Pledge of Allegiance

Roll Call

Moment of Silence for Harold Rediske

1. **Approve Agenda**

2. **City Council Minutes**
   a. Rescheduled Meeting of January 8, 2019

3. **Presentations**
   a. Presentation to former State Representative Robert L. Kosowski
   b. Presentation regarding newly passed Recreational Marijuana Law (S. Hitchcock, City Attorney’s Office)
   c. City of Wayne Audit Presentation (K. Sample)
   d. Financial State of the City Presentation (B. Camiller)

4. **Requests**
   a. Declare February as Black History Month in the City of Wayne

5. **Ordinances and Amendments**
   a. Approve the second reading and publication of Ordinance #2019-01 regarding the repeal of Chapter 297 - Recreation Foundation

6. **Appointments to Boards, Commissions and Committees**
   a. Approve the re-appointment of Willie Coleman to the Board of Review until 2020
   b. Approve the re-appointment of Albert Damitio to the Board of Review until 2020
6. **Appointments to Boards, Commissions and Committees** (continued)
   
c. Approve the re-appointment of Debra Waas to the Board of Review until 2020

**ADDENDUM**

d. Approve the re-appointment of Lois VanStipdonk to the Wayne Library Board until 2024

7. **Communications and Reports**

   a. December 31, 2018 Revenue and Expenditure Report

   b. Investment Report for the City of Wayne

8. **General Items for Consideration**

   a. Approve Change Order #1 - final with Altech Doors for additional work at the former Building & Engineering Building, 4001 S. Wayne Rd., in the amount of $700.00 to be paid from the proceeds of the sale of the building (M. Buiten)

   b. Approve Change Order #1-final with Great Lakes Contracting for the 2018 Sidewalk Removal & Replacement Project in the amount of -($7,480.88) to be credited to the Road Millage Fund (M.Buiten)

   c. Approve the appointment of Giamarco, Mullins & Horton, Troy, Michigan to provide legal services and serve as City Attorney (L. Nocerini)

   d. Approve a proposal from EMPCO Incorporated to perform a Chief of Police Assessment and Evaluation for the Wayne Police Chief candidates to be taken from Personnel Contracted Services (L. Nocerini)

   e. Approve a resolution for the City of Wayne Poverty Exemption for 2019 (L. Nocerini)

**ADDENDUM**

f. Discussion on changing the policies and procedures of the Wayne City Council i.e. Citizen Comments and Input on Items on the agenda and removal of Items for Next Agenda

   g. Discussion regarding the Wayne City Council's 2019 vision and goals

**ADDENDUM**

h. Discussion regarding the Workplace Assessment Report
9. Administration Reports

CITIZEN COMMENTS OR REQUESTS ON ITEMS NOT ON THE AGENDA - Citizens are to limit their comments or requests to 3 minutes. The City Council asks that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and the City Council. The Mayor, the City Council and the Department Heads may not respond to the questions at the meeting, but will respond by the next City Council Meeting or as soon as possible, once they have looked into the matter.

10. Items for next agenda

COMMENTS FROM MEMBERS OF THE CITY COUNCIL

Respectfully submitted,

Lisa Nocerini
City Manager

The City of Wayne will provide necessary auxiliary aids and services (such as signers and audio tapes) to individuals with disabilities attending meetings or hearings. A two week notice is required. For assistance contact the City Clerk’s Office at 734-722-2204 or 734-722-2000.

S:\ccmemo2019-03.wpd
A rescheduled meeting of the Wayne City Council was held on Tuesday, January 8, 2019, at 7:00 p.m. at the Wayne City Hall, 3355 South Wayne Road.

Mayor Rhaesa called the meeting to order at 7:00 p.m. two Boy Scouts led the Council and the audience in the Pledge of Allegiance to the Flag.

Members Present: Mayor John P. Rhaesa, Anthony W. Miller, Thomas E. Porter, Jeremiah Webster, Kelly S. Skiff, Phillip A. Wagner

Members Absent: None

Also Present: Lisa Nocerini, City Manager, Michael Bosnic Asst. City Attorney, Cathy Broge, Deputy City Clerk

A moment of silence was held for the passing of Karen Norton.

01-19-0001 Motion by Webster, seconded by Skiff, and unanimously carried, it was resolved to approve the agenda with the addition of a presentation from State Representative Kevin Coleman.

01-19-0002 Motion by Webster, seconded by Wagner, and carried with a dissenting vote from Miller, it was resolved to approve the minutes of the Regular Meeting of December 18, as written.

01-19-0003 Motion by Skiff, seconded by Miller, and unanimously carried, it was resolved to approve the minutes of the Regular Meeting of January 1, as amended.

The City Council presented a Certificate to Wayne Viking Football Team. The team presented the Council with a plaque to show their appreciation.

The presentation from Cory Jacobsen from the Phoenix State Wayne Theater was moved to the end of the agenda.

The City Council heard a presentation from State Represented Kevin Coleman.

01-19-0004 Motion by Skiff, seconded by Webster, and unanimously carried, it was resolved to approve the first reading of Ordinance #2019-01 regarding the repeal of Chapter 232-Recreation Foundation.

01-19-0005 Motion by Skiff, seconded by Porter, and unanimously carried, it was resolved to approve the appointment of Councilman Kevin J. Dowd to the Nankin Transit Commission to fill the unexpired term of Mayor Rhaesa until December 2020.

By consensus of Council, Communications and Reports were received and filed or acted upon as indicated:
a. Flyer from the Wayne Historical Society for the Historical Fashion Program on Thursday, January 10, 2019 at 7:00 at the Historical Museum

b. Update on upcoming events from Senior Services

01-19-0006 Motion by Porter, seconded by Miller, and unanimously carried, it was resolved to approve the 2019 Animal Shelter Agreement with the Michigan Humane Society.

01-19-0007 Motion by Webster, seconded by Skiff, and unanimously carried, it was resolved to approve a Memorandum of Understanding between the City and Beaumont Health.

01-19-0008 Motion by Webster, seconded by Skiff, and unanimously carried, it was resolved to approve the resignation of City Clerk Matt Miller.

01-19-0009 Motion by Miller, seconded by Skiff, and unanimously carried, it was resolved to approve the appointment of Eileen DeHart to the position of part time/temporary acting City Clerk.

The City Council heard a presentation from Cory Jacobson from the Phoenix State Wayne Theater.

