



CITY MANAGER
D. Wayne O’Neal
CITY CLERK
Kelly Ann Dolland

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnagie
MAYOR PRO-TEM
David Winowiecki

COUNCIL
Amy Baranski
Kathy Blanke
Suzanne Kalka
Michael Lesich
Patrice M. Schornak

FRASER CITY COUNCIL – SPECIAL MEETING – (VIRTUAL)
THURSDAY – JUNE 25, 2020 @ 6:00PM
REVISED AGENDA 6-22-2020
AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF COUNCIL MEMBERS**
- 4. APPROVAL OF AGENDA**
- 5. REQUESTS FOR COUNCIL ACTION**
 - a. 2019-2020 Year End Budget Adjustments
 - b. Discussion of Extension of Macomb County Covid-19 State of Emergency through June 26, 2020
 - c. Discussion of the Replacement of Media Broadcast Equipment for Televised Meetings
 - d. Discussion of City Hall Hours – added to agenda 6-22-2020**
 - e. Closed Session to consider a Written Legal Opinion of the City’s Labor Counsel
 - f. Interviews with HR Providers per RFP Submittal
 1. 7:00PM - Amy Cell, LLC
 2. 7:40PM - BW Human Resource Consulting
 3. 8:20PM - Everything HR
- Break**
 4. 9:10PM - GovHR USA, LLC
 5. 9:50PM - Vanessa G. Nelson Expert Human Resources
 6. 10:30PM - Plante Moran
- 6. CITIZEN PARTICIPATION**
- 7. ADJOURNMENT**

(Posted Thursday, June 18, 2020 @4pm)

Join Zoom Meeting

<https://us02web.zoom.us/j/89695634611>

Meeting ID: 896 9563 4611

One tap mobile

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Meeting ID: 896 9563 4611

Find your local number: <https://us02web.zoom.us/j/kcAICWO7WR>

NOTICE OF ELECTRONIC PUBLIC MEETING

In accordance with Gov. Whitmer's Executive Order 2020-15, which allows for electronic meetings of public bodies, notice is hereby given that the City of Fraser City Council will be meeting electronically on Thursday, June 25th, 2020 @ 6:00 p.m. using Zoom for videoconference and public access. The electronic public meeting will be held as a Zoom electronic conference. The public can participate via the Zoom application, internet and/or telephone. The public will be able to listen to all discussion by Council members and will be permitted to speak for up to five minutes during the public participation section of the agenda. Please note that callers/viewers will automatically be muted. Public comments can be submitted during Public Comment, when viewers are unmuted on an individual basis. Secondly, written comments will be accepted prior to the date and time (no later than 4:30pm day of meeting) by the City Clerk @ kellyd@micityoffraser.com. You may e-mail comments during the meeting to publicmeeting@micityoffraser.com. The e-mail must provide the following: 1. Your name, address and e-mail address 2. The agenda item in your subject line. Public Hearing comments will be heard during Public Hearing and other comments will be heard during public participation.

The City of Fraser provides live public access to this meeting on Comcast Channel 5 and WOW Channel 10 and online at www.ci.fraser.mi.us. This live public access meets the OMA's requirements that all public body deliberations and decisions take place at a meeting open to the public.

City of Fraser thanks everyone for their understanding and support as we all attempt to navigate these challenging times together.

City of Fraser Administration

April 6th, 2020

Honorable Mayor and Council
Municipal Building
Fraser, MI 48226

June 18, 2020

Re: Manager's Report

Dear sirs and Mesdames,

5. REQUEST FOR COUNCIL ACTION:

A. 2019-2020 YEAR END BUDGET ADJUSTMENTS

John Walters, Finance Director has prepared 2019-2020-year end budget amendments. His memo of June 25, 2020 outlines some amendments in detail. He will be discussing them with you.

Proposed motion: to approve the 2019-2020-year end budget amendments as presented.

B. DISCUSSION OF EXTENSION OF MACOMB COUNTY COVID-19 STATE OF EMERGENCY THROUGH JUNE 26, 2020

Macomb County has extended the COVID-19 State of emergency through June 26, 2020. We have adopted the emergency plan and are part of the county plan. We should extend our local state of emergency through June 26, 2020 to maintain continuity with the county. Currently the Governor's Order For "stay home, stay Safe" is limited to June 12th.

Requesting council to extend the Local State of Emergency. This will follow what the county is doing as well. There is no real negative to extending the order. The positive is that we can make quick purchases if the need arises (I don't anticipate this), any unexpected expenses may be covered under emergency funding if we extend and I can continue to reassign employees without violating their contract.

Sincerely,
Interim Director Mike Pettyes

Proposed motion: to approve the extension of the Macomb County local state of emergency through June 26, 2020.

C. DISCUSSION OF REPLACEMENT OF MEDIA BROADCAST EQUIPMENT FOR TELEVISED MEETING

Michele will discuss with you her proposal for the replacement of the Media Broadcast Equipment that is used for televising our meetings. As you are aware, we have been experiencing problems broadcasting our meeting with the current equipment that should have been replaced as far back as 2015. Her memo outlines her request and was not available until Friday morning and will be sent to you at this time.

Proposed motion: to Approve the purchase of _____....

D. CLOSE SESSION TO CONSIDER A WRITTEN LEGAL OPINION OF THE CITY'S LABOR COUNCIL

Don DeNault, City Attorney and Ryan Fantuzzi, labor council will discuss a written legal opinion.

E. INTERVIEWS WITH HR PROVIDERS PER RFP SUBMITTALS

- 1. 7:00 Amy Cell, LLC**
- 2. 7:40 BW Human Resource Consulting**
- 3. 8:20 Everything HR**

Break

- 4. 9:10 GovHR USA, LLC**
- 5. 9:50 Vanessa G. Nelson Expert Human Resources**
- 6. 10:30 Plante Moran**



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David Winowiecki

June 25, 2020

City Council
33000 Garfield Rd
Fraser, MI 48026

Re: FY 2019-2020 Final Budget Amendment

Dear City Council,

I have prepared the Fiscal Year 2019-2020 Final Budget Amendment. The City has received the 2019 tax settlement payment from Macomb County for real property taxes which has been recorded and adjusted to actual. The City received the 2019 personal property tax overpayment from the Local Community Stabilization Authority in the which has been recorded and adjusted to actual. The General Fund is expected to spend less than what was included in the most recent budget which is expected to result in approximately \$1.5 million net increase in fund balance. Increases are expected in the ending fund balance in the Ambulance Fund, City Hall Debt Fund, and Street Fund due to the 2019 personal property tax overpayment from the Local Community Stabilization Authority being greater than originally expected. An adjustment to budget for can rental expenses in the Rubbish Collection Fund resulted in an expected decrease in fund balance. An adjustment to revenue from water and sewer sales is included which is expected to result in a decrease in fund balance in the Water and Sewer Fund. Medical Self Insurance Fund has gone from a projected breakeven point to a net loss of \$159,593 due to estimated increased claims.

Very truly yours,

John Walters

John Walters
Interim City Treasurer
(586) 925-0871
financedir@micityoffraser.com

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	7,434,617.92	7,621,000.00	7,785,180.00	7,785,180.00	7,746,108.17	(39,071.83)
101-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	668,000.45	709,000.00	618,113.00	618,113.00	587,564.47	(30,548.53)
101-000-411.000	TAXES - DELINQUENT REAL PROPERTY TAXES	-	-	1,143.00	1,143.00	1,142.36	(0.64)
101-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	24,842.82	9,000.00	9,000.00	9,000.00	11,379.01	2,379.01
101-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(6,342.03)	(1,000.00)	(1,000.00)	(1,000.00)	(494.25)	505.75
101-000-427.000	TAXES - COMMUNITY-WIDE SPECIAL ASSESSMEN	3,632,726.38	-	3,804,217.00	3,804,217.00	3,803,941.95	(275.05)
101-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	38,358.71	39,117.00	39,117.00	39,117.00	45,382.49	6,265.49
101-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	156,713.39	157,502.00	138,537.00	138,537.00	135,880.29	(2,656.71)
101-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	19,827.52	10,000.00	10,000.00	10,000.00	22,357.51	12,357.51
101-000-447.000	TAXES - PROPERTY TAX ADMINISTRATION FEE	248,671.85	248,842.00	248,842.00	248,842.00	248,418.88	(423.12)
101-000-476.200	BUSINESS LICENSES - PAWNBROKER DEALER	500.00	500.00	500.00	500.00	-	(500.00)
101-000-476.300	BUSINESS LICENSES - SECOND HAND DEALER	500.00	1,000.00	1,000.00	1,000.00	-	(1,000.00)
101-000-476.400	BUSINESS LICENSES - PRECIOUS METAL DEAL	150.00	200.00	200.00	200.00	-	(200.00)
101-000-477.000	LICENSES AND PERMITS - CABLE TV (WOW)	77,397.84	94,600.00	94,600.00	94,600.00	72,548.53	(22,051.47)
101-000-477.100	LICENSES AND PERMITS - CABLE TV (COMCAST	158,189.80	156,000.00	156,000.00	156,000.00	153,040.14	(2,959.86)
101-000-478.000	LICENSES AND PERMITS - VIDEO FRANCHISE	37,002.02	43,600.00	43,600.00	43,600.00	32,372.20	(11,227.80)
101-000-479.000	LICENSES AND PERMITS - CELLULAR TOWER	14,534.45	14,535.00	14,965.00	14,965.00	27,190.54	12,225.54
101-000-505.000	FEDERAL GRANTS - PUBLIC SAFETY	32,874.00	-	-	-	-	-
101-000-522.000	FEDERAL GRANTS - CDBG	138,334.25	-	5,381.00	5,381.00	5,380.36	(0.64)
101-000-543.032	STATE GRANTS - TRAINING FUNDS PSAP	12,484.00	-	-	-	-	-
101-000-543.302	STATE GRANTS - TRAINING FUNDS PA 302	7,150.00	5,000.00	10,000.00	10,000.00	-	(10,000.00)
101-000-543.500	STATE GRANTS - LIQUOR LICENSE FEE	9,526.55	9,500.00	10,946.00	10,946.00	10,945.55	(0.45)
101-000-543.600	STATE GRANTS - HIGHWAY SAFETY	3,731.03	-	-	-	-	-
101-000-544.000	STATE GRANTS - DRUNK DRIVING CASE FLOW	1,552.06	-	-	-	-	-
101-000-545.000	STATE GRANTS - DRUG CASE INFORMATION	83.68	-	-	-	-	-
101-000-547.000	STATE GRANT - COURT EQUITY	27,479.40	27,250.00	27,250.00	27,250.00	26,330.10	(919.90)
101-000-549.000	STATE GRANTS - FINANCIAL TOOL	1,565.55	-	-	-	-	-
101-000-566.000	STATE GRANTS - RECREATIONAL AND CULTURAL	10,000.00	-	-	-	-	-
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	1,019,636.33	609,370.00	698,960.00	698,960.00	1,208,054.77	509,094.77
101-000-574.000	STATE GRANTS - STATE REVENUE SHARING	1,439,196.00	1,384,000.00	1,384,000.00	1,384,000.00	1,384,000.00	-
101-000-582.000	CONTRIBUTIONS FROM MACOMB COUNTY	8,775.00	-	-	-	-	-
101-000-611.000	ATTORNEY FEE REIMBURSEMENT	52,223.09	36,000.00	11,368.00	11,368.00	11,652.55	284.55
101-000-621.000	PROBATION OVERSIGHT FEE	15,427.50	15,000.00	15,000.00	15,000.00	7,160.14	(7,839.86)

