free to contact me at [REDACTED].

Sincerely,

Gerald W. Smith
Government Affairs Manager
Comcast, Michigan Region
36250 Van Dyke Ave.
Sterling Heights, MI 48312

Encl.

Burton, Clio, Flint, Flint Twp, Flushing, Flushing Twp, Gaines Twp, Genesee Twp, Grand Blanc, Grand Blanc Twp, Holly Twp, Holly Village, Mt. Morris, Mt. Morris Twp, Mundy, Richfield Twp, Rose Twp, Swartz Creek, Vienna Twp

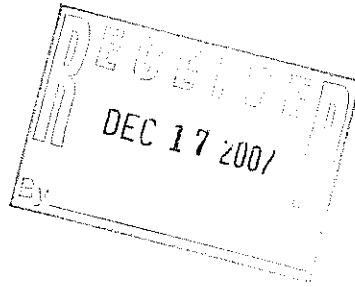
As part of our continuing effort to keep you informed about your Comcast Cable Services, we are writing to notify you of some upcoming price changes. Effective January 15, 2008, the following price changes will occur: Limited Basic \$12.99 to \$14.99; Standard Basic \$33.17 to \$33.67; Preferred Basic \$50.99 to \$53.49; Digital Services: Classic \$11.95 to \$14.95; Preferred \$15.95 to \$16.95; Digital Packages: Starter \$52.98 to \$55.48; Preferred \$66.94 to \$70.44; Preferred with 1 premium \$80.99 to \$85.99; Preferred with 2 premiums \$91.99 to \$96.99; Premier (no SEP) \$102.99 to \$108.99; Premier (incl. SEP) \$102.99 to \$116.98; On Demand Digital Packages: Classic \$62.94 to \$68.44; Silver \$76.99 to \$83.99; Gold \$87.99 to \$94.99; Platinum \$98.99 to \$106.99; Sports Entertainment Package (SEP) \$4.95 to \$7.99; Digital Video Recorder \$11.95 to \$13.95; Whole-House Wire Maintenance will no longer be a part of our digital packages and will only be sold as an ala carte service. Please call Comcast at the number on your invoice if you have any questions.

Also effective January 15, 2008, the Digital Additional Outlet price will change from \$5.95 to \$6.95. Please call Comcast at the number on your invoice if you have any questions.

Also effective January 15, 2008, the non-addressable converter will change from \$0.80 to \$4.00. Please call Comcast at the number on your invoice if you have any questions.



December 13, 2007



Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

RE: Changing Hours at Flint Service Center

Dear Mr. Bueche:

Comcast is pleased to inform you that we will be expanding service center hours at our Flint Service Center on Airpark Drive. In the interest of better serving our customers, we are providing full-day Saturday operating hours.

As of January 7, 2008, the hours of operation at Comcast's Flint Service Center will be 9 a.m. to 7 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturdays.

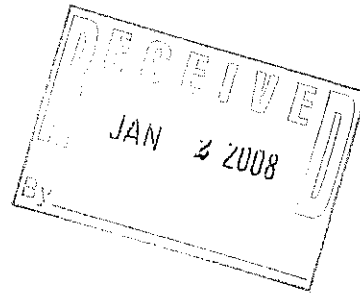
We will continue to monitor and assess the usage and convenience of our service centers and make changes to parallel our customer traffic. It is our goal to continue to position ourselves to most effectively operate in a competitive environment and provide our customers with the greatest value for services. Should you have any questions, please contact me at [REDACTED].

Sincerely,

Gerald W. Smith
Government Affairs Manager
Comcast, Michigan Region
36250 Van Dyke Ave.
Sterling Heights, MI 48312



December 28, 2007



Paul Bueche, City Manager
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Dear Mr. Bueche:

In this competitive marketplace, Comcast offers everything from a basic 20-channel package to the most advanced home entertainment experience available today with hundreds of channels and thousands of video on demand choices -- with the best movies, music, kids programming and sports -- for just a few dollars a day.

As you know, over the past three years there have been numerous changes in the sports programming environment, from national to regional to local sports coverage. After careful consideration and market analysis, this letter serves to inform you that Comcast Local will cease operations effective February 28, 2008. The channel will be dropped from its current channel line up position at this time.

In this competitive marketplace, Comcast continues to evaluate its programming line up, taking into consideration customer feedback, market conditions and programming obligations. Whether it is our most basic level of service, or the most advanced home entertainment experience, Comcast continues to offer the best value to meet any entertainment budget. Plus, Comcast is proud to make these services available to residents in all 496 communities we serve, as our cable network passes more than 2.6 million homes statewide.

Should you have any questions, please do not hesitate to call me at [REDACTED]

Sincerely,

Gerald W. Smith
Government Affairs Manager
Comcast, Michigan Region
36250 Van Dyke Ave.
Sterling Heights, MI 48312