Administration report was given by Lisa Nocerini, City Manager gave an update on the following: grants received including $81,000.00 for the Police Department and $65,000.00 for Youth Services; a reminder of the next Council Meeting for January 15, 2019; the dissolution of the 1986 Recreation Foundation with the disbursement of funds being $10,000.00 to a Demmer Scholarship Fund, a $5,000.00 Bronze Scholarship Fund and $14,000.00 to the Softball concerns regarding safety at the City’s parks. Councilman Miller asked to renew Black History month in February.

Upon the request of Mayor Rhaesa for comments from the public on matters not covered by the Council Agenda, the following were expressed:

John Mills spoke on the upcoming events being hosted by the Wayne Historical Commission to celebrate the City’s sesquicentennial and fund raising events.

Mark Blackwell asked about the certification of the DPW Director and other issues concerning the work environment.

Vern Amos asked about rebate checks coming to citizens with the savings from the new LED street lights.

Alfred Brock asked about the stability of the City.

Kathy Rockwell inquired about the removal of obsolete road construction signs; the Tattoo Shop clean-up, the removal of leaves on the sidewalk by the library; the sale of parks update and the removal of the “For Sale” sign at the old DPW yard.

Ray Schuholz inquired about the sale of Hines Park.

Oscar from Congresswoman Tlib’s office gave a brief report.
Items for next agenda:
Councilman Miller asked for the Work Environment Report to be placed on the next agenda and was told that he needed support for his request. None was given.

Mayor Rhaesa asked that this agenda item “Items for next agenda” be removed from upcoming agendas and his request was moved by Porter and supported by Skiff.

**01-19-0008** Motion by Porter, seconded by Wagner, and unanimously carried, it was resolved to approve the Consent Calendar as follows:

a. Zoning Board of Appeals of May 10, 2018

**01-19-0009** Motion by Miller, seconded by Skiff and unanimously carried, was resolved to adjourn the meeting at 8:35 p.m.

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John P. Rhaesa  
Mayor  

Cathy Broge  
Deputy City Clerk

Abstract published January 17, 2019

S:\wp\ccmins\cm2019-02.wpd
Date: January 8, 2019

To: Lisa Nocerini, City Manager

From: Kathryn Sample, Finance Director

Re: January 15, 2019 Agenda Item

Audit Presentation for FY18

The Audit for Fiscal Year Ending June 30, 2018 will be presented to council at the January 15, 2019 meeting.

A hardcopy of the audit will be provided to council at the meeting. Also an electronic copy of the audit is available on the City of Wayne's website under the Financial Dashboard.

If you or any members of Council have any questions, please do not hesitate to contact me.
Date: January 8, 2019

To: Lisa Nocerini, City Manager

From: Kathryn Sample, Finance Director

Re: January 15, 2019 Agenda Item

State of the City's Finances Presentation

The "State of the City's Finances" will be presented to council at the January 15, 2019 meeting.

If you or any members of Council have any questions, please do not hesitate to contact me.
CITY OF WAYNE
RESOLUTION

WHEREAS, the month of February is officially celebrated as Black History Month, which dates back to 1926, when Dr. Carter G. Woodson set aside a special period of time in February to recognize the heritage and achievements of Black Americans; and

WHEREAS, the history of Black Americans is the story of extraordinary individuals whose achievements have set examples for the citizens of all races; and

WHEREAS, while the history of Black Americans is also the story of countless nameless heroes brought to our shores who endured lives of bondage and oppression, the deprivation of their civil rights, and the ravages of bigotry and racism, it is a history for which most of the chapters have yet to be written as Black Americans continue to contribute to the American promise.

NOW, THEREFORE, I, John P. Rhaesa, Mayor of the City of Wayne, on behalf of the City Council and citizens of Wayne, do hereby proclaim February 2019 as Black History Month and urge all citizens of the City of Wayne to recognize the contributions that African Americans have made not only in City but in our country's history.

Signed and sealed this 5th day of February, 2019

John P. Rhaesa, Mayor
Listed below are the totals for each fund for the revenue and expenditures through December 31, 2018.

<table>
<thead>
<tr>
<th>Account Project</th>
<th>End Balance 06/30/2018</th>
<th>2018-19 Original</th>
<th>2018-19 Amended Budget</th>
<th>YTD Balance 12/31/2018</th>
<th>% BDGT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REVENUES</td>
<td>17,641,934.29</td>
<td>15,913,737.00</td>
<td>16,622,304.12</td>
<td>9,612,525.77</td>
<td>57.83</td>
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<td>TOTAL EXPENDITURES</td>
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<td>17,666,433.87</td>
<td>7,989,670.80</td>
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
<td>946,395.37</td>
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<td>(1,044,129.75)</td>
<td>1,622,854.97</td>
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</table>

**Fund 102 - RECREATION FUND**

| TOTAL REVENUES  | 682,309.67            | 374,950.00       | 374,950.00             | 340,230.15             | 90.74  |
| TOTAL EXPENDITURES | 1,317,124.97       | 1,234,685.00     | 1,234,685.00           | 1,013,283.56           | 82.07  |
| NET OF REVENUES & EXPENDITURES | (634,815.30)     | (859,735.00)     | (859,735.00)           | (673,053.41)           | 78.29  |