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
101-000-627.000	BUILDING INSPECTION AND PERMIT FEES	382,241.15	375,000.00	375,000.00	375,000.00	240,000.00	(135,000.00)
101-000-628.000	PLANNING COMMISSION FEES	15,885.00	5,000.00	5,664.00	5,664.00	9,000.00	3,336.00
101-000-629.000	ZONING BOARD OF APPEALS FEES	6,800.00	2,500.00	2,500.00	2,500.00	4,250.00	1,750.00
101-000-645.000	CHARGES FOR SERVICES - PUBLIC SAFETY	167,761.40	200,000.00	200,000.00	200,000.00	206,000.00	6,000.00
101-000-646.000	CHARGES FOR SERVICES - PUBLIC WORKS	26,645.28	30,000.00	30,000.00	30,000.00	25,000.00	(5,000.00)
101-000-647.000	CHARGES FOR SERVICES - CITY CLERK	5,131.43	2,500.00	2,500.00	2,500.00	2,517.39	17.39
101-000-648.000	CHARGES FOR SERVICES - FINANCE	1,124.20	1,000.00	1,000.00	1,000.00	515.74	(484.26)
101-000-649.000	CHARGES FOR SERVICES - RECREATION	66,282.37	71,400.00	71,400.00	71,400.00	35,641.22	(35,758.78)
101-000-649.100	CHARGES FOR SERVICES - PARK RENTALS	15,233.75	11,220.00	11,220.00	11,220.00	4,061.31	(7,158.69)
101-000-649.150	CHARGES FOR SERVICES - CENTER RENTAL	11,280.00	8,000.00	8,000.00	8,000.00	2,894.00	(5,106.00)
101-000-649.200	CHARGES FOR SERVICES - FIREWORKS	8,000.00	9,078.00	12,000.00	12,000.00	12,000.00	-
101-000-649.500	CHARGES FOR SERVICES - SENIOR CENTER	36,072.75	25,500.00	25,500.00	25,500.00	29,000.00	3,500.00
101-000-650.000	TRANSACTION FEES (PAWN SHOP)	4,248.00	5,000.00	5,000.00	5,000.00	5,000.00	-
101-000-655.000	DISTRICT COURT - FINES/COSTS-DIST CT.	445,233.39	370,000.00	430,750.00	430,750.00	390,000.00	(40,750.00)
101-000-655.100	DISTRICT COURT - CRIME VICTIM FEE	4,151.83	4,000.00	-	-	-	-
101-000-655.200	DISTRICT COURT - 20% PENALTY - D.C.	49,356.67	35,500.00	-	-	-	-
101-000-658.000	DISTRICT COURT - CLEARANCE FEES-D.C.	14,524.02	11,000.00	-	-	-	-
101-000-659.000	DISTRICT COURT - NO PROOF INS	8,345.00	9,000.00	-	-	-	-
101-000-661.000	DISTRICT COURT - 10% BOND FEE-D.C.	986.00	1,250.00	-	-	-	-
101-000-664.000	INTEREST INCOME AND RENT CONTROL	159,374.97	156,000.00	156,000.00	156,000.00	116,480.26	(39,519.74)
101-000-671.000	OTHER REVENUE	-	-	-	-	770.03	770.03
101-000-671.500	OTHER REVENUE	-	-	-	-	-	-
101-000-673.000	GAIN OR LOSS ON SALE OF ASSETS	11,258.00	-	-	-	28,750.00	28,750.00
101-000-674.100	DONATION - COP PROGRAM	-	-	10,427.00	10,427.00	-	(10,427.00)
101-000-674.200	DONATION - OWI ENFORCEMENT	-	-	50.00	50.00	-	(50.00)
101-000-674.300	DONATION - PUBLIC SAFETY DONATIONS	-	-	1,000.00	1,000.00	-	(1,000.00)
101-000-674.600	DONATION - RECREATION PROGRAMMING	3,093.60	-	3,945.00	3,945.00	-	(3,945.00)
101-000-674.700	DONATION - HISTORICAL COMMISSION	875.00	-	-	-	-	-
101-000-674.800	DONATION - FARMERS MARKET	1,011.45	-	1,135.00	1,135.00	-	(1,135.00)
101-000-674.900	DONATION - PARK DONATIONS	-	-	652.00	652.00	-	(652.00)
101-000-676.000	REIMBURSEMENTS	-	-	34,499.00	34,499.00	34,498.20	(0.80)
101-000-676.001	OTHER REVENUE - REIMBURSEMENTS (WCF)	83,014.19	-	6,637.00	6,637.00	26,501.00	19,864.00
101-000-676.202	ADMIN SERVICES - MAJOR STREETS	24,573.96	24,574.00	24,574.00	24,574.00	24,573.96	(0.04)
101-000-676.203	ADMIN SERVICES - LOCAL STREETS	17,245.92	17,246.00	17,246.00	17,246.00	17,245.92	(0.08)
101-000-676.210	ADMIN SERVICES - AMBULANCE	56,769.96	56,770.00	56,770.00	56,770.00	56,769.96	(0.04)
101-000-676.526	ADMIN SERVICES - WATER	192,990.96	192,991.00	192,991.00	192,991.00	192,990.96	(0.04)
101-000-676.527	ADMIN SERVICES - SEWER	124,830.96	124,831.00	124,831.00	124,831.00	124,830.96	(0.04)
101-000-682.000	OTHER REVENUE - RETIREE HEALTH CARE	41,711.10	36,000.00	36,000.00	36,000.00	45,191.00	9,191.00
101-000-685.000	OTHER REVENUE - DONATIONS	47,424.08	-	-	-	-	-
101-000-686.000	INSURANCE RECOVERIES	-	-	1,773.00	1,773.00	1,772.16	(0.84)
101-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	10,692.48	1,000.00	1,000.00	1,000.00	702.08	(297.92)
101-000-688.000	OTHER REVENUE - SMART PROGRAM	25,909.00	34,545.00	34,545.00	34,545.00	33,074.50	(1,470.50)
101-000-689.000	OTHER REVENUE - CASH OVER OR SHORT	(177.69)	-	-	-	(144.55)	(144.55)
101-000-699.000	INTERFUND TRANSFERS IN	31,442.73	-	-	-	-	-
Total Dept 000		17,387,072.47	13,010,921.00	17,011,528.00	17,011,528.00	17,210,241.86	198,713.86
TOTAL REVENUES		17,387,072.47	13,010,921.00	17,011,528.00	17,011,528.00	17,210,241.86	198,713.86

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PERIOD ENDING 06/30/2020

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Expenditures							
Dept 101 - CITY COUNCIL							
101-101-703.000	SALARIES	33,991.44	48,600.00	48,600.00	48,600.00	38,519.02	(10,080.98)
101-101-709.000	FICA	2,282.26	3,106.00	3,106.00	3,106.00	2,801.52	(304.48)
101-101-711.000	MEDICARE	533.79	694.00	694.00	694.00	638.25	(55.75)
101-101-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	83.17	130.00	130.00	130.00	130.00	-
101-101-752.000	SUPPLIES	-	1,000.00	1,000.00	1,000.00	90.20	(909.80)
101-101-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	54.00	-	-	-	-	-
101-101-900.000	PRINTING AND PUBLISHING	11,364.59	15,000.00	15,000.00	15,000.00	15,000.00	-
101-101-911.000	CONFERENCES	354.72	2,500.00	2,500.00	2,500.00	500.00	(2,000.00)
101-101-915.000	MEMBERSHIPS	1,314.00	500.00	1,500.00	1,500.00	1,800.00	300.00
101-101-915.200	MEMBERSHIPS (MML)	6,216.00	6,216.00	6,366.00	6,366.00	6,366.00	-
101-101-915.300	MEMBERSHIPS (SEMCOG)	1,599.00	1,599.00	1,631.00	1,631.00	1,631.00	-
Total Dept 101 - CITY COUNCIL		57,792.97	79,345.00	80,527.00	80,527.00	67,475.99	(13,051.01)
Dept 136 - DISTRICT COURT							
101-136-702.000	WAGES - FULL TIME EMPLOYEES	119,339.50	121,836.00	127,271.00	127,271.00	127,271.00	-
101-136-703.000	SALARIES	27,434.52	28,840.00	28,840.00	28,840.00	28,840.00	-
101-136-704.000	WAGES - PART TIME EMPLOYEES	10,470.22	16,559.00	16,234.00	16,234.00	8,500.00	(7,734.00)
101-136-705.000	VACATION PAY	7,732.26	8,138.00	8,462.00	8,462.00	8,462.00	-
101-136-706.000	HOLIDAY PAY	7,400.96	7,221.00	7,516.00	7,516.00	7,516.00	-
101-136-709.000	FICA	8,937.99	9,624.00	9,979.00	9,979.00	9,464.00	(515.00)
101-136-711.000	MEDICARE	2,090.33	2,251.00	2,334.00	2,334.00	2,213.00	(121.00)
101-136-714.000	LONGEVITY PAY	1,365.00	1,470.00	1,470.00	1,470.00	1,470.00	-
101-136-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	9,515.43	10,680.00	3,876.00	3,876.00	3,876.00	-
101-136-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	47,358.06	52,034.00	52,034.00	52,034.00	52,034.00	-
101-136-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	64.77	699.00	699.00	699.00	699.00	-
101-136-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,250.08	3,750.00	3,750.00	3,750.00	3,750.00	-
101-136-752.000	SUPPLIES	8,104.08	6,180.00	6,168.49	6,168.49	9,000.00	2,831.51
101-136-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	101,657.41	52,000.00	51,809.00	51,809.00	51,809.00	-
101-136-801.700	PROFESSIONAL AND CONTRACTUAL SERVICES	15,819.33	16,068.00	-	-	-	-
101-136-817.000	TRIAL COURT APPOINTED ATTORNEY FEES	63,131.25	77,250.00	20,000.00	20,000.00	20,000.00	-
101-136-823.000	INTERPRETER FEES	2,385.00	1,000.00	1,000.00	1,000.00	2,000.00	1,000.00
101-136-851.000	MAIL OR POSTAGE	3,225.18	2,500.00	2,500.00	2,500.00	4,500.00	2,000.00
101-136-860.000	TRANSPORTATION	-	500.00	243.60	243.60	243.60	-
101-136-910.000	PROFESSIONAL DEVELOPMENT	-	500.00	767.91	767.91	767.91	-
101-136-933.000	SOFTWARE MAINTENANCE AGREEMENTS	2,400.00	-	2,500.00	2,500.00	2,500.00	-
101-136-940.000	RENTALS	263,117.50	251,105.00	300,000.00	300,000.00	299,155.00	(845.00)
Total Dept 136 - DISTRICT COURT		702,798.87	670,205.00	647,454.00	647,454.00	644,070.51	(3,383.49)

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 171 - CITY MANAGER							
101-171-703.000	SALARIES	102,475.89	105,000.00	105,000.00	105,000.00	105,000.00	-
101-171-705.000	VACATION PAY	6,057.69	14,420.00	14,420.00	14,420.00	8,076.92	(6,343.08)
101-171-706.000	HOLIDAY PAY	6,562.53	8,000.00	8,000.00	8,000.00	6,562.72	(1,437.28)
101-171-709.000	FICA	7,167.68	10,062.00	10,062.00	10,062.00	7,417.66	(2,644.34)
101-171-711.000	MEDICARE	1,676.31	1,800.00	1,800.00	1,800.00	1,734.77	(65.23)
101-171-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	9,046.24	10,200.00	10,200.00	10,200.00	10,200.00	-
101-171-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	17,845.31	19,000.00	19,000.00	19,000.00	19,000.00	-
101-171-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	955.29	955.00	955.00	955.00	955.00	-
101-171-752.000	SUPPLIES	1,026.87	1,000.00	1,000.00	1,000.00	1,000.00	-
101-171-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	628.52	-	-	-	-	-
101-171-791.000	SUBSCRIPTIONS AND PUBLICATIONS	608.00	1,000.00	1,000.00	1,000.00	-	(1,000.00)
101-171-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	4,145.00	5,000.00	5,000.00	5,000.00	5,900.00	900.00
101-171-801.300	PROFESSIONAL SERVICES (CORNERSTONE)	-	14,420.00	14,420.00	14,420.00	-	(14,420.00)
101-171-843.000	MEDICAL PROVIDER SERVICES	4,733.31	3,500.00	3,500.00	3,500.00	6,000.00	2,500.00
101-171-851.000	MAIL OR POSTAGE	0.94	-	-	-	691.00	691.00
101-171-860.000	TRANSPORTATION	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	-
101-171-910.000	PROFESSIONAL DEVELOPMENT	31.50	1,000.00	1,000.00	1,000.00	-	(1,000.00)
101-171-911.000	CONFERENCES	1,995.57	1,000.00	1,000.00	1,000.00	2,000.00	1,000.00
101-171-915.000	MEMBERSHIPS	1,842.20	2,000.00	2,000.00	2,000.00	1,204.00	(796.00)
Total Dept 171 - CITY MANAGER		170,998.85	202,557.00	202,557.00	202,557.00	179,942.07	(22,614.93)
Dept 209 - ASSESSING							
101-209-703.000	SALARIES	1,113.75	1,545.00	1,545.00	1,545.00	1,545.00	-
101-209-709.000	FICA	40.46	155.00	155.00	155.00	155.00	-
101-209-711.000	MEDICARE	9.46	23.00	23.00	23.00	23.00	-
101-209-752.000	SUPPLIES	1,437.40	5,000.00	5,000.00	5,000.00	3,000.00	(2,000.00)
101-209-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	1,226.94	-	-	-	-	-
101-209-801.500	PROFESSIONAL SERVICES (ASSESSOR)	100,835.80	104,091.00	104,091.00	104,091.00	101,874.96	(2,216.04)
101-209-851.000	MAIL OR POSTAGE	2,395.25	4,000.00	4,000.00	4,000.00	6,000.00	2,000.00
101-209-900.000	PRINTING AND PUBLISHING	457.92	-	-	-	457.92	457.92
Total Dept 209 - ASSESSING		107,516.98	114,814.00	114,814.00	114,814.00	113,055.88	(1,758.12)
Dept 210 - LEGAL							
101-210-801.800	PROFESSIONAL SERVICES (LEGAL)	129,089.47	115,000.00	115,000.00	115,000.00	175,000.00	60,000.00
Total Dept 210 - LEGAL		129,089.47	115,000.00	115,000.00	115,000.00	175,000.00	60,000.00