**Fund 202 - MAJOR STREET FUND:**

<p>| TOTAL REVENUES  | 1,087,202.44          | 1,091,036.00     | 1,091,036.00           | 449,614.84             | 41.21  |
| TOTAL EXPENDITURES | 883,851.41           | 912,859.00       | 912,859.00             | 354,733.66             | 38.86  |
| NET OF REVENUES &amp; EXPENDITURES | 203,351.03          | 178,177.00       | 178,177.00             | 94,881.18              | 53.25  |</p>
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<tr>
<th>ACCOUNT PROJECT</th>
<th>END BALANCE 06/30/2018</th>
<th>2018-19 ORIGINAL BUDGET</th>
<th>2018-19 AMENDED BUDGET</th>
<th>YTD BALANCE 12/31/2018</th>
<th>% BDGT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NORMAL (ABNORM)</td>
<td></td>
<td></td>
<td>NORMAL (ABNORM)</td>
<td></td>
</tr>
<tr>
<td>Fund 203 - LOCAL STREET FUND</td>
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<td>TOTAL REVENUES</td>
<td>1,164,174.74</td>
<td>1,041,069.00</td>
<td>1,041,069.00</td>
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<td>216,132.94</td>
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<td>588,346.00</td>
<td>588,346.00</td>
<td>505,574.00</td>
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<td>Fund 226 - REFUSE COLL &amp; DISP FUND:</td>
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<td>TOTAL REVENUES</td>
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<td>26,760.00</td>
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<td>Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:</td>
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<td>TOTAL REVENUES</td>
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<td>Fund 245 - PEG PUBLIC IMPROVEMENT FUND:</td>
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<td>TOTAL REVENUES</td>
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<td>26,000.00</td>
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<td>27,576.01</td>
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
<td>24,519.97</td>
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<td>(1,576.01)</td>
<td>(22,793.09)</td>
<td>1,446.25</td>
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<td>Fund 264 - VEHICLE FORFEITURE FUND:</td>
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<td>TOTAL REVENUES</td>
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<td>17,284.00</td>
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<td>(14,934.00)</td>
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<td>2018-19 ORIGINAL BUDGET</td>
<td>2018-19 AMENDED BUDGET</td>
<td>YTD BALANCE 12/31/2018</td>
<td>% BDGT USED</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>Fund 271 - LIBRARY OPERATIONS FUND:</td>
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<td>416,650.00</td>
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<td>Fund 276 - COMMUNITY DEV PROGRAM INCOME:</td>
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<tr>
<td>TOTAL REVENUES</td>
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<td>47,265.00</td>
<td>47,265.00</td>
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<td>47,265.00</td>
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<tr>
<td>NET OF REVENUES &amp; EXPENDITURES</td>
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<td>0.00</td>
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<td>9.52</td>
<td>100.00</td>
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<td>Fund 277 - YOUTH GRANT PROGRAMS</td>
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<tr>
<td>TOTAL REVENUES</td>
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<td>501,170.00</td>
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<td>1,088,200.00</td>
<td>1,152,414.29</td>
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<td>1,133,525.00</td>
<td>1,061,026.05</td>
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<td>(45,325.00)</td>
<td>91,388.24</td>
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<td>Fund 592 - WATER AND SEWER FUND</td>
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<td>TOTAL REVENUES</td>
<td>11,509,331.98</td>
<td>11,471,931.00</td>
<td>11,471,931.00</td>
<td>4,209,346.29</td>
<td>36.69</td>
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<td>11,088,266.00</td>
<td>4,303,608.25</td>
<td>38.81</td>
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
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<td>383,665.00</td>
<td>(94,261.96)</td>
<td>24.57</td>
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<td>Fund 711 - CEMETERY PERPETUAL CARE FUND</td>
<td></td>
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<tr>
<td>TOTAL REVENUES</td>
<td>8,580.00</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>1,680.00</td>
<td>84.00</td>
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<td>TOTAL EXPENDITURES</td>
<td>1,336.20</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>1,068.96</td>
<td>53.45</td>
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
<td>7,243.80</td>
<td>0.00</td>
<td>0.00</td>
<td>611.04</td>
<td>100.00</td>
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<td>ACCOUNT PROJECT</td>
<td>END BALANCE 06/30/2018 NORMAL (ABNORMAL)</td>
<td>2018-19 ORIGINAL BUDGET</td>
<td>2018-19 AMENDED BUDGET</td>
<td>YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)</td>
<td>% BDGT USED</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------</td>
<td>------------------------</td>
<td>------------------------------------------</td>
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<tr>
<td>TOTAL REVENUES - ALL FUNDS</td>
<td>35,255,732.33</td>
<td>33,146,043.00</td>
<td>34,268,465.70</td>
<td>18,089,477.61</td>
<td>52.79</td>
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<td>TOTAL EXPENDITURES - ALL FUNDS</td>
<td>31,954,956.53</td>
<td>33,888,376.00</td>
<td>35,103,196.73</td>
<td>15,797,582.49</td>
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
<td>3,300,775.80</td>
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<td>(834,731.03)</td>
<td>2,291,895.12</td>
<td>274.57</td>
</tr>
</tbody>
</table>
Date: January 10, 2019

To: Lisa Nocerini, City Manager

From: Kathryn Sample, Finance Director

Re: January 15, 2019 Agenda Item

Investment Report Communication

The City of Wayne invests funds in accordance with its current investment policy originally adopted in 1991 as amended. This report qualifies as our Public Act 20 of 1943 Investment Report. If you or any members of Council have any questions, please do not hesitate to contact me.

The following schedule shows the total interest earnings for Fiscal Year 2017, 2018, and 2019:

<table>
<thead>
<tr>
<th></th>
<th>FY 06/30/17</th>
<th>FY 06/30/18</th>
<th>FY 06/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - September</td>
<td>$2,471.79</td>
<td>$3,904.79</td>
<td>$7,543.01</td>
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<tr>
<td>October - December</td>
<td>2,581.11</td>
<td>4,193.64</td>
<td>8,194.76</td>
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<tr>
<td>January - March</td>
<td>3,074.42</td>
<td>4,973.80</td>
<td>-</td>
</tr>
<tr>
<td>April - June</td>
<td>2,713.97</td>
<td>6,067.28</td>
<td>-</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,841.29</strong></td>
<td><strong>$19,139.51</strong></td>
<td><strong>$15,737.77</strong></td>
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</table>
January 4, 2019

MEMO

To: Lisa Nocerini, City Manager

From: Michael Buiten, Engineering Manager

Re: 2018 – 4001 S. Wayne Road – Building Alterations
    Change Order #1 - Final

Altech Doors of Livonia, Michigan was awarded a contract by City Council at their meeting of October 2, 2018 in the amount of $18,222.40 for the 2018 – 4001 S. Wayne Road – Building Alterations Project. The scope of work included removal of windows, removal of doors, removal of louvers, and installation of two metal doors as well as all associated work.

During construction a new doorway location was changed to meet egress requirements for the building. The revised location required filling of old window voids with brick that matched the existing building. This led to an increase in the final project cost by $700.00 over the approved contract amount of $18,222.40.

**THEREFORE, IT IS RECOMMENDED**, that City Council consider approval of Change Order #1 – Final, with Altech Doors of Livonia, Michigan, for the 2018 – 4001 S. Wayne Road – Building Alterations Project, in the amount of $700.00, which will bring the final contract cost to $18,922.40.

Funding will be provided through the General Fund and reimbursed by the sale of the building.
January 4, 2019

MEMO

To: Lisa Nocerini, City Manager

From: Michael Buiten, Engineering Manager

Re: 2018 Sidewalk Removal & Replacement Project Replacement Project
    Negative Change Order #1 - Final

Great Lakes Contracting of Waterford, Michigan was awarded a contract by City Council at their
meeting of March 20, 2018 in the amount of $113,890.00 for the 2018 Sidewalk Removal &
Replacement Project Replacement Project. The scope of work included the removal and
replacement of deficient concrete sidewalk at various locations throughout the City.

The contractor has satisfactorily completed the work and his operations were such that
disruptions to area residents, vehicular and pedestrian traffic were at a minimum. The final
project cost was based on measured quantities which were checked and completed by the
Engineering Department and accepted by the contractor.

The final measured quantities were less than the planned amount, which led to a reduction in the
final project cost by (-$7,480.88) under the approved contract amount of $113,890.00.

**THEREFORE, IT IS RECOMMENDED,** that City Council consider approval of negative
Change Order #1 – Final, with Great Lakes Contracting of Waterford, Michigan, for the 2018
Sidewalk Removal & Replacement Project Replacement Project, in the amount of (-$7,480.88),
which will bring the final contract cost to $106,409.12.

Funding for this Change Order will be provided through the Road Millage Fund.
TO: Lisa Nocerini, Wayne City Manager

FROM: John C. Clark, Esq.

DATE: January 10, 2019

RE: City of Wayne – City Attorney Services

City Manager Nocerini,

This memorandum will confirm our law firm’s willingness to continue to serve as city attorneys on a permanent basis based on the terms and conditions set forth in the enclosed retainer agreement.

We appreciate this opportunity. If you have any questions or if further information is required, please advise.
CONTRACT FOR LEGAL SERVICES

This contract for legal services is made on November 1, 2018, by and between the CITY OF WAYNE, a Michigan municipal corporation (the “City”), whose address is 3355 South Wayne Road, Wayne, Michigan 48184 and GIARMARCO, MULLINS, & HORTON, P.C., a Michigan law firm (“Law Firm”), whose address is 101 West Big Beaver, 10th Floor, Troy, Michigan 48084.1

RECITALS

WHEREAS, the City of Wayne is charged with the privilege and responsibility of carrying out the functions of a municipality within the geographic limits of the City of Wayne, Wayne County, Michigan;

WHEREAS, these functions include the exercise of the entire panoply of powers vested in a Michigan municipal corporation within the State of Michigan;

WHEREAS, it has been the experience of the City of Wayne that said functions are best performed upon the advice and with the assistance of competent legal counsel;

WHEREAS, the Law Firm is able and experienced in matters of municipal law and capable of providing the quality of complete legal services which the City will require;

WHEREAS, the City believes the Law Firm should represent the City regarding all legal matters, as defined below.

TERMS AND CONDITIONS

1. Scope of Representation: Law Firm will represent the City of Wayne in all matters as properly assigned, and as articulated as follows:

   A. Providing legal advice, counsel, services, and consultation to the Mayor, City Manager, City Council members, elected officials, appointed department heads, and all levels of City government on a wide variety of civil assignments, including but not limited to:

       a. Answers requests for legal opinions, in writing and verbally. Prepares written legal opinions at the request of the Mayor, City Manager, City Council members, elected and other officials. Contractor must be available to answer staff questions by telephone;

1 The Law Firm was appointed by City Council on September 4, 2018.
b. The Law Firm shall prosecute ordinance violations, traffic violations, and conduct for the City such cases in court and before other legally constituted tribunals as the Council may request;

c. Works cooperatively with any special legal counsel retained by the City for special projects. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal information among special counsel;

d. Provides guidance and legal advice on the Open Meetings Act, the Freedom of Information Act, Robert’s Rules of Order, and Council rules and procedures;

e. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others;

f. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions;

g. Prepares and reviews ordinances and resolutions for legal correctness and acceptability;

h. Prepares and reviews contracts, leases, and other documents for legal correctness and acceptability. Negotiates said contracts, leases, and other documents upon request;

i. Reviews and redrafts various City policies for legal correctness and acceptability. This would include, by way of example, Personnel Manual, Family Medical Leave, IT Policy, etc.; and

j. Prepares for and attends any meeting during a calendar year of any Council, Board, Committee or Commission, as requested. Attends other meetings when requested.

2. **Rate:** All duties performed shall be paid at an hourly rate of $125.00 dollars and $80.00 dollars for preparation of warrants, or each part thereof. The rate may only be changed by written agreement of the parties.

   a. **Statements for Legal Services:** The Law Firm shall send the City a statement on a monthly basis. The statement shall describe the services rendered and costs incurred to date. The City agrees to pay each statement within 21 days.

   b. **Questions Regarding Statements:** Any questions or objections to a bill or statement given by the Law Firm to the City must be made within 60 days of the billing date. If the City fails to raise a question or objection within this time, the City agrees that the bill or statement is accurate and fully due and payable.

   c. **Interest on Late Payments:** Any attorney fees or costs advanced that are not paid within 21 days after a statement is submitted to the City will accrue interest at the rate of seven percent per year until paid. Payments shall be applied first to accrued interest, then to costs, and then to attorney fees.
3. **Statements for Legal Services:** The Law Firm will send the City a statement on a monthly basis. The statement shall describe the services rendered and costs incurred to date. If any costs or expenses are advanced by the Law Firm, as detailed in Section 4 below, or if there are any statements billed under Section 1(B), the City agrees to pay each statement within 21 days. Any questions or objections regarding the statement must be made within 60 days of the statement date, or the City waives any objections and agrees that the statement is accurate and fully due and payable. Any attorney fees or costs that are advanced that are not paid within 21 days after a statement is submitted will accrue interest at the rate of seven percent per year, until paid. Payments shall be applied first to accrued interest then to costs, and then to attorney fees.

4. **Expenses:** In addition to the fees charged, the City will pay the Law Firm for all expenses and court costs resulting from the City's legal matters, including, but not limited to, long-distance telephone charges, express mail delivery, copying, filing fees, service fees, court reporter fees and expert witness fees within 21 days of each invoice. There shall be no reimbursement for mileage.