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 215 - CLERK							
101-215-703.000	SALARIES	55,295.04	65,000.00	65,000.00	65,000.00	60,213.03	(4,786.97)
101-215-704.000	WAGES - PART TIME EMPLOYEES	19,025.74	21,675.00	21,675.00	21,675.00	20,000.00	(1,675.00)
101-215-705.000	VACATION PAY	12,772.02	6,287.00	6,287.00	6,287.00	9,537.00	3,250.00
101-215-706.000	HOLIDAY PAY	5,011.17	4,674.00	4,674.00	4,674.00	5,424.00	750.00
101-215-707.000	TEMPORARY EMPLOYEES	29,833.57	31,415.00	31,415.00	31,415.00	26,247.12	(5,167.88)
101-215-709.000	FICA	5,644.55	7,300.00	7,300.00	7,300.00	7,590.11	290.11
101-215-711.000	MEDICARE	1,320.11	1,900.00	1,900.00	1,900.00	1,775.11	(124.89)
101-215-713.000	OVERTIME	173.01	2,500.00	2,500.00	2,500.00	1,000.00	(1,500.00)
101-215-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	137,114.94	-	-	-	-	-
101-215-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	22,498.18	29,616.00	29,616.00	29,616.00	20,958.40	(8,657.60)
101-215-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	303.22	304.00	304.00	304.00	304.00	-
101-215-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	24.81	50.00	50.00	50.00	50.00	-
101-215-752.000	SUPPLIES	3,488.15	5,000.00	5,000.00	5,000.00	8,000.00	3,000.00
101-215-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	5,015.25	-	-	-	-	-
101-215-791.500	SUBSCRIPTIONS AND PUBLICATIONS (CODE)	3,471.10	3,000.00	3,000.00	3,000.00	3,500.00	500.00
101-215-801.800	PROFESSIONAL SERVICES	2,175.27	4,500.00	4,500.00	4,500.00	3,500.00	(1,000.00)
101-215-851.000	MAIL OR POSTAGE	3,631.25	4,000.00	4,000.00	4,000.00	7,692.63	3,692.63
101-215-910.000	PROFESSIONAL DEVELOPMENT	33.00	800.00	800.00	800.00	55.79	(744.21)
101-215-911.000	CONFERENCES	1,062.49	3,000.00	3,000.00	3,000.00	1,000.00	(2,000.00)
101-215-915.000	MEMBERSHIPS	400.00	-	-	-	400.00	400.00
Total Dept 215 - CLERK		308,292.87	191,021.00	191,021.00	191,021.00	177,247.19	(13,773.81)
Dept 258 - INFORMATION TECHNOLOGY							
101-258-703.000	SALARIES	70,969.36	75,000.00	75,000.00	75,000.00	74,822.00	(178.00)
101-258-705.000	VACATION PAY	10,633.04	7,210.00	7,210.00	7,210.00	8,899.00	1,689.00
101-258-706.000	HOLIDAY PAY	3,091.00	4,000.00	10,000.00	10,000.00	8,000.00	(2,000.00)
101-258-709.000	FICA	5,017.23	5,900.00	5,900.00	5,900.00	5,686.70	(213.30)
101-258-711.000	MEDICARE	1,173.38	1,707.00	1,707.00	1,707.00	1,329.95	(377.05)
101-258-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	1,375.00	-	-	-	-	-
101-258-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	5,143.58	3,362.00	3,362.00	3,362.00	5,143.58	1,781.58
101-258-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	9,398.38	16,000.00	16,000.00	16,000.00	20,958.40	4,958.40
101-258-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	257.59	258.00	258.00	258.00	258.00	-
101-258-752.000	SUPPLIES	5,094.86	10,000.00	10,000.00	10,000.00	16,626.58	6,626.58
101-258-801.100	PROFESSIONAL SERVICES	2,938.68	30,000.00	30,000.00	30,000.00	25,000.00	(5,000.00)
101-258-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	23,152.88	25,000.00	25,000.00	25,000.00	32,900.50	7,900.50
101-258-851.000	MAIL OR POSTAGE	3,303.19	2,500.00	2,500.00	2,500.00	2,500.00	-
101-258-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	45,281.53	45,000.00	45,000.00	45,000.00	53,000.00	8,000.00
101-258-910.000	PROFESSIONAL DEVELOPMENT	1,056.58	1,500.00	1,500.00	1,500.00	1,500.00	-
101-258-933.000	SOFTWARE MAINTENANCE AGREEMENTS	122,978.11	120,000.00	120,000.00	120,000.00	140,000.00	20,000.00
101-258-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	669.96	-	-	-	-	-
101-258-983.000	LEASED ASSETS	31,007.62	29,000.00	29,000.00	29,000.00	40,000.00	11,000.00
101-258-985.000	HARDWARE	50,527.83	45,000.00	45,000.00	45,000.00	45,000.00	-
Total Dept 258 - INFORMATION TECHNOLOGY		393,069.80	421,437.00	427,437.00	427,437.00	481,624.72	54,187.72

BUDGET AMENDMENT FOR CITY OF FRASER
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Dept 260 - FINANCE							
101-260-702.000	WAGES - FULL TIME EMPLOYEES	47,905.59	110,000.00	110,000.00	110,000.00	53,953.00	(56,047.00)
101-260-703.000	SALARIES	77,889.43	80,255.00	80,255.00	80,255.00	36,085.00	(44,170.00)
101-260-704.000	WAGES - PART TIME EMPLOYEES	16,265.35	19,055.00	19,055.00	19,055.00	15,751.10	(3,303.90)
101-260-705.000	VACATION PAY	4,629.02	11,488.00	11,488.00	11,488.00	10,441.16	(1,046.84)
101-260-706.000	HOLIDAY PAY	8,951.12	11,488.00	11,488.00	11,488.00	6,689.00	(4,799.00)
101-260-708.000	UNEMPLOYMENT COMPENSATION	13,160.11	26,719.00	26,719.00	26,719.00	20,000.00	(6,719.00)
101-260-709.000	FICA	9,917.35	18,758.00	18,758.00	18,758.00	8,164.42	(10,593.58)
101-260-711.000	MEDICARE	2,319.38	5,300.00	5,300.00	5,300.00	1,909.42	(3,390.58)
101-260-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,025.00	3,399.00	3,399.00	3,399.00	5,265.00	1,866.00
101-260-713.000	OVERTIME	333.93	2,060.00	2,060.00	2,060.00	3,500.00	1,440.00
101-260-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	6,800.04	7,004.00	7,004.00	7,004.00	3,138.48	(3,865.52)
101-260-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	8,065.37	12,760.00	12,760.00	12,760.00	-	(12,760.00)
101-260-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	22,114.07	52,510.00	52,510.00	52,510.00	19,264.00	(33,246.00)
101-260-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	861.83	862.00	862.00	862.00	862.00	-
101-260-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,500.16	5,000.00	5,000.00	5,000.00	1,924.00	(3,076.00)
101-260-752.000	SUPPLIES	2,750.73	2,853.00	2,853.00	2,853.00	3,300.00	447.00
101-260-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	5,632.10	7,519.00	7,519.00	7,519.00	3,000.00	(4,519.00)
101-260-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	64,327.69	64,328.00	64,328.00	64,328.00	93,099.24	28,771.24
101-260-801.050	BANK SERVICE CHARGES	26,314.14	40,000.00	40,000.00	40,000.00	42,000.00	2,000.00
101-260-851.000	MAIL OR POSTAGE	4,637.52	7,500.00	7,500.00	7,500.00	7,500.00	-
101-260-910.000	PROFESSIONAL DEVELOPMENT	-	2,500.00	2,500.00	2,500.00	-	(2,500.00)
101-260-915.000	MEMBERSHIPS	190.00	-	190.00	190.00	190.00	-
Total Dept 260 - FINANCE		328,589.93	491,358.00	491,548.00	491,548.00	336,035.83	(155,512.17)
Dept 265 - CITY HALL							
101-265-704.000	WAGES - PART TIME EMPLOYEES	24,261.25	30,900.00	30,900.00	30,900.00	26,660.00	(4,240.00)
101-265-707.000	TEMPORARY EMPLOYEES	-	1,030.00	1,030.00	1,030.00	-	(1,030.00)
101-265-709.000	FICA	1,503.78	1,916.00	1,916.00	1,916.00	1,652.92	(263.08)
101-265-711.000	MEDICARE	351.69	453.00	453.00	453.00	386.57	(66.43)
101-265-742.000	MATERIALS & SUPPLIES	18,203.45	20,600.00	20,600.00	20,600.00	23,000.00	2,400.00
101-265-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	-	-	250.00	250.00	250.00	-
101-265-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,519.78	5,278.00	5,278.00	5,278.00	3,000.00	(2,278.00)
101-265-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	-	556.00	556.00	556.00	556.00	-
101-265-918.000	WATER	5,853.17	15,862.00	15,862.00	15,862.00	10,256.60	(5,605.40)
101-265-920.000	ELECTRIC	52,289.44	68,959.00	68,959.00	68,959.00	52,362.31	(16,596.69)
101-265-921.000	NATURAL GAS	16,912.45	23,896.00	23,896.00	23,896.00	15,000.00	(8,896.00)
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	87,640.80	68,959.00	68,959.00	68,959.00	75,000.00	6,041.00
101-265-946.000	ENGINEERING SERVICES	2,760.00	2,760.00	2,760.00	2,760.00	2,760.00	-
101-265-974.000	LAND IMPROVEMENTS	-	60,000.00	60,000.00	60,000.00	60,000.00	-
101-265-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	129,000.00	54,000.00	176,984.00	176,984.00	176,984.00	-
Total Dept 265 - CITY HALL		340,295.81	355,169.00	478,403.00	478,403.00	447,868.40	(30,534.60)

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 266 - ACTIVITY CENTER							
101-266-704.000	WAGES - PART TIME EMPLOYEES	10,248.00	10,300.00	10,300.00	10,300.00	10,300.00	-
101-266-709.000	FICA	632.77	639.00	639.00	639.00	639.00	-
101-266-711.000	MEDICARE	148.00	155.00	155.00	155.00	155.00	-
101-266-742.000	MATERIALS & SUPPLIES	3,138.58	9,064.00	9,064.00	9,064.00	5,000.00	(4,064.00)
101-266-918.000	WATER	2,936.56	7,004.00	7,004.00	7,004.00	3,467.81	(3,536.19)
101-266-920.000	ELECTRIC	19,160.39	23,896.00	23,896.00	23,896.00	17,960.39	(5,935.61)
101-266-921.000	NATURAL GAS	7,536.69	10,609.00	10,609.00	10,609.00	6,847.52	(3,761.48)
101-266-934.000	OTHER REPAIRS AND MAINTENANCE	39,494.52	31,415.00	31,415.00	31,415.00	17,264.61	(14,150.39)
101-266-946.000	ENGINEERING SERVICES	2,907.50	3,500.00	3,500.00	3,500.00	3,500.00	-
101-266-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	19,477.00	16,100.00	16,100.00	16,100.00	20,000.00	3,900.00
Total Dept 266 - ACTIVITY CENTER		105,680.01	112,682.00	112,682.00	112,682.00	85,134.33	(27,547.67)
Dept 267 - BAUMGARTNER HOUSE							
101-267-742.000	MATERIALS & SUPPLIES	373.41	3,605.00	3,605.00	3,605.00	1,000.00	(2,605.00)
101-267-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	-	412.00	412.00	412.00	412.00	-
101-267-918.000	WATER	575.98	2,122.00	2,122.00	2,122.00	750.00	(1,372.00)
101-267-920.000	ELECTRIC	1,891.55	3,708.00	3,708.00	3,708.00	1,655.00	(2,053.00)
101-267-921.000	NATURAL GAS	1,684.55	2,987.00	2,987.00	2,987.00	2,032.27	(954.73)
101-267-934.000	OTHER REPAIRS AND MAINTENANCE	3,980.31	4,120.00	4,120.00	4,120.00	4,120.00	-
101-267-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	-	1,400.00	1,400.00	1,400.00	1,400.00	-
Total Dept 267 - BAUMGARTNER HOUSE		8,505.80	18,354.00	18,354.00	18,354.00	11,369.27	(6,984.73)

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 268 - LIBRARY BUILDING							
101-268-704.000	WAGES - PART TIME EMPLOYEES	5,427.50	8,930.00	-	-	-	-
101-268-707.000	TEMPORARY EMPLOYEES	-	1,030.00	-	-	-	-
101-268-709.000	FICA	334.09	554.00	-	-	-	-
101-268-711.000	MEDICARE	78.12	167.00	-	-	-	-
101-268-742.000	MATERIALS & SUPPLIES	5,413.01	6,180.00	-	-	-	-
101-268-918.000	WATER	1,938.98	5,253.00	-	-	-	-
101-268-920.000	ELECTRIC	10,396.99	17,510.00	-	-	-	-
101-268-921.000	NATURAL GAS	3,799.67	6,386.00	-	-	-	-
101-268-934.000	OTHER REPAIRS AND MAINTENANCE	19,740.94	15,450.00	-	-	-	-
101-268-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	-	9,800.00	-	-	-	-
Total Dept 268 - LIBRARY BUILDING		47,129.30	71,260.00	-	-	-	-
Dept 269 - DPW BUILDING							
101-269-704.000	WAGES - PART TIME EMPLOYEES	3,211.00	7,210.00	7,210.00	7,210.00	2,500.00	(4,710.00)
101-269-707.000	TEMPORARY EMPLOYEES	-	1,030.00	1,030.00	1,030.00	-	(1,030.00)
101-269-709.000	FICA	198.28	447.00	447.00	447.00	155.00	(292.00)
101-269-711.000	MEDICARE	46.38	109.00	109.00	109.00	36.25	(72.75)
101-269-742.000	MATERIALS & SUPPLIES	20,776.87	20,631.00	20,631.00	20,631.00	20,631.00	-
101-269-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	-	-	1,000.00	1,000.00	1,000.00	-
101-269-918.000	WATER	1,796.12	1,957.00	1,957.00	1,957.00	1,957.00	-
101-269-920.000	ELECTRIC	11,698.44	12,875.00	12,875.00	12,875.00	9,909.53	(2,965.47)
101-269-921.000	NATURAL GAS	11,541.80	16,480.00	16,480.00	16,480.00	10,564.76	(5,915.24)
101-269-934.000	OTHER REPAIRS AND MAINTENANCE	26,797.34	18,540.00	18,540.00	18,540.00	28,252.29	9,712.29
101-269-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	-	33,000.00	158,600.00	158,600.00	170,000.00	11,400.00
Total Dept 269 - DPW BUILDING		76,066.23	112,279.00	238,879.00	238,879.00	245,005.83	6,126.83