5. **Termination:** This contract is only terminable by executive order of the City of Wayne, with 30 days' written notice or by 30 days' written notice from the Law Firm.

6. **Withdrawal:** The City understands that Michigan Rules of Professional Conduct allow the Law Firm to withdraw from representation of the City if any of the following occur:
   
   a. The Client insists upon pursuing a course of action the Law Firm considers repugnant or imprudent;

   b. The Client fails to pay the fees, expenses, and/or costs required under this Contract after reasonable warning that non-payment will result in withdrawal;

   c. Continued representation will result in an unreasonable financial burden on the Law Firm.

**IN WITNESS THEREOF,** this contract is entered into by and between the parties on the 1st day of November, 2018.

**{PAGE BREAK INTENTIONAL - SIGNATURES TO FOLLOW}**
CLIENT:

CITY OF WAYNE
By: John P. Rhaesa
Its: Mayor
By: Matthew K. Miller
Its: City Clerk

LAW FIRM:
GIARMARCO, MULLINS & HORTON, P.C.
By: John C. Clare, Senior Equity Partner
From: Lisa Nocerini, City Manager
RE: EMPCO Proposal
Date: January 11, 2019

Mayor Rhaesa and Members of the Wayne City Council,

The City is currently seeking to fill the position of Wayne Police Chief. Therefore, I have requested the assistance of EMPCO Incorporated to assist with the process.

EMPCO, which is located in Troy, MI conducts promotional testing for municipalities across the State of Michigan. Our prior Police Chief went through the EMPCO testing process for his new position and shared the company’s information with me as an option to help with Wayne’s Chief selection process.

After speaking with EMPCO and learning more about their promotional testing and evaluation processes, I feel confident that they can provide invaluable information as we work through the hiring process.

Therefore, I am respectfully recommending City Council’s approval to hire EMPCO to provide promotional testing and evaluation services for the two Police Chief candidates in the amount of $7400.00.

(The amount in the proposal is based on one candidate. Therefore, $300.00 will be added to the total on page 13.)
Proposal for The City of Wayne, Michigan

Chief of Police Assessment Center

Proposal Submitted by:

EMPCO INCORPORATED

Submitted:
December 13, 2018
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Proposal for City of Wayne, Michigan

Thank you for the opportunity to submit a proposal for your upcoming promotional process for Chief of Police. Our proposal covers the development and administration of the testing process you describe in your Request for Proposal.

About Empco

Empco was incorporated in 1985 and is located in Troy, MI. Empco, Inc. specializes in employment relationships with an emphasis on testing and evaluations in the public sector. Our focus is on entry level and promotional assessments for public safety and municipal positions.

In 1987, Empco began conducting promotional testing for police departments in Michigan. From our offices in Troy, we have grown into the largest firm in the state providing promotional testing to law enforcement and the fire service. Empco also services municipal agencies and sheriff’s offices in states throughout the nation.

Empco, Inc.
1740 W. Big Beaver Rd.
Suite 200
Troy, MI 48084
Phone: 248-528-8060
Fax: 248-526-7274
Web site: www.empco.net
E-mail address: info@empco.net

Experience and Qualifications

Empco conducts assessment centers, oral boards and written examinations for hundreds of agencies across the United States. In this, we test thousands of candidates each year.

Empco’s specialization in testing for municipal and county positions give us the expertise to accommodate nuances that come with limited budgets, collective bargaining agreements, and various governing bodies and laws. Our size gives us the ability to provide excellent customer service. We pride ourselves on the relationships we have built. It must be recognized that current clients, who use our examination services annually, could switch to another vendor if our results did not only satisfy the agency’s needs, but also the need for fairness among test takers. We keep our clients, and the number continues to grow because of a reputation for integrity and fairness in our examinations. At Empco, we put integrity before profit.

Job Analysis

Empco conducts a job analysis before developing any assessment. The job analysis includes meetings with subject matter experts and those persons in a position to fully understand the requirements of the job. Empco will also administer surveys about the position to these individuals.

Empco will analyze the information collected during these meetings and through the surveys. We will also examine the job description for the position, as well as any job analyses previously conducted.
The information gathered in the job analysis will be used as the basis for any assessment and is included as part of the validation of the exam.

**Assessment Centers**

Empco’s assessment centers are designed to measure the knowledge, skills and abilities (KSA’s) critical for successful performance in such jobs. These include up to 15 behavioral attributes such as: oral and written communication, problem solving, decision making, organization, planning, administrative and operational skills, staff development, supervision, analytical thinking and reasoning, etc. The job analysis, as well as information from subject matter experts in the agency, will determine the actual dimensions to be measured by the assessment center for each specific rank.

Empco’s assessment centers are developed in accordance with the *Guidelines and Ethical Considerations for Assessment Center Operations (2015)*, International Taskforce on Assessment Center Guidelines. These guidelines establish specific requirements and procedures for conducting assessment centers. The following description of Empco’s assessment center structure and procedures reflect the requirements of these guidelines. Following these guidelines will ensure that your agency meets any contractual obligations to conduct an assessment center as well as making the test reliable and defensible.

Empco has four exercise types that are typically used in assessment centers. The specific job-related exercises that will be used in a custom assessment center will be developed by Empco after consultation with subject matter experts in the agency and examining the results of the job analysis for each position. Empco uses between three and five exercises for each assessment center. The following are the typical exercise types Empco uses:

- **Interview Exercise**: Candidates are asked to make a brief presentation describing themselves, their accomplishments, goals and other related issues - an outline of suggested topics is provided at the orientation. Each candidate is then asked a series of career and job-related questions and given a scenario(s) to solve. The same questions/scenarios are asked of each candidate. Actual agency issues are incorporated into the exercise.

- **Oral Presentation Exercise**: Candidates are given a particular subject at the orientation and asked to prepare and deliver an oral presentation to a group such as the city council, concerned citizens, etc., (in reality - the assessors). Generally, an actual agency issue is incorporated into the exercise.

- **In-Basket Exercise**: Candidates are given a number of written situations, which might typically be found in the “In-Basket” of the job being filled. Candidates are asked to complete and submit their solutions to these in-basket items within a specific time.

- **Role-Play Scenario Exercises**: Candidates are presented with unannounced situations from the job being sought. They are required to interact with an individual (an Empco associate playing the role of a subordinate, city council person, etc.) while being evaluated by our panel of assessors. The scenarios are job-related.
Assessors
Empco’s standard practice is to provide the assessors for assessment center exercises. All assessors will be those regularly used by Empco and are therefore trained in how Empco evaluates and scores candidates. This panel will evaluate all candidates to ensure reliability of ratings. Assessors are drawn from non-contiguous agencies and have no prejudicial knowledge of the candidates.

If the agency, either by contract or by budget, requires that assessors other than those generally used by Empco need to serve as assessors, this can be accommodated. However, additional time is built into the schedule for assessor training. It is imperative that all assessors understand the importance of, and how to conduct, objective evaluations using our rating forms. Fees for assessment centers utilizing assessors other than those on Empco’s roster will be determined based on the specific needs of the client.

Candidate Orientation
Empco will conduct an orientation for all candidates participating in an assessment center. During this orientation, Empco will explain the assessment process -- what candidates should expect and how the candidates will be evaluated. The agency is responsible for providing adequate facilities to accommodate the orientation and will be responsible for notifying all candidates as to the date, time and location of the orientation. When candidates for a position are not local (an agency is seeking outside applicants), the orientation can be conducted over the phone or by video conference.

Candidate Feedback
Empco will provide all candidates that participate in the assessment center the opportunity to receive feedback on their performance in each exercise. Candidate feedback sessions must take place within two months of the completion of the assessment. Candidates are responsible for contacting the Empco office to schedule their own feedback session. Feedback sessions are confidential and are done as an opportunity for candidates to learn how to improve on future assessments and, more importantly, how they can work to improve their management skills on the job.

Scheduling and Billing
Empco requires a minimum one month development period. The specific dates and times of each aspect of the test development and administration will depend on the availability of representatives from the agency, and how quickly surveys are completed. Final candidate counts must be given to Empco two weeks prior to the assessment. The agency will be billed for the number of candidates given at this time. Assessment centers cancelled less than three weeks prior to the assessment center will result in the client be billed the development fee for the assessment center. Reduction in the number of days for the assessment center less than two weeks prior to the assessment center will result in the client being billed $1000 for the cancelled day(s).

Scoring
Empco will consider reliability and adverse impact in determining the cut off scores for passing the assessment. Final scores will be reported after these analyses have been completed.
Empco will provide agencies with scores on assessment centers within one week of the assessment completion. Scores can be reported in multiple formats, but always as a percentage of 100 percent.

**Agency Requirements**

Empco requires that the agency provide adequate facilities for all orientations and assessment centers, and review sessions (if applicable). The agency is responsible for making sure these facilities provide adequate space and layouts conducive to the activities that will be held in the space. Empco asks that the agencies provide lunch to Empco assessors and facilitators for the assessment centers. The agency is also responsible for notifying all candidates of the dates and times of orientation and testing dates. The agency will need to provide Empco with a copy of all job analyses and job descriptions for the position, and make subject matter experts available to Empco if additional job analysis information needs to be conducted. Empco also requires the agency allow Empco use of a copy machine during the assessment center process.

It is the agency's responsibility to notify candidates that recording devices of any kind, including agency issued body cameras, are strictly prohibited at all orientations and assessment centers. If a candidate is wearing any of these devices upon arriving at the testing facility, they will be asked to turn the device off and remove it from the testing areas. Use of a recording device during assessment centers will be considered cheating and will be handled according to the agency's discipline policy.

The agency must notify Empco of any additional requirements when scheduling a testing process. Those additional requirements could be dictated by agency policy or collective bargaining agreement and include, but are not limited to, specific cut scores, candidate reviews and candidate challenge periods. Additional fees may apply.

**Project Team**

**Kendra Royer, President**

Dr. Kendra Royer holds a Master's degree and a Doctoral degree in Industrial/Organizational Psychology. She has worked as a public safety consultant since 2001 and has been with Empco since 2005. Her expertise is in the development and validation of employment testing. As President, Kendra oversees the development of all assessment processes. She ensures that all Empco products are valid and reliable and consistent with industry standards.

**Charles Castle, Director of Marketing and Project Management**

Charles Castle is the retired Police Chief from Southgate, Michigan. Chuck has 31 years of law enforcement experience and initially began working for Empco in 2005 in a consulting capacity. He holds a Bachelor's Degree in Criminal Justice from Madonna University where he has been on staff as an adjunct Criminal Justice instructor. Chuck obtained his Master's Degree in Criminal Justice from Wayne State University and is an active volunteer mentor for students in WSU's CJ program. As Director of Marketing and Project Management, Chuck will administer and facilitate all aspects of the assessment process. He will utilize his experience in law enforcement to provide insight into the development of the assessment tools.
Ken Staelgraeve, Senior Consultant

Ken Staelgraeve is the retired Fire Chief of the Harrison Township Fire Department. He subsequently served two years as Fire Chief for the Bruce-Romeo Fire Department. He holds a Bachelor’s Degree in Fire & Safety Engineering Technology from the University of Cincinnati, and a Master’s Degree in Public Administration from Central Michigan University. Ken has also received Executive Fire Officer (EFO) designation from the United States Fire Administration. Ken serves as Department Chair and Professor of Fire Science at Macomb Community College. As a Senior Consultant at Empco, Ken serves as the in-house subject matter expert for all promotional processes in the fire service. Ken authors fire service questions, reviews items, and facilitates oral boards and assessment centers created and administered by Empco.

In addition to the Empco team members listed above, Empco works regularly with over 50 independent contractors to develop written examinations and act as assessors on oral boards and assessment centers. These contractors are experts in the area of public safety.

References

Empco, Inc. conducts assessment centers, oral boards, and written exams for hundreds of agencies each year. The following are a sample of agencies that we are currently doing work for or that we have recently completed work:

Police

Dearborn, MI Police Department

Contact: Tracy Duncan
Human Resources Senior Analyst
City of Dearborn
(313) 943-2130
tduncan@ci.dearborn.mi.us
Dates of Service: 2004 to Present

Project: Empco conducted assessment centers for the rank of Police Sergeant. Empco introduced the assessment centers to the department and conducted several meetings and training sessions to ensure that the department was well informed of what assessment centers were, and to develop a promotional process that reflected the needs of the department. This was done by conducting meetings with subject matter experts and conducting job analyses for each rank.
In addition, we designed and conducted written examinations for Police Sergeant and Lieutenant.