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 301 - PUBLIC SAFETY							
101-301-702.000	WAGES - FULL TIME EMPLOYEES	2,134,704.83	2,400,000.00	2,400,000.00	2,400,000.00	2,321,937.00	(78,063.00)
101-301-703.000	SALARIES	-	95,000.00	95,000.00	95,000.00	-	(95,000.00)
101-301-704.000	WAGES - PART TIME EMPLOYEES	47,773.17	55,000.00	55,000.00	55,000.00	55,000.00	-
101-301-704.500	WAGES - PART TIME EMPLOYEES	1,569.73	-	-	-	-	-
101-301-705.000	VACATION PAY	253,366.28	417,150.00	417,150.00	417,150.00	225,000.00	(192,150.00)
101-301-706.000	HOLIDAY PAY	105,367.83	141,454.00	141,454.00	141,454.00	125,000.00	(16,454.00)
101-301-709.000	FICA	185,655.49	202,910.00	202,910.00	202,910.00	196,358.15	(6,551.85)
101-301-711.000	MEDICARE	43,600.94	53,560.00	53,560.00	53,560.00	45,922.47	(7,637.53)
101-301-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	23,650.00	26,400.00	26,400.00	26,400.00	40,036.00	13,636.00
101-301-713.000	OVERTIME	366,122.69	357,000.00	357,000.00	357,000.00	275,000.00	(82,000.00)
101-301-714.000	LONGEVITY PAY	51,108.75	68,392.00	68,392.00	68,392.00	68,392.00	-
101-301-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	1,769,426.43	40,000.00	40,000.00	40,000.00	40,000.00	-
101-301-717.020	MERS DIVISION 20 POLC	-	1,030,044.00	1,030,044.00	1,030,044.00	1,030,044.00	-
101-301-717.021	MERS DIVISION 21 POAM	420,234.00	723,564.00	723,564.00	723,564.00	723,564.00	-
101-301-717.022	MERS DIVISION 21 POAM - VOLUNTARY	-	-	800,000.00	800,000.00	800,000.00	-
101-301-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	432,611.53	490,000.00	490,000.00	490,000.00	410,000.00	(80,000.00)
101-301-721.000	CLOTHING ALLOWANCE	43,312.50	56,702.00	56,702.00	56,702.00	56,702.00	-
101-301-731.000	EDUCATION ALLOWANCE	28,063.74	28,620.00	28,620.00	28,620.00	28,620.00	-
101-301-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	80,575.89	80,576.00	80,576.00	80,576.00	80,576.00	-
101-301-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	8,600.82	10,000.00	10,000.00	10,000.00	13,066.00	3,066.00
101-301-746.000	OPERATING SUPPLIES	49,501.47	41,900.00	41,900.00	41,900.00	43,000.00	1,100.00
101-301-752.000	SUPPLIES	7,370.12	12,953.00	12,953.00	12,953.00	12,953.00	-
101-301-791.000	SUBSCRIPTIONS AND PUBLICATIONS	-	100.00	100.00	100.00	100.00	-
101-301-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	27,978.99	30,950.00	30,950.00	30,950.00	30,950.00	-
101-301-816.000	FEE (SEX OFFENDER REGISTRATION)	780.00	850.00	850.00	850.00	900.00	50.00
101-301-843.000	MEDICAL PROVIDER SERVICES	6,905.00	5,800.00	5,800.00	5,800.00	7,000.00	1,200.00
101-301-850.500	COMMUNICATIONS (VEHICLES)	10,492.37	20,000.00	20,000.00	20,000.00	10,000.00	(10,000.00)
101-301-851.000	MAIL OR POSTAGE	510.46	1,200.00	1,200.00	1,200.00	1,200.00	-
101-301-885.000	PROGRAMMING - COP PROGRAM	2,779.73	-	10,427.00	10,427.00	17,000.00	6,573.00
101-301-886.000	PROGRAMMING - OWI ENFORCEMENT	-	-	50.00	50.00	50.00	-
101-301-887.000	PROGRAMMING - TECHNOLOGY FUNDS	1,187.15	-	-	-	-	-
101-301-889.000	PROGRAMMING - PUBLIC SAFETY DONATIONS	-	-	1,000.00	1,000.00	1,257.40	257.40
101-301-910.000	PROFESSIONAL DEVELOPMENT	18,901.47	20,000.00	20,000.00	20,000.00	15,000.00	(5,000.00)
101-301-910.302	PROFESSIONAL DEVELOPMENT (PA 302)	7,150.00	5,000.00	10,000.00	10,000.00	10,000.00	-
101-301-915.000	MEMBERSHIPS	724.40	975.00	975.00	975.00	2,000.00	1,025.00
101-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	290,034.00	290,034.00	290,034.00	290,034.00	290,034.00	-
101-301-948.000	COMPUTER SERVICES (CLEMIS)	23,865.31	38,200.00	38,200.00	38,200.00	40,639.92	2,439.92
101-301-956.000	BAD DEBT EXPENSE	29,450.93	20,000.00	20,000.00	20,000.00	-	(20,000.00)
101-301-986.000	CAPITAL OUTLAY - FIRE EQUIPMENT	30,564.68	-	-	-	-	-
Total Dept 301 - PUBLIC SAFETY		6,503,940.70	6,764,334.00	7,580,811.00	7,580,811.00	7,017,301.95	(563,509.05)

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 325 - COMMUNICATIONS/DISPATCH							
101-325-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	39,036.00	40,020.00	40,020.00	40,020.00	40,020.00	-
101-325-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	244,832.00	250,516.00	250,516.00	250,516.00	250,516.00	-
Total Dept 325 - COMMUNICATIONS/DISPATCH		283,868.00	290,536.00	290,536.00	290,536.00	290,536.00	-
Dept 371 - BUILDING DEPARTMENT							
101-371-702.000	WAGES - FULL TIME EMPLOYEES	75,377.35	103,000.00	103,000.00	103,000.00	59,784.00	(43,216.00)
101-371-703.000	SALARIES	20,067.00	21,000.00	21,000.00	21,000.00	18,384.00	(2,616.00)
101-371-703.100	MECHANICAL INSP.	27,981.00	32,000.00	32,000.00	32,000.00	14,835.00	(17,165.00)
101-371-703.200	PLUMBING INSP.	6,534.00	5,000.00	5,000.00	5,000.00	5,000.00	-
101-371-704.000	WAGES - PART TIME EMPLOYEES	94,421.25	109,611.00	109,611.00	109,611.00	85,804.00	(23,807.00)
101-371-705.000	VACATION PAY	7,585.98	14,420.00	14,420.00	14,420.00	8,245.00	(6,175.00)
101-371-706.000	HOLIDAY PAY	5,323.25	9,991.00	9,991.00	9,991.00	3,843.00	(6,148.00)
101-371-709.000	FICA	11,574.60	16,853.00	16,853.00	16,853.00	12,740.07	(4,112.93)
101-371-711.000	MEDICARE	2,706.96	3,953.00	3,953.00	3,953.00	2,979.53	(973.47)
101-371-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	2,475.00	2,700.00	2,700.00	2,700.00	2,700.00	-
101-371-713.000	OVERTIME	1,581.19	1,500.00	5,000.00	5,000.00	5,000.00	-
101-371-714.000	LONGEVITY PAY	1,785.00	-	-	-	1,890.00	1,890.00
101-371-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	5,191.55	13,000.00	13,000.00	13,000.00	13,000.00	-
101-371-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	22,335.29	32,000.00	32,000.00	32,000.00	23,117.00	(8,883.00)
101-371-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	2,659.07	2,660.00	2,660.00	2,660.00	2,660.00	-
101-371-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,236.11	2,575.00	2,575.00	2,575.00	2,575.00	-
101-371-752.000	SUPPLIES	4,033.02	3,863.00	3,863.00	3,863.00	5,000.00	1,137.00
101-371-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	2,308.51	9,682.00	9,682.00	9,682.00	4,000.00	(5,682.00)
101-371-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	57,167.58	62,500.00	62,500.00	62,500.00	62,500.00	-
101-371-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	2,305.70	2,500.00	2,500.00	2,500.00	2,500.00	-
101-371-851.000	MAIL OR POSTAGE	574.83	1,030.00	1,030.00	1,030.00	1,030.00	-
101-371-910.000	PROFESSIONAL DEVELOPMENT	45.00	773.00	773.00	773.00	773.00	-
101-371-911.000	CONFERENCES	-	2,060.00	2,060.00	2,060.00	1,500.00	(560.00)
101-371-915.000	MEMBERSHIPS	180.00	1,030.00	1,030.00	1,030.00	1,030.00	-
101-371-932.000	VEHICLE REPAIRS AND MAINTENANCE	47,257.92	47,258.00	47,258.00	47,258.00	47,257.92	(0.08)
101-371-946.000	ENGINEERING SERVICES	13,438.00	-	15,000.00	15,000.00	15,000.00	-
Total Dept 371 - BUILDING DEPARTMENT		416,145.16	500,959.00	519,459.00	519,459.00	403,147.52	(116,311.48)
Dept 410 - ZONING BOARD OF APPEALS							
101-410-703.000	SALARIES	1,225.00	1,854.00	1,854.00	1,854.00	1,854.00	-
101-410-709.000	FICA	80.93	115.00	115.00	115.00	115.00	-
101-410-711.000	MEDICARE	18.91	27.00	27.00	27.00	27.00	-
101-410-713.000	OVERTIME	82.60	309.00	309.00	309.00	309.00	-
101-410-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	-	220.00	220.00	220.00	220.00	-
101-410-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	-	-	206.00	206.00	206.00	-
101-410-718.050	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	-	206.00	-	-	-	-
101-410-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	2.25	10.00	10.00	10.00	10.00	-
101-410-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	-	-	-	-	-	-
101-410-900.000	PRINTING AND PUBLISHING	1,581.12	1,500.00	1,500.00	1,500.00	1,500.00	-
Total Dept 410 - ZONING BOARD OF APPEALS		2,990.81	4,241.00	4,241.00	4,241.00	4,241.00	-

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 441 - DEPARTMENT OF PUBLIC WORKS							
101-441-702.000	WAGES - FULL TIME EMPLOYEES	248,019.32	300,000.00	300,000.00	300,000.00	413,490.00	113,490.00
101-441-703.000	SALARIES	59,498.08	80,000.00	80,000.00	80,000.00	80,000.00	-
101-441-704.000	WAGES - PART TIME EMPLOYEES	7,929.50	24,000.00	24,000.00	24,000.00	24,000.00	-
101-441-705.000	VACATION PAY	36,508.55	60,000.00	60,000.00	60,000.00	35,000.00	(25,000.00)
101-441-706.000	HOLIDAY PAY	14,067.07	20,000.00	20,000.00	20,000.00	22,000.00	2,000.00
101-441-707.000	TEMPORARY EMPLOYEES	29,293.50	36,000.00	36,000.00	36,000.00	-	(36,000.00)
101-441-709.000	FICA	20,453.03	34,000.00	34,000.00	34,000.00	37,567.04	3,567.04
101-441-711.000	MEDICARE	4,783.31	7,200.00	7,200.00	7,200.00	8,785.84	1,585.84
101-441-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	2,200.00	3,300.00	8,000.00	8,000.00	11,350.00	3,350.00
101-441-713.000	OVERTIME	7,344.23	12,360.00	12,360.00	12,360.00	12,360.00	-
101-441-714.000	LONGEVITY PAY	6,200.00	3,700.00	3,700.00	3,700.00	7,720.00	4,020.00
101-441-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	60,770.61	6,000.00	6,000.00	6,000.00	7,656.00	1,656.00
101-441-717.023	MERS DIVISION 23 DPW	105,918.00	263,424.00	263,424.00	263,424.00	263,424.00	-
101-441-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	78,056.02	100,000.00	100,000.00	100,000.00	92,138.00	(7,862.00)
101-441-721.000	CLOTHING ALLOWANCE	3,900.00	3,900.00	8,400.00	8,400.00	8,400.00	-
101-441-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	7,750.53	31,000.00	31,000.00	31,000.00	20,000.00	(11,000.00)
101-441-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,758.31	4,800.00	4,800.00	4,800.00	5,957.00	1,157.00
101-441-741.000	UNIFORMS	-	-	1,000.00	1,000.00	3,560.63	2,560.63
101-441-742.000	MATERIALS & SUPPLIES	514.94	-	-	-	-	-
101-441-752.000	SUPPLIES	20,032.15	20,000.00	20,000.00	20,000.00	22,000.00	2,000.00
101-441-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	7,495.08	-	-	-	-	-
101-441-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	12,187.50	10,000.00	10,000.00	10,000.00	13,000.00	3,000.00
101-441-843.000	MEDICAL PROVIDER SERVICES	164.00	-	-	-	-	-
101-441-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	4,367.35	4,635.00	4,635.00	4,635.00	4,635.00	-
101-441-851.000	MAIL OR POSTAGE	308.81	618.00	618.00	618.00	618.00	-
101-441-910.000	PROFESSIONAL DEVELOPMENT	40.00	515.00	1,890.00	1,890.00	1,890.00	-
101-441-911.000	CONFERENCES	-	515.00	515.00	515.00	515.00	-
101-441-915.000	MEMBERSHIPS	15.00	1,030.00	1,030.00	1,030.00	1,030.00	-
101-441-916.000	STORM DRAINS	-	-	50,000.00	50,000.00	29,453.47	(20,546.53)
101-441-932.000	VEHICLE REPAIRS AND MAINTENANCE	14,208.96	14,209.00	14,209.00	14,209.00	14,208.96	(0.04)
101-441-934.000	OTHER REPAIRS AND MAINTENANCE	-	-	10,000.00	10,000.00	40,000.00	30,000.00
101-441-946.000	ENGINEERING SERVICES	38,823.30	40,000.00	40,000.00	40,000.00	28,000.00	(12,000.00)
101-441-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS	121,001.25	2,575.00	-	-	-	-
101-441-989.000	STREET REHABILITATION	-	-	1,150,000.00	-	50,000.00	50,000.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		914,608.40	1,083,781.00	2,302,781.00	1,152,781.00	1,258,758.94	105,977.94

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 448 - STREET LIGHTING							
101-448-920.000	ELECTRIC	1,954.76	2,575.00	2,575.00	2,575.00	2,575.00	-
101-448-920.100	ELECTRIC (STREET LIGHTING)	184,631.91	196,800.00	196,800.00	196,800.00	215,364.06	18,564.06
101-448-983.000	LEASED ASSETS	81,398.04	67,840.00	67,840.00	67,840.00	67,831.70	(8.30)
Total Dept 448 - STREET LIGHTING		267,984.71	267,215.00	267,215.00	267,215.00	285,770.76	18,555.76
Dept 690 - PARK MAINTENANCE							
101-690-704.000	WAGES - PART TIME EMPLOYEES	9,182.00	-	25,000.00	25,000.00	27,051.00	2,051.00
101-690-707.000	TEMPORARY EMPLOYEES	53,175.00	80,000.00	55,000.00	55,000.00	54,478.00	(522.00)
101-690-709.000	FICA	3,879.17	7,960.00	7,960.00	7,960.00	5,085.80	(2,874.20)
101-690-711.000	MEDICARE	907.23	1,160.00	1,160.00	1,160.00	1,189.42	29.42
101-690-713.000	OVERTIME	-	-	500.00	500.00	500.00	-
101-690-742.000	MATERIALS & SUPPLIES	30,908.95	31,930.00	31,930.00	31,930.00	25,000.00	(6,930.00)
101-690-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,375.00	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)
101-690-918.000	WATER	-	412.00	412.00	412.00	412.00	-
101-690-930.000	POND MAINTENANCE	3,955.00	3,090.00	3,090.00	3,090.00	3,090.00	-
101-690-932.000	VEHICLE REPAIRS AND MAINTENANCE	3,552.96	3,553.00	3,553.00	3,553.00	3,552.96	(0.04)
101-690-934.000	OTHER REPAIRS AND MAINTENANCE	16,018.30	16,000.00	50,000.00	50,000.00	45,000.00	(5,000.00)
101-690-934.100	PARK DONATIONS - OTHER REPAIRS AND MAINT	-	-	652.00	652.00	652.00	-
101-690-940.000	RENTALS	-	-	922.00	922.00	922.00	-
101-690-946.000	ENGINEERING SERVICES	953.62	954.00	954.00	954.00	954.00	-
101-690-974.000	LAND IMPROVEMENTS	-	40,000.00	40,000.00	40,000.00	40,000.00	-
101-690-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	-	64,500.00	64,500.00	64,500.00	60,087.37	(4,412.63)
Total Dept 690 - PARK MAINTENANCE		123,907.23	252,059.00	288,133.00	288,133.00	269,974.55	(18,158.45)

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 691 - RECREATION							
101-691-702.000	WAGES - FULL TIME EMPLOYEES	19,965.10	37,411.00	37,411.00	37,411.00	26,513.67	(10,897.33)
101-691-703.000	SALARIES	30,399.31	34,001.00	34,001.00	34,001.00	29,727.00	(4,274.00)
101-691-703.700	SALARIES (RECREATION COMMISSION)	900.00	1,250.00	1,250.00	1,250.00	1,250.00	-
101-691-704.000	WAGES - PART TIME EMPLOYEES	-	-	10,000.00	10,000.00	5,547.00	(4,453.00)
101-691-705.000	VACATION PAY	5,571.13	5,903.00	5,903.00	5,903.00	10,004.00	4,101.00
101-691-706.000	HOLIDAY PAY	4,271.80	4,231.00	4,231.00	4,231.00	4,738.00	507.00
101-691-707.000	TEMPORARY EMPLOYEES	55,064.37	70,280.00	60,280.00	60,280.00	51,993.36	(8,286.64)
101-691-709.000	FICA	7,277.46	10,410.00	10,410.00	10,410.00	8,293.22	(2,116.78)
101-691-711.000	MEDICARE	1,702.06	2,990.00	2,990.00	2,990.00	1,939.54	(1,050.46)
101-691-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	1,375.00	-	-	-	2,700.00	2,700.00
101-691-712.500	SEASONAL/SPEC. EVENT	-	-	-	-	-	-
101-691-713.000	OVERTIME	1,210.21	2,000.00	2,000.00	2,000.00	1,288.55	(711.45)
101-691-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	4,663.62	4,750.00	4,750.00	4,750.00	4,750.00	-
101-691-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	1,351.93	4,877.00	4,877.00	4,877.00	4,877.00	-
101-691-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	12,872.25	30,489.00	30,489.00	30,489.00	18,000.00	(12,489.00)
101-691-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	2,837.92	2,838.00	2,838.00	2,838.00	2,838.00	-
101-691-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	706.27	1,875.00	1,875.00	1,875.00	1,875.00	-
101-691-752.000	SUPPLIES	3,353.93	2,060.00	2,060.00	2,060.00	3,000.00	940.00
101-691-801.950	PROFESSIONAL AND CONTRACTUAL SERVICES	19,646.75	21,630.00	21,630.00	21,630.00	10,000.00	(11,630.00)
101-691-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	587.76	1,545.00	1,545.00	1,545.00	1,545.00	-
101-691-851.000	MAIL OR POSTAGE	247.10	309.00	309.00	309.00	309.00	-
101-691-880.000	COMMUNITY PROMOTION	9,077.84	9,078.00	13,216.00	13,216.00	13,216.00	-
101-691-881.000	PROGRAMMING	21,585.29	25,750.00	25,750.00	25,750.00	12,000.00	(13,750.00)
101-691-882.000	PROGRAMMING - FARMERS MARKET	1,011.45	-	1,135.00	1,135.00	2,500.00	1,365.00
101-691-888.000	PROGRAMMING - RECREATION REVOLVING FUNDS	3,412.36	-	3,945.00	3,945.00	7,500.00	3,555.00
101-691-911.000	CONFERENCES	1,556.10	1,030.00	1,030.00	1,030.00	-	(1,030.00)
101-691-915.000	MEMBERSHIPS	2,115.00	1,765.00	1,765.00	1,765.00	1,000.00	(765.00)
101-691-932.000	VEHICLE REPAIRS AND MAINTENANCE	19,041.96	19,042.00	19,042.00	19,042.00	19,041.96	(0.04)
Total Dept 691 - RECREATION		231,803.97	295,514.00	304,732.00	304,732.00	246,446.30	(58,285.70)
Dept 746 - HISTORICAL COMMISSION							
101-746-709.000	FICA	-	-	56.00	56.00	56.00	-
101-746-711.000	MEDICARE	-	-	16.00	16.00	16.00	-
101-746-713.000	OVERTIME	-	-	1,000.00	1,000.00	1,000.00	-
101-746-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	-	-	20.00	20.00	20.00	-
101-746-752.000	SUPPLIES	140.00	500.00	500.00	500.00	400.00	(100.00)
101-746-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	306.47	-	-	-	100.00	100.00
101-746-934.000	OTHER REPAIRS AND MAINTENANCE	2,625.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Total Dept 746 - HISTORICAL COMMISSION		3,071.47	2,500.00	3,592.00	3,592.00	3,592.00	-

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 750 - SENIOR ACTIVITY CENTER							
101-750-702.000	WAGES - FULL TIME EMPLOYEES	17,982.27	37,411.00	37,411.00	37,411.00	23,234.98	(14,176.02)
101-750-703.000	SALARIES	20,029.23	34,001.00	34,001.00	34,001.00	13,815.00	(20,186.00)
101-750-704.000	WAGES - PART TIME EMPLOYEES	66,380.76	43,963.00	43,963.00	43,963.00	46,829.00	2,866.00
101-750-705.000	VACATION PAY	1,120.56	1,380.00	1,380.00	1,380.00	2,500.00	1,120.00
101-750-706.000	HOLIDAY PAY	1,862.80	1,781.00	1,781.00	1,781.00	3,500.00	1,719.00
101-750-709.000	FICA	6,854.24	7,350.00	7,350.00	7,350.00	5,696.50	(1,653.50)
101-750-711.000	MEDICARE	1,602.97	1,719.00	1,719.00	1,719.00	1,332.25	(386.75)
101-750-713.000	OVERTIME	-	-	2,000.00	2,000.00	2,000.00	-
101-750-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	4,663.62	4,750.00	4,750.00	4,750.00	10,074.09	5,324.09
101-750-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	1,051.79	1,887.00	1,887.00	1,887.00	1,887.00	-
101-750-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	8,131.68	30,489.00	30,489.00	30,489.00	9,647.00	(20,842.00)
101-750-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	965.60	966.00	966.00	966.00	966.00	-
101-750-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	543.81	1,875.00	1,875.00	1,875.00	1,875.00	-
101-750-752.000	SUPPLIES	4,700.43	4,500.00	4,500.00	4,500.00	3,000.00	(1,500.00)
101-750-801.950	PROFESSIONAL AND CONTRACTUAL SERVICES	8,149.00	5,150.00	5,150.00	5,150.00	11,630.50	6,480.50
101-750-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	848.34	979.00	979.00	979.00	1,479.00	500.00
101-750-851.000	MAIL OR POSTAGE	60.24	258.00	258.00	258.00	258.00	-
101-750-881.000	PROGRAMMING	13,063.51	18,952.00	18,952.00	18,952.00	13,000.00	(5,952.00)
101-750-932.000	VEHICLE REPAIRS AND MAINTENANCE	19,763.04	19,763.00	19,763.00	19,763.00	19,763.04	0.04
Total Dept 750 - SENIOR ACTIVITY CENTER		177,773.89	217,174.00	219,174.00	219,174.00	172,487.35	(46,686.65)
Dept 801 - PLANNING COMMISSION							
101-801-703.000	SALARIES	1,660.00	2,575.00	2,575.00	2,575.00	2,575.00	-
101-801-709.000	FICA	128.81	167.00	167.00	167.00	167.00	-
101-801-711.000	MEDICARE	30.13	39.00	39.00	39.00	39.00	-
101-801-713.000	OVERTIME	429.52	412.00	412.00	412.00	412.00	-
101-801-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	17.24	220.00	220.00	220.00	220.00	-
101-801-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	2.08	10.00	200.00	200.00	200.00	-
101-801-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	11.72	20.00	20.00	20.00	20.00	-
101-801-801.900	PROFESSIONAL SERVICES (PLANNING)	49,872.31	25,000.00	75,000.00	75,000.00	65,000.00	(10,000.00)
101-801-900.000	PRINTING AND PUBLISHING	1,582.92	1,545.00	1,545.00	1,545.00	1,545.00	-
101-801-946.000	ENGINEERING SERVICES	11,785.67	12,360.00	12,360.00	12,360.00	12,360.00	-
Total Dept 801 - PLANNING COMMISSION		65,520.40	42,348.00	92,538.00	92,538.00	82,538.00	(10,000.00)