Lansing, MI Police Department

Contact: Cherie Ballor
Captain
Lansing Police Department
(517) 483-4647
cballor@lansingmi.gov
Dates of Service: 2002 to present
**Project:** Empco develops and conducts assessment centers for the ranks of Police Captain and Lieutenant. Empco also develops and administers oral boards and written examinations for Detective and Sergeant. All assessment centers, written exams and oral boards are based on extensive job analyses conducted for each rank.

**Livonia, MI Police Department**

**Contact:** Denise Maier  
Human Resources Director  
Civil Service Department  
(734) 466-2527  
dmaier@ci.livonia.mi.us  
Dates of Service: 1998 to present

**Project:** Empco designs and conducts written examinations for the Livonia Police Department for the ranks of Sergeant and Lieutenant. These examinations contain questions from a bibliography developed with the department and include both national texts and local content.

**Madison Heights, MI Police Department**

**Contact:** Amy Mischak  
Human Resources Director  
(248) 837-2609  
amymischak@madison-heights.org

**Project:** Empco facilitates both hiring and promotions for the Madison Heights Police Department. Empco develops and conducts assessment centers for the ranks of Police Lieutenant and Chief and develops and conducts oral boards for the rank of Sergeant. Empco also develops and administers written exams for Sergeants and Lieutenants. Madison Heights also utilizes our Law Enforcement Testing System to create eligibility lists for entry level positions. Empco also develops and facilitates oral boards for these entry level positions.

**Royal Oak, MI Police Department**

**Contact:** Corrigan O’Donohue  
Police Chief  
Royal Oak Police Department  
(248) 246-3527  
CorriganO@ci.royal-oak.mi.us

**Project:** Empco develops and administers custom written exams for the ranks of Detective, Sergeant and Lieutenant in the Royal Oak Police Department.

**Southfield, MI Police Department**

**Contact:** Lauri Siskind  
Human Resources Director  
City of Southfield
<table>
<thead>
<tr>
<th>Contact</th>
<th>Project</th>
</tr>
</thead>
</table>
| (248) 796-4708  
lsiskind@cityofsouthfield.com  
Dates of Service: 1999-present | Empco has conducted written exams and assessment centers for various ranks in the Police Department. Custom written exams are designed for the Police Department including: Sergeant, Lieutenant, and Police Specialist. Empco has also designed and administered an assessment Center for the Deputy Police Chief. |
| **Southgate, MI Police Department**  
Contact:  
Jeff Smith  
Director of Public Safety  
Southgate Police Department  
(734) 258-3060  
smitty082@yahoo.com  
Dates of Service: 2002 to present | Empco designs and conducts assessment centers, oral boards and written exams for the Police Department. Custom written exams and oral boards are regularly conducted for Lieutenant. Assessment Centers are designed and administered for Police Chief and Deputy Police Chief. |
| **Sterling Heights, MI Police Department**  
Contact:  
Kate Baldwin  
Human Resources Manager  
City of Sterling Heights  
(586) 446-2316  
kbaldwin@sterling-heights.net  
Dates of Service: 1990 to present | Empco regularly designs and conducts custom written examinations, oral boards and assessment centers for all promotions in the Sterling Heights Police Department from Sergeant to Chief. |
| **Troy, MI Police Department**  
Contact:  
Frank Nastasi  
Police Chief  
Troy Police Department  
(248) 524-3424 | Empco conducts assessment centers for the City of Police Department for the positions of Sergeant, Lieutenant, Captain and Chief. These are full assessment centers consisting of a series of exercises developed after a job analysis determined the dimensions to be measured. The exercises used were a structured interview, role-play situations, written exercise, an oral presentation, and an in-basket exercise. Between four and 31 candidates participated in each assessment center. |
In addition, written examinations are conducted for Sergeant. These examinations contain questions from a bibliography developed with the department and include both national texts and local content.

<table>
<thead>
<tr>
<th>Wayne County Airport, MI Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> John Bowyer</td>
</tr>
<tr>
<td>Police Commander</td>
</tr>
<tr>
<td>Wayne County Airport Police Department</td>
</tr>
<tr>
<td>(734) 247-7142</td>
</tr>
<tr>
<td><a href="mailto:John.bowyer@wcaa.us">John.bowyer@wcaa.us</a></td>
</tr>
<tr>
<td><strong>Project:</strong> Empco is actively working with the Wayne County Airport Authority to develop written exams and assessment centers for the ranks of Sergeant and Lieutenant in the Wayne County Airport Police Department.</td>
</tr>
</tbody>
</table>

**Sheriff**

<table>
<thead>
<tr>
<th>Kalamazoo County, MI Sheriff's Office</th>
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<tbody>
<tr>
<td><strong>Contact:</strong> James VanDyken</td>
</tr>
<tr>
<td>Undersheriff</td>
</tr>
<tr>
<td>Kalamazoo County Sheriff's Office</td>
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<tr>
<td>(269) 383-8821</td>
</tr>
<tr>
<td><strong>Project:</strong> Empco develops and administers assessment centers for the rank of Detective, Sergeant, and Lieutenant in the Kalamazoo County Sheriff's Office. Empco also develops custom written exams.</td>
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<thead>
<tr>
<th>Macomb County, MI Sheriff's Office</th>
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<tbody>
<tr>
<td><strong>Contact:</strong> Robert Doherty</td>
</tr>
<tr>
<td>Administrative Lieutenant</td>
</tr>
<tr>
<td>(586) 307-9569</td>
</tr>
<tr>
<td><a href="mailto:Robert.doherty@macombcountymi.gov">Robert.doherty@macombcountymi.gov</a></td>
</tr>
<tr>
<td><strong>Dates of Service:</strong> 2005 to present</td>
</tr>
<tr>
<td><strong>Project:</strong> Empco designs and administers custom written exams for Correction Sergeant and Law Enforcement Sergeant.</td>
</tr>
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<tr>
<th>Michigan Sheriffs' Coordinating and Training Council</th>
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<tbody>
<tr>
<td><strong>Contact:</strong> Robert Noordhoek</td>
</tr>
<tr>
<td>CEO</td>
</tr>
<tr>
<td>(517) 999-7282</td>
</tr>
<tr>
<td><a href="mailto:mnoordhoek@msctc.org">mnoordhoek@msctc.org</a></td>
</tr>
<tr>
<td><strong>Project:</strong> Empco validated a state wide physical abilities test for all local corrections officers in the State of Michigan. All candidates applying to be a corrections officer in a Sheriff's office must take this physical ability test. Empco has also been contracted by the Michigan Sheriffs' Coordinating and Training Council to conduct a basic cognitive abilities test for all local corrections officer candidates.</td>
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### Municipal