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 861 - RETIREE							
101-861-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	9,900.00	10,800.00	16,800.00	16,800.00	20,650.00	3,850.00
101-861-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	600,000.00	-	-	-	-	-
101-861-717.010	MERS DIVISION 10 SUPERVISOR	-	438,228.00	438,228.00	438,228.00	438,228.00	-
101-861-717.011	MERS DIVISION 11 CLERICAL	24,738.00	56,388.00	56,388.00	56,388.00	56,388.00	-
101-861-723.000	RETIREE HEALTH CARE - OPEB	1,714,314.52	1,913,823.00	1,913,823.00	1,913,823.00	1,909,973.00	(3,850.00)
101-861-840.000	INSURANCE PREMIUM (LIFE)	2,087.10	2,136.00	2,136.00	2,136.00	2,136.00	-
Total Dept 861 - RETIREE		2,351,039.62	2,421,375.00	2,427,375.00	2,427,375.00	2,427,375.00	-
Dept 951 - INSURANCE							
101-951-935.000	PROPERTY LIABILITY INSURANCE	247,120.28	250,000.00	250,000.00	250,000.00	250,000.00	-
Total Dept 951 - INSURANCE		247,120.28	250,000.00	250,000.00	250,000.00	250,000.00	-
TOTAL EXPENDITURES		14,365,601.53	15,347,517.00	17,669,263.00	16,519,263.00	15,675,999.38	(843,263.62)
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		17,387,072.47	13,010,921.00	17,011,528.00	17,011,528.00	17,210,241.86	198,713.86
TOTAL EXPENDITURES		14,365,601.53	15,347,517.00	17,669,263.00	16,519,263.00	15,675,999.38	(843,263.62)
NET OF REVENUES & EXPENDITURES		3,021,470.94	(2,336,596.00)	(657,735.00)	492,265.00	1,534,242.48	1,041,977.48
BEGINNING FUND BALANCE		3,681,975.00	6,703,445.94	6,703,445.94	6,703,445.94	6,703,445.94	
ENDING FUND BALANCE		6,703,445.94	4,366,849.94	6,045,710.94	7,195,710.94	8,237,688.42	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	849,798.23	747,670.00	747,670.00	747,670.00	832,557.00	84,887.00
202-000-548.000	STATE GRANTS - METRO ACT	7,701.60	7,752.00	7,752.00	7,752.00	7,752.00	-
202-000-556.000	STATE GRANTS - OTHER	27,065.00	-	-	-	-	-
202-000-664.000	INTEREST INCOME AND RENT CONTROL	10,717.67	7,000.00	7,000.00	7,000.00	11,058.10	4,058.10
202-000-671.500	OTHER REVENUE	212.97	-	-	-	-	-
202-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	1,000.02	-	-	-	-	-
Total Dept 000		896,495.49	762,422.00	762,422.00	762,422.00	851,367.10	88,945.10
TOTAL REVENUES		896,495.49	762,422.00	762,422.00	762,422.00	851,367.10	88,945.10
Expenditures							
Dept 463 - STREET ACTIVITIES							
202-463-702.000	WAGES - FULL TIME EMPLOYEES	34,538.94	75,000.00	75,000.00	75,000.00	25,000.00	(50,000.00)
202-463-705.000	VACATION PAY	3,398.71	5,000.00	5,000.00	5,000.00	1,200.00	(3,800.00)
202-463-706.000	HOLIDAY PAY	3,003.05	5,000.00	5,000.00	5,000.00	750.00	(4,250.00)
202-463-709.000	FICA	2,833.33	5,800.00	5,800.00	5,800.00	2,669.10	(3,130.90)
202-463-711.000	MEDICARE	662.63	1,250.00	1,250.00	1,250.00	624.23	(625.78)
202-463-713.000	OVERTIME	3,427.53	20,600.00	20,600.00	20,600.00	13,000.00	(7,600.00)
202-463-714.000	LONGEVITY PAY	1,800.00	1,900.00	1,900.00	1,900.00	1,900.00	-
202-463-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	8,939.39	25,000.00	25,000.00	25,000.00	15,000.00	(10,000.00)
202-463-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	12,869.51	24,000.00	24,000.00	24,000.00	15,000.00	(9,000.00)
202-463-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	-
202-463-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	5,873.44	5,874.00	5,874.00	5,874.00	5,874.00	-
202-463-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	268.17	500.00	500.00	500.00	500.00	-
202-463-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	24,573.96	25,311.00	25,311.00	25,311.00	24,573.96	(737.04)
202-463-870.000	PRESERVATION - STREETS	53,741.56	66,950.00	66,950.00	66,950.00	227,682.79	160,732.79
202-463-871.000	TRAFFIC SERVICES - STREETS	19,424.62	20,000.00	20,000.00	20,000.00	24,000.00	4,000.00
202-463-872.000	WINTER MAINTENANCE - STREETS	10,910.66	41,200.00	41,200.00	41,200.00	20,000.00	(21,200.00)
202-463-932.000	VEHICLE REPAIRS AND MAINTENANCE	80,934.96	80,935.00	80,935.00	80,935.00	80,934.96	(0.04)
202-463-946.000	ENGINEERING SERVICES	15,742.64	135,050.00	135,050.00	135,050.00	213,759.11	78,709.11
202-463-989.000	STREET REHABILITATION	203,520.00	188,523.00	188,523.00	188,523.00	233,556.79	45,033.79
202-463-995.000	INTERFUND TRANSFER OUT	75,000.00	-	-	-	-	-
Total Dept 463 - STREET ACTIVITIES		562,663.10	729,093.00	729,093.00	729,093.00	907,224.94	178,131.94
TOTAL EXPENDITURES		562,663.10	729,093.00	729,093.00	729,093.00	907,224.94	178,131.94
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		896,495.49	762,422.00	762,422.00	762,422.00	851,367.10	88,945.10
TOTAL EXPENDITURES		562,663.10	729,093.00	729,093.00	729,093.00	907,224.94	178,131.94
NET OF REVENUES & EXPENDITURES		333,832.39	33,329.00	33,329.00	33,329.00	(55,857.84)	(89,186.84)
BEGINNING FUND BALANCE		646,642.00	980,474.39	980,474.39	980,474.39	980,474.39	
ENDING FUND BALANCE		980,474.39	1,013,803.39	1,013,803.39	1,013,803.39	924,616.56	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	366,680.93	322,374.00	322,374.00	322,374.00	356,900.00	34,526.00
203-000-548.000	STATE GRANTS - METRO ACT	32,961.54	33,048.00	33,048.00	33,048.00	33,048.00	-
203-000-556.000	STATE GRANTS - OTHER	115,833.68	-	-	-	-	-
203-000-664.000	INTEREST INCOME AND RENT CONTROL	11,068.58	7,000.00	7,000.00	7,000.00	9,309.36	2,309.36
203-000-671.500	OTHER REVENUE	911.46	-	-	-	-	-
203-000-699.000	INTERFUND TRANSFERS IN	75,000.00	-	-	-	-	-
Total Dept 000		602,456.19	362,422.00	362,422.00	362,422.00	399,257.36	36,835.36
TOTAL REVENUES		602,456.19	362,422.00	362,422.00	362,422.00	399,257.36	36,835.36
Expenditures							
Dept 463 - STREET ACTIVITIES							
203-463-702.000	WAGES - FULL TIME EMPLOYEES	48,809.66	52,000.00	52,000.00	52,000.00	45,739.20	(6,260.80)
203-463-705.000	VACATION PAY	4,840.36	2,200.00	2,200.00	2,200.00	5,000.00	2,800.00
203-463-706.000	HOLIDAY PAY	860.52	2,200.00	2,200.00	2,200.00	3,500.00	1,300.00
203-463-709.000	FICA	5,009.99	4,500.00	4,500.00	4,500.00	4,423.03	(76.97)
203-463-711.000	MEDICARE	1,171.72	1,100.00	1,100.00	1,100.00	1,034.42	(65.58)
203-463-713.000	OVERTIME	23,410.63	20,000.00	20,000.00	20,000.00	15,000.00	(5,000.00)
203-463-714.000	LONGEVITY PAY	2,000.00	2,000.00	2,000.00	2,000.00	2,100.00	100.00
203-463-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	10,174.90	25,000.00	25,000.00	25,000.00	15,000.00	(10,000.00)
203-463-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	17,564.03	24,720.00	24,720.00	24,720.00	24,720.00	-
203-463-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	-
203-463-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	5,873.44	5,874.00	5,874.00	5,874.00	5,874.00	-
203-463-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	150.27	-	-	-	163.48	163.48
203-463-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	17,245.92	17,763.00	17,763.00	17,763.00	17,245.92	(517.08)
203-463-870.000	PRESERVATION - STREETS	59,598.21	61,800.00	61,800.00	61,800.00	55,000.00	(6,800.00)
203-463-871.000	TRAFFIC SERVICES - STREETS	3,909.20	5,150.00	5,150.00	5,150.00	5,150.00	-
203-463-872.000	WINTER MAINTENANCE - STREETS	49,065.22	56,650.00	56,650.00	56,650.00	56,650.00	-
203-463-932.000	VEHICLE REPAIRS AND MAINTENANCE	46,779.96	46,780.00	46,780.00	46,780.00	35,000.00	(11,780.00)
203-463-946.000	ENGINEERING SERVICES	284.00	-	-	-	-	-
Total Dept 463 - STREET ACTIVITIES		297,948.03	328,937.00	328,937.00	328,937.00	292,800.05	(36,136.95)
TOTAL EXPENDITURES		297,948.03	328,937.00	328,937.00	328,937.00	292,800.05	(36,136.95)
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		602,456.19	362,422.00	362,422.00	362,422.00	399,257.36	36,835.36
TOTAL EXPENDITURES		297,948.03	328,937.00	328,937.00	328,937.00	292,800.05	(36,136.95)
NET OF REVENUES & EXPENDITURES		304,508.16	33,485.00	33,485.00	33,485.00	106,457.31	72,972.31
BEGINNING FUND BALANCE		504,735.00	809,243.16	809,243.16	809,243.16	809,243.16	
ENDING FUND BALANCE		809,243.16	842,728.16	842,728.16	842,728.16	915,700.47	

BUDGET AMENDMENT FOR CITY OF FRASER
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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 210 - AMBULANCE FUND							
Revenues							
Dept 000							
210-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	396,287.18	406,000.00	414,975.00	414,975.00	411,761.10	(3,213.90)
210-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	35,607.39	37,000.00	32,948.00	32,948.00	30,484.13	(2,463.87)
210-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,278.57	500.00	500.00	500.00	606.04	106.04
210-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(156.97)	-	-	-	-	-
210-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	932.18	901.00	901.00	901.00	866.26	(34.74)
210-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	8,353.64	8,395.00	7,384.00	7,384.00	7,222.88	(161.12)
210-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	546.90	1,098.00	1,098.00	1,098.00	449.76	(648.24)
210-000-446.000	PENALTIES	319.56	-	-	-	-	-
210-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	33,210.72	33,211.00	37,559.00	37,559.00	82,491.82	44,932.82
210-000-638.000	AMBULANCE TRANSPORT FEES	334,444.03	308,756.00	308,756.00	308,756.00	375,120.20	66,364.20
210-000-664.000	INTEREST INCOME AND RENT CONTROL	17,140.67	14,000.00	14,000.00	14,000.00	13,255.29	(744.71)
Total Dept 000		827,963.87	809,861.00	818,121.00	818,121.00	922,257.48	104,136.48
TOTAL REVENUES		827,963.87	809,861.00	818,121.00	818,121.00	922,257.48	104,136.48

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Expenditures							
Dept 301 - PUBLIC SAFETY							
210-301-702.000	WAGES - FULL TIME EMPLOYEES	224,569.67	285,922.00	285,922.00	285,922.00	285,922.00	-
210-301-704.000	WAGES - PART TIME EMPLOYEES	-	-	-	-	3,500.00	3,500.00
210-301-705.000	VACATION PAY	17,602.48	31,170.00	31,170.00	31,170.00	15,000.00	(16,170.00)
210-301-706.000	HOLIDAY PAY	9,239.23	15,875.00	15,875.00	15,875.00	7,500.00	(8,375.00)
210-301-709.000	FICA	18,520.70	23,656.00	23,656.00	23,656.00	21,772.04	(1,883.96)
210-301-711.000	MEDICARE	4,081.52	5,540.00	5,540.00	5,540.00	5,091.85	(448.15)
210-301-713.000	OVERTIME	29,414.51	30,900.00	30,900.00	30,900.00	22,000.00	(8,900.00)
210-301-714.000	LONGEVITY PAY	2,240.00	2,271.00	2,271.00	2,271.00	3,990.00	1,719.00
210-301-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	58,826.24	20,000.00	20,000.00	20,000.00	20,000.00	-
210-301-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	64,375.62	109,610.00	109,610.00	109,610.00	46,493.16	(63,116.84)
210-301-721.000	CLOTHING ALLOWANCE	7,750.00	7,750.00	7,750.00	7,750.00	7,750.00	-
210-301-722.000	FOOD ALLOWANCE	3,000.17	5,500.00	5,500.00	5,500.00	5,500.00	-
210-301-731.000	EDUCATION ALLOWANCE	461.52	2,060.00	2,060.00	2,060.00	2,060.00	-
210-301-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	7,562.13	7,562.00	7,562.00	7,562.00	8,362.00	800.00
210-301-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,755.74	12,300.00	12,300.00	12,300.00	12,300.00	-
210-301-746.000	OPERATING SUPPLIES	12,220.07	19,150.00	19,150.00	19,150.00	35,000.00	15,850.00
210-301-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	436.64	1,000.00	1,000.00	1,000.00	2,000.00	1,000.00
210-301-801.200	PROFESSIONAL SERVICES (ACCUMED)	21,709.67	21,000.00	21,000.00	21,000.00	10,000.00	(11,000.00)
210-301-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	56,769.96	56,770.00	56,770.00	56,770.00	56,769.96	(0.04)
210-301-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	694.35	275.00	275.00	275.00	275.00	-
210-301-910.000	PROFESSIONAL DEVELOPMENT	7,010.03	500.00	500.00	500.00	6,500.00	6,000.00
210-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	69,261.00	69,261.00	69,261.00	69,261.00	69,261.00	-
210-301-956.000	BAD DEBT EXPENSE	100.09	1,000.00	1,000.00	1,000.00	1,000.00	-
Total Dept 301 - PUBLIC SAFETY		619,601.34	729,072.00	729,072.00	729,072.00	648,047.01	(81,024.99)
TOTAL EXPENDITURES		619,601.34	729,072.00	729,072.00	729,072.00	648,047.01	(81,024.99)
Fund 210 - AMBULANCE FUND:							
TOTAL REVENUES		827,963.87	809,861.00	818,121.00	818,121.00	922,257.48	104,136.48
TOTAL EXPENDITURES		619,601.34	729,072.00	729,072.00	729,072.00	648,047.01	(81,024.99)
NET OF REVENUES & EXPENDITURES		208,362.53	80,789.00	89,049.00	89,049.00	274,210.47	185,161.47
BEGINNING FUND BALANCE		700,474.00	908,836.53	908,836.53	908,836.53	908,836.53	
ENDING FUND BALANCE		908,836.53	989,625.53	997,885.53	997,885.53	1,183,047.00	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE	2019-20	DECEMBER	MAY	JUNE	CHANGE FROM
		06/30/2019	ORIGINAL	2019-20	2019-20	2019-20	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	AMENDED BUDGET	AMENDED BUDGET	PRIOR AMENDMENT

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND							
Revenues							
Dept 000							
226-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	565,102.36	579,285.00	591,749.00	591,749.00	591,686.84	(62.16)
226-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	50,776.54	53,914.00	46,984.00	46,984.00	44,282.91	(2,701.09)
226-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,543.62	-	-	-	811.17	811.17
226-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(246.59)	-	-	-	-	-
226-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,329.24	1,265.00	1,265.00	1,265.00	1,244.75	(20.25)
226-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	11,912.17	11,972.00	10,530.00	10,530.00	10,379.64	(150.36)
226-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	779.74	1,541.00	1,541.00	1,541.00	646.21	(894.79)
226-000-446.000	PENALTIES	727.30	-	-	-	-	-
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	104,696.67	44,623.00	52,720.00	52,720.00	128,441.00	75,721.00
226-000-637.000	RECYCLING FEES	106,966.07	106,800.00	106,800.00	106,800.00	95,656.00	(11,144.00)
226-000-664.000	INTEREST INCOME AND RENT CONTROL	7,868.33	7,200.00	7,200.00	7,200.00	5,562.00	(1,638.00)
226-000-689.000	OTHER REVENUE - CASH OVER OR SHORT	(1.67)	-	-	-	-	-
Total Dept 000		851,453.78	806,600.00	818,789.00	818,789.00	878,710.52	59,921.52
TOTAL REVENUES		851,453.78	806,600.00	818,789.00	818,789.00	878,710.52	59,921.52
Expenditures							
Dept 528 - REFUSE COLLECTION/ DISPOSAL							
226-528-919.000	WASTE AND RUBBISH DISPOSAL	505,649.51	562,000.00	562,000.00	562,000.00	614,584.40	52,584.40
226-528-925.000	RECYCLING	85,902.72	97,000.00	97,000.00	97,000.00	97,000.00	-
226-528-926.000	COMPOSTING	88,961.55	105,000.00	105,000.00	105,000.00	90,654.68	(14,345.32)
226-528-940.000	RENTALS	-	-	-	-	199,307.26	199,307.26
226-528-956.000	BAD DEBT EXPENSE	156.98	250.00	250.00	250.00	250.00	-
Total Dept 528 - REFUSE COLLECTION/ DISPOSAL		680,670.76	764,250.00	764,250.00	764,250.00	1,001,796.34	237,546.34
TOTAL EXPENDITURES		680,670.76	764,250.00	764,250.00	764,250.00	1,001,796.34	237,546.34
Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND:							
TOTAL REVENUES		851,453.78	806,600.00	818,789.00	818,789.00	878,710.52	59,921.52
TOTAL EXPENDITURES		680,670.76	764,250.00	764,250.00	764,250.00	1,001,796.34	237,546.34
NET OF REVENUES & EXPENDITURES		170,783.02	42,350.00	54,539.00	54,539.00	(123,085.82)	(177,624.82)
BEGINNING FUND BALANCE		123,568.00	294,351.02	294,351.02	294,351.02	294,351.02	
ENDING FUND BALANCE		294,351.02	336,701.02	348,890.02	348,890.02	171,265.20	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 265 - DRUG FORFEITURE							
Revenues							
Dept 000							
265-000-655.950	FINES AND FORFEITURES (DRUG)	139,240.03	10,000.00	10,000.00	10,000.00	9,000.00	(1,000.00)
265-000-656.050	GAMBLING FORFEITURE - NON ADJUDICATED	-	-	-	-	12,128.00	12,128.00
265-000-664.000	INTEREST INCOME AND RENT CONTROL	4,152.07	2,800.00	2,800.00	2,800.00	5,923.66	3,123.66
265-000-673.000	GAIN OR LOSS ON SALE OF ASSETS	13,498.00	-	-	-	-	-
265-000-699.000	INTERFUND TRANSFERS IN	205,362.00	-	-	-	-	-
Total Dept 000		362,252.10	12,800.00	12,800.00	12,800.00	27,051.66	14,251.66
TOTAL REVENUES		362,252.10	12,800.00	12,800.00	12,800.00	27,051.66	14,251.66
Expenditures							
Dept 310 - DRUG FORFEITURE							
265-310-746.000	OPERATING SUPPLIES	9,577.00	16,000.00	16,000.00	16,000.00	16,000.00	-
265-310-817.000	TRIAL COURT APPOINTED ATTORNEY FEES	2,136.66	-	-	-	-	-
265-310-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	8,874.16	14,000.00	14,000.00	14,000.00	14,000.00	-
265-310-983.000	LEASED ASSETS	10,536.40	15,864.00	15,864.00	15,864.00	15,873.60	9.60
Total Dept 310 - DRUG FORFEITURE		31,124.22	45,864.00	45,864.00	45,864.00	45,873.60	9.60
TOTAL EXPENDITURES		31,124.22	45,864.00	45,864.00	45,864.00	45,873.60	9.60
Fund 265 - DRUG FORFEITURE:							
TOTAL REVENUES		362,252.10	12,800.00	12,800.00	12,800.00	27,051.66	14,251.66
TOTAL EXPENDITURES		31,124.22	45,864.00	45,864.00	45,864.00	45,873.60	9.60
NET OF REVENUES & EXPENDITURES		331,127.88	(33,064.00)	(33,064.00)	(33,064.00)	(18,821.94)	14,242.06
BEGINNING FUND BALANCE		225,750.00	556,877.88	556,877.88	556,877.88	556,877.88	
ENDING FUND BALANCE		556,877.88	523,813.88	523,813.88	523,813.88	538,055.94	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 267 - GAMBLING FORFEITURE							
Revenues							
Dept 000							
267-000-655.800	FINES AND FORFEITURES (GAMBLING)	2,400.00	-	-	-	-	-
267-000-664.000	INTEREST INCOME AND RENT CONTROL	21,491.76	19,000.00	19,000.00	19,000.00	9,053.51	(9,946.49)
Total Dept 000		23,891.76	19,000.00	19,000.00	19,000.00	9,053.51	(9,946.49)
TOTAL REVENUES		23,891.76	19,000.00	19,000.00	19,000.00	9,053.51	(9,946.49)
Expenditures							
Dept 301 - PUBLIC SAFETY							
267-301-801.700	PROFESSIONAL AND CONTRACTUAL SERVICES	122.65	-	-	-	-	-
267-301-801.800	PROFESSIONAL SERVICES (LEGAL)	41,941.72	-	-	-	-	-
267-301-995.000	INTERFUND TRANSFER OUT	205,362.00	-	-	-	-	-
Total Dept 301 - PUBLIC SAFETY		247,426.37	-	-	-	-	-
TOTAL EXPENDITURES		247,426.37	-	-	-	-	-
Fund 267 - GAMBLING FORFEITURE:							
TOTAL REVENUES		23,891.76	19,000.00	19,000.00	19,000.00	9,053.51	(9,946.49)
TOTAL EXPENDITURES		247,426.37	-	-	-	-	-
NET OF REVENUES & EXPENDITURES		(223,534.61)	19,000.00	19,000.00	19,000.00	9,053.51	(9,946.49)
BEGINNING FUND BALANCE		1,147,431.00	923,896.39	923,896.39	923,896.39	923,896.39	
ENDING FUND BALANCE		923,896.39	942,896.39	942,896.39	942,896.39	932,949.90	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 270 - SENIOR HOUSING							
Revenues							
Dept 000							
270-000-600.000	RENT	553,572.79	548,000.00	548,000.00	548,000.00	548,148.00	148.00
270-000-657.000	ORDINANCE FINES AND COSTS	377.00	-	-	-	319.00	319.00
270-000-664.000	INTEREST INCOME AND RENT CONTROL	2,932.57	2,080.00	2,080.00	2,080.00	3,605.85	1,525.85
270-000-676.000	REIMBURSEMENTS	-	-	-	-	75.09	75.09
270-000-686.000	INSURANCE RECOVERIES	10,896.48	-	-	-	-	-
270-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	360.00	-	-	-	-	-
Total Dept 000		568,138.84	550,080.00	550,080.00	550,080.00	552,147.94	2,067.94
TOTAL REVENUES		568,138.84	550,080.00	550,080.00	550,080.00	552,147.94	2,067.94