<table>
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<tr>
<th>City of Livonia, MI</th>
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</table>
| **Contact:** | Denise Maier  
Human Resources Director  
Civil Service Department  
(734) 466-2527  
dmaier@ci.livonia.mi.us  
Dates of Service: 1998 to present |
| **Project:** | Empco develops and administers an in-basket and assessment center for the Human Resources Director, Public Works Director and other director level positions. Assessment centers for these positions are developed after conducting job analyses to determine the necessary skills and abilities required of someone filling each position. |
Legal Standards
In developing all exams, Empco, Inc. followed the legal and ethical guidelines put forth in:
- Guidelines and Ethical Considerations for Assessment Center Operations (2015), International Taskforce on Assessment Center Guidelines.
- Principles for the Validation and Use of Personnel Selection Procedures, 4th edition (2003), Society of Industrial Organizational Psychology.

Insurance
Empco carries required insurance.

Litigation
Empco has never been involved in any litigation of any kind.

Contact
Empco staff is easily accessible by several methods: office phone: 248-528-8060; fax: 248-526-7274; email: info@empco.net, or view our web site at: www.empco.net. We are located in Troy, Michigan near I-75, approximately 30 minutes north of Detroit.

Authorized Individual
Kendra Royer, Ph.D., President, is the person authorized to sign a contract. She can be reached at 248-528-8060 or at kendra@empco.net

Non-Collusion
Empco has not and will not work with any other vendor on this project.

Kendra Royer, Ph.D.
President

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**Pricing**

**Assessment Center**

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<tr>
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<th>Price</th>
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<tr>
<td>Development Fee</td>
<td>$4,800.00</td>
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<tr>
<td>Administration Fee</td>
<td>$2,000.00</td>
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<tr>
<td>(per day, up to 5</td>
<td></td>
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<tr>
<td>candidates per day)</td>
<td></td>
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<tr>
<td>Per Candidate Fee</td>
<td>$300.00</td>
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*Mileage and travel expenses will be billed as they occur.*

Prices effective for 60 days after proposal is submitted.
To: Lisa Nocerini, City Manager
From: Jennifer Nieman, Assessor
Date: January 9, 2019
Subject: Council Agenda Item for January 9, 2019
Exemption of Principal Residence by Reason of Poverty

Michigan Compiled Laws 211.7u requires local units to annually adopt a policy, including an asset test, to be used by the Board of Review to approve or deny poverty exemptions.

I am respectfully requesting that the City Council approve the attached “Resolution for City of Wayne Poverty Exemption for 2019”.

I have also attached State Tax Commission Bulletin 16 of 2018 which provides the federal poverty guidelines for use in setting poverty exemption guidelines for 2019 assessments.

The changes for the 2019 application are as follows:
Updating the contact information for the Michigan Tax Tribunal.
Updating the State Tax Commission Bulletin number and year for use in a 2019 request.
Updating the federal poverty guidelines for us in setting poverty exemption guidelines as outlined in bulletin 16 of 2018.

If you should have any questions, please feel free to contact me.

Thank you.
Resolution for City of Wayne 2019 Poverty Exemptions

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Wayne, Wayne County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible under this section, a person shall do all of the following on an annual basis:

- Be an owner of and occupy as a principal residence the property for which an exemption is requested.

- P.A. 390 of 1994 requires that all persons residing in the household MUST submit copies of the following SIGNED documents:
  - City of Wayne Poverty Exemption Application
  - Federal Income Tax Returns
  - State Income Tax Returns
  - Homestead Property Tax Credit Claim Form (MI-1040CR)

Also include copies of ALL supporting documentation (i.e. W-2 forms, 1099’s, schedules, etc.). The Board of Review shall consider income from all sources and from all occupants of the homestead when determining whether an applicant meets poverty exemption requirements as adopted by the City Council.

A Poverty Exemption Affidavit (Department of Treasury Form 4988) must be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.

- The combined assets of all person residing the household (minus the value of the principal residence) MUST NOT exceed $20,000. Assets include but are not limited to: real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.

- Produce a valid driver’s license or other form of identification if requested.

- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.

- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.

- The following are the 2019 federal poverty income guidelines with are updated annually by the United States Department of Health and Human Services. The annual income includes income for all person residing in the household. The total household income must be less that or equal to the guidelines below in order to be considered for this type of exemption.

  | Family of 1 | $12,140 |
  | Family of 2 | $16,460 |
  | Family of 3 | $20,780 |
  | Family of 4 | $25,100 |
  | Family of 5 | $29,420 |
  | Family of 6 | $33,740 |
  | Family of 7 | $38,060 |
  | Family of 8 | $42,380 |
  | For each add’l person | $4,320 |
• The applicant(s) MAY NOT have ownership interest in any other real estate other than the homestead property.

• If home has been purchased within the previous 2 years, all closing documentation must be included.

The Board of Review may require a home audit and inspection done by the Department of Assessment as part of the application process.

The City of Wayne allows for partial poverty exemptions to be granted. A partial poverty exemption is an exemption of a percentage of the taxable value of the principal residence rather than the entire taxable value. The formula for calculating partial exemptions is as follows: under no circumstances shall the Board of Review reduce the taxable value lower than that which produce an annual ad valorem tax equal to 3.5% of an applicant’s income plus any property tax credit refund payable by the State of Michigan.

It should be recognized that the poverty exemption reduction is a form of temporary assistance for those who are undergoing a difficult financial time. Any relief granted is for the current year only.

The Board of Review may reject any application where the information contained in it appears fraudulent, misleading, inaccurate, or incomplete. Failure to complete all sections of the application and/or failure to submit signed copies of all tax forms or other required documentation will result in the poverty exemption application being denied. The board of review must have complete, accurate data in order to review this appeal.

In certain instances, the Board of Review may consider extenuating circumstances as a basis of a poverty exemption where the total household income exceeds the established income guidelines.

**Due Dates:** The application for exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review during the year in which the exemption is requested. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines that there are substantial and compelling reasons why there should be deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.