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Expenditures							
Dept 265 - CITY HALL							
270-265-702.000	WAGES - FULL TIME EMPLOYEES	3,954.96	10,000.00	10,000.00	10,000.00	7,546.82	(2,453.18)
270-265-704.000	WAGES - PART TIME EMPLOYEES	38,713.40	41,200.00	41,200.00	41,200.00	41,200.00	-
270-265-709.000	FICA	2,671.55	3,500.00	3,500.00	3,500.00	3,270.30	(229.70)
270-265-711.000	MEDICARE	624.78	750.00	750.00	750.00	764.83	14.83
270-265-713.000	OVERTIME	1,352.49	2,500.00	2,500.00	2,500.00	4,000.00	1,500.00
270-265-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	98.15	2,500.00	2,500.00	2,500.00	2,500.00	-
270-265-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	1,325.45	800.00	800.00	800.00	1,993.32	1,193.32
270-265-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	30.25	100.00	100.00	100.00	100.00	-
270-265-742.000	MATERIALS & SUPPLIES	20,299.55	15,000.00	15,000.00	15,000.00	25,000.00	10,000.00
270-265-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	3,680.74	-	-	-	138.00	138.00
270-265-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,436.20	-	-	-	799.16	799.16
270-265-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,504.69	2,700.00	2,700.00	2,700.00	2,700.00	-
270-265-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	780.37	1,000.00	1,000.00	1,000.00	2,000.00	1,000.00
270-265-918.000	WATER	36,132.32	40,000.00	40,000.00	40,000.00	40,000.00	-
270-265-920.000	ELECTRIC	9,462.45	11,000.00	11,000.00	11,000.00	12,000.00	1,000.00
270-265-921.000	NATURAL GAS	4,170.72	1,500.00	1,500.00	1,500.00	5,000.00	3,500.00
270-265-934.000	OTHER REPAIRS AND MAINTENANCE	91,174.99	281,849.00	281,849.00	281,849.00	175,000.00	(106,849.00)
270-265-935.000	PROPERTY LIABILITY INSURANCE	43,701.51	43,702.00	43,702.00	43,702.00	32,981.80	(10,720.20)
270-265-968.000	DEPRECIATION AND DEPLETION	83,952.72	91,979.00	91,979.00	91,979.00	91,979.00	-
270-265-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	-	-	-	-	12,620.44	12,620.44
Total Dept 265 - CITY HALL		345,067.29	550,080.00	550,080.00	550,080.00	461,593.67	(88,486.33)
Dept 945 - DEBT							
270-945-992.000	INTEREST EXPENSE	1,612.89	-	-	-	-	-
Total Dept 945 - DEBT		1,612.89	-	-	-	-	-
TOTAL EXPENDITURES		346,680.18	550,080.00	550,080.00	550,080.00	461,593.67	(88,486.33)
Fund 270 - SENIOR HOUSING:							
TOTAL REVENUES		568,138.84	550,080.00	550,080.00	550,080.00	552,147.94	2,067.94
TOTAL EXPENDITURES		346,680.18	550,080.00	550,080.00	550,080.00	461,593.67	(88,486.33)
NET OF REVENUES & EXPENDITURES		221,458.66	-	-	-	90,554.27	90,554.27
BEGINNING FUND BALANCE		2,552,286.00	2,773,744.66	2,773,744.66	2,773,744.66	2,773,744.66	
ENDING FUND BALANCE		2,773,744.66	2,773,744.66	2,773,744.66	2,773,744.66	2,864,298.93	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 301 - GENERAL DEBT SERVICE (CITY HALL)							
Revenues							
Dept 000							
301-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	532,806.96	91,500.00	105,648.00	105,648.00	130,880.54	25,232.54
301-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	47,874.20	8,500.00	8,389.00	8,389.00	7,514.22	(874.78)
301-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	1,690.35	-	-	-	811.54	811.54
301-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(209.99)	-	-	-	-	-
301-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,253.29	-	-	-	222.28	222.28
301-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	11,231.38	2,000.00	1,534.00	1,534.00	1,853.39	319.39
301-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,165.04	-	-	-	116.83	116.83
301-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	103,203.61	44,069.00	51,041.00	51,041.00	124,125.00	73,084.00
301-000-664.000	INTEREST INCOME AND RENT CONTROL	6,775.58	1,200.00	1,200.00	1,200.00	2,758.81	1,558.81
Total Dept 000		705,790.42	147,269.00	167,812.00	167,812.00	268,282.61	100,470.61
TOTAL REVENUES		705,790.42	147,269.00	167,812.00	167,812.00	268,282.61	100,470.61
Expenditures							
Dept 945 - DEBT							
301-945-991.000	PRINCIPAL	510,000.00	530,000.00	530,000.00	530,000.00	530,000.00	-
301-945-992.000	INTEREST EXPENSE	26,762.50	8,282.00	8,282.00	8,282.00	8,282.00	-
301-945-993.000	PAYING AGENT FEES	250.00	125.00	125.00	125.00	125.00	-
Total Dept 945 - DEBT		537,012.50	538,407.00	538,407.00	538,407.00	538,407.00	-
TOTAL EXPENDITURES		537,012.50	538,407.00	538,407.00	538,407.00	538,407.00	-
Fund 301 - GENERAL DEBT SERVICE (CITY HALL):							
TOTAL REVENUES		705,790.42	147,269.00	167,812.00	167,812.00	268,282.61	100,470.61
TOTAL EXPENDITURES		537,012.50	538,407.00	538,407.00	538,407.00	538,407.00	-
NET OF REVENUES & EXPENDITURES		168,777.92	(391,138.00)	(370,595.00)	(370,595.00)	(270,124.39)	100,470.61
BEGINNING FUND BALANCE		308,039.00	476,816.92	476,816.92	476,816.92	476,816.92	
ENDING FUND BALANCE		476,816.92	85,678.92	106,221.92	106,221.92	206,692.53	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 307 - DEBT SERVICE (2015 STREET BOND)							
Revenues							
Dept 000							
307-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	912,249.08	748,000.00	760,827.00	760,827.00	784,968.82	24,141.82
307-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	81,967.00	69,000.00	60,408.00	60,408.00	56,806.62	(3,601.38)
307-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	2,539.63	500.00	500.00	500.00	1,313.35	813.35
307-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(355.55)	-	-	-	-	-
307-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	2,145.78	1,600.00	1,600.00	1,600.00	1,600.40	0.40
307-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	19,229.56	16,000.00	11,046.00	11,046.00	13,345.26	2,299.26
307-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,994.62	1,000.00	1,000.00	1,000.00	831.55	(168.45)
307-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	176,696.52	75,452.00	87,384.00	87,384.00	212,509.48	125,125.48
307-000-664.000	INTEREST INCOME AND RENT CONTROL	5,623.21	3,600.00	3,600.00	3,600.00	4,952.30	1,352.30
Total Dept 000		1,202,089.85	915,152.00	926,365.00	926,365.00	1,076,327.78	149,962.78
TOTAL REVENUES		1,202,089.85	915,152.00	926,365.00	926,365.00	1,076,327.78	149,962.78
Expenditures							
Dept 945 - DEBT							
307-945-991.000	PRINCIPAL	865,000.00	880,000.00	880,000.00	880,000.00	880,000.00	-
307-945-992.000	INTEREST	50,325.00	31,775.00	31,775.00	31,775.00	31,775.00	-
307-945-993.000	PAYING AGENT FEES	500.00	125.00	125.00	125.00	125.00	-
Total Dept 945 - DEBT		915,825.00	911,900.00	911,900.00	911,900.00	911,900.00	-
TOTAL EXPENDITURES		915,825.00	911,900.00	911,900.00	911,900.00	911,900.00	-
Fund 307 - DEBT SERVICE (2015 STREET BOND):							
TOTAL REVENUES		1,202,089.85	915,152.00	926,365.00	926,365.00	1,076,327.78	149,962.78
TOTAL EXPENDITURES		915,825.00	911,900.00	911,900.00	911,900.00	911,900.00	-
NET OF REVENUES & EXPENDITURES		286,264.85	3,252.00	14,465.00	14,465.00	164,427.78	149,962.78
BEGINNING FUND BALANCE		173,567.00	459,831.85	459,831.85	459,831.85	459,831.85	
ENDING FUND BALANCE		459,831.85	463,083.85	474,296.85	474,296.85	624,259.63	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 592 - WATER AND SEWER FUND							
Revenues							
Dept 000							
592-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(1,088.78)	-	-	-	-	-
592-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	26,219.77	-	-	-	-	-
592-000-539.000	STATE GRANTS	233,515.25	-	-	-	-	-
592-000-633.000	CROSS CONNECTION FEES	8,535.00	-	-	-	13,120.00	13,120.00
592-000-642.100	SALES - WATER COMMODITY	2,117,333.44	2,709,000.00	2,709,000.00	2,709,000.00	2,350,000.00	(359,000.00)
592-000-642.200	SALES - WATER RTS	1,162,579.00	1,154,000.00	1,154,000.00	1,154,000.00	1,154,000.00	-
592-000-642.300	SALES - SEWER COMMODITY	4,556,357.55	4,745,000.00	4,745,000.00	4,745,000.00	4,500,000.00	(245,000.00)
592-000-642.400	SALES - SEWER RTS	756,893.95	751,000.00	751,000.00	751,000.00	751,000.00	-
592-000-642.500	SALES - METER REPLACEMENT FEE	63,828.77	63,600.00	63,600.00	63,600.00	63,600.00	-
592-000-642.600	SALES - WATER TAP FEES	20,085.00	3,600.00	3,600.00	3,600.00	3,600.00	-
592-000-642.700	SALES - SEWER TAP FEES	4,274.15	3,000.00	3,000.00	3,000.00	3,000.00	-
592-000-642.900	SALES - WATER METER FEES	-	-	-	-	1,880.00	1,880.00
592-000-655.700	PENALTIES	121,017.82	81,600.00	81,600.00	81,600.00	77,000.80	(4,599.20)
592-000-664.000	INTEREST INCOME AND RENT CONTROL	76,120.34	54,000.00	54,000.00	54,000.00	64,806.75	10,806.75
592-000-678.000	MISCELLANEOUS	(200.49)	-	-	-	(6,632.32)	(6,632.32)
592-000-689.000	OTHER REVENUE - CASH OVER OR SHORT	(125.66)	-	-	-	-	-
Total Dept 000		9,145,345.11	9,564,800.00	9,564,800.00	9,564,800.00	8,975,375.23	(589,424.77)
TOTAL REVENUES		9,145,345.11	9,564,800.00	9,564,800.00	9,564,800.00	8,975,375.23	(589,424.77)

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Expenditures							
Dept 526 - WATER							
592-526-702.000	WAGES - FULL TIME EMPLOYEES	193,684.22	278,100.00	278,100.00	278,100.00	278,100.00	-
592-526-704.000	WAGES - PART TIME EMPLOYEES	7,568.00	40,000.00	40,000.00	40,000.00	40,000.00	-
592-526-705.000	VACATION PAY	20,641.41	30,000.00	30,000.00	30,000.00	30,000.00	-
592-526-706.000	HOLIDAY PAY	13,115.49	20,000.00	20,000.00	20,000.00	15,000.00	(5,000.00)
592-526-707.000	TEMPORARY EMPLOYEES	18,187.00	25,000.00	25,000.00	25,000.00	10,000.00	(15,000.00)
592-526-709.000	FICA	19,829.15	26,780.00	26,780.00	26,780.00	27,126.24	346.24
592-526-711.000	MEDICARE	4,637.49	6,180.00	6,180.00	6,180.00	6,344.04	164.04
592-526-713.000	OVERTIME	42,887.07	55,620.00	55,620.00	55,620.00	55,620.00	-
592-526-714.000	LONGEVITY PAY	8,085.00	4,800.00	4,800.00	4,800.00	5,200.00	400.00
592-526-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	47,870.15	704,000.00	704,000.00	704,000.00	704,000.00	-
592-526-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	84,019.61	111,240.00	111,240.00	111,240.00	111,240.00	-
592-526-721.000	CLOTHING ALLOWANCE	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	-
592-526-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	7,933.80	7,934.00	7,934.00	7,934.00	7,934.00	-
592-526-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	747.47	102,000.00	102,000.00	102,000.00	102,000.00	-
592-526-752.000	SUPPLIES	20,393.14	15,450.00	15,450.00	15,450.00	25,000.00	9,550.00
592-526-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	67,248.88	128,750.00	128,750.00	128,750.00	50,000.00	(78,750.00)
592-526-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,073.93	6,000.00	6,000.00	6,000.00	15,000.00	9,000.00
592-526-801.800	PROFESSIONAL SERVICES (LEGAL)	-	-	-	-	27,000.00	27,000.00
592-526-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	192,990.96	192,991.00	192,991.00	192,991.00	192,990.96	(0.04)
592-526-834.000	FEES AND PERMITS	-	-	-	-	1,136.00	1,136.00
592-526-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,369.82	1,545.00	1,545.00	1,545.00	1,545.00	-
592-526-851.000	MAIL OR POSTAGE	20,346.59	15,000.00	15,000.00	15,000.00	15,000.00	-
592-526-883.000	PERMITS	5,853.46	5,854.00	5,854.00	5,854.00	5,859.31	5.31
592-526-900.000	PRINTING AND PUBLISHING	246.78	-	-	-	-	-
592-526-910.000	PROFESSIONAL DEVELOPMENT	805.00	-	-	-	300.00	300.00
592-526-915.000	MEMBERSHIPS	785.00	785.00	785.00	785.00	810.00	25.00
592-526-918.000	WATER	670.45	824.00	824.00	824.00	824.00	-
592-526-918.500	WATER (GREAT LAKES WATER AUTHORITY)	1,168,838.39	1,339,000.00	1,339,000.00	1,339,000.00	1,243,802.61	(95,197.39)
592-526-932.000	VEHICLE REPAIRS AND MAINTENANCE	81,102.96	81,103.00	81,103.00	81,103.00	81,102.96	(0.04)
592-526-934.000	OTHER REPAIRS AND MAINTENANCE	44,218.73	41,200.00	41,200.00	41,200.00	50,000.00	8,800.00
592-526-946.000	ENGINEERING SERVICES	16,613.00	25,000.00	25,000.00	25,000.00	30,000.00	5,000.00
592-526-956.000	BAD DEBT EXPENSE	7,875.46	15,000.00	15,000.00	15,000.00	5,000.00	(10,000.00)
592-526-968.000	DEPRECIATION AND DEPLETION	209,820.84	185,000.00	185,000.00	185,000.00	185,000.00	-
592-526-972.000	CAPITAL OUTLAY (WATER SYSTEM)	-	1.00	1.00	1.00	-	(1.00)
592-526-991.000	PRINCIPAL	-	1.00	1.00	1.00	-	(1.00)
592-526-992.000	INTEREST EXPENSE	(627.50)	19,938.00	19,938.00	19,938.00	-	(19,938.00)
Total Dept 526 - WATER		2,318,431.75	3,488,696.00	3,488,696.00	3,488,696.00	3,326,535.12	(162,160.88)

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Dept 527 - SEWER							
592-527-702.000	WAGES - FULL TIME EMPLOYEES	98,977.60	204,970.00	204,970.00	204,970.00	204,970.00	-
592-527-705.000	VACATION PAY	21,508.12	36,000.00	36,000.00	36,000.00	25,000.00	(11,000.00)
592-527-706.000	HOLIDAY PAY	3,868.43	6,000.00	6,000.00	6,000.00	6,000.00	-
592-527-709.000	FICA	8,690.38	15,450.00	15,450.00	15,450.00	16,614.14	1,164.14
592-527-711.000	MEDICARE	2,032.46	4,120.00	4,120.00	4,120.00	3,885.57	(234.44)
592-527-713.000	OVERTIME	5,765.37	25,750.00	25,750.00	25,750.00	25,750.00	-
592-527-714.000	LONGEVITY PAY	2,550.00	2,750.00	2,750.00	2,750.00	2,750.00	-
592-527-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	34,895.91	527,000.00	527,000.00	527,000.00	527,000.00	-
592-527-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	34,380.41	72,100.00	72,100.00	72,100.00	72,100.00	-
592-527-721.000	CLOTHING ALLOWANCE	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	-
592-527-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	3,247.85	3,248.00	3,248.00	3,248.00	3,248.00	-
592-527-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,089.42	77,000.00	77,000.00	77,000.00	77,000.00	-
592-527-752.000	SUPPLIES	-	-	-	-	500.00	500.00
592-527-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	1,377.47	12,360.00	12,360.00	12,360.00	500.00	(11,860.00)
592-527-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	193,553.47	300,000.00	300,000.00	300,000.00	250,000.00	(50,000.00)
592-527-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	124,830.96	124,831.00	124,831.00	124,831.00	124,830.96	(0.04)
592-527-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,290.31	876.00	876.00	876.00	876.00	-
592-527-851.000	MAIL OR POSTAGE	12,238.88	9,000.00	9,000.00	9,000.00	13,000.00	4,000.00
592-527-910.000	PROFESSIONAL DEVELOPMENT	2,360.00	2,360.00	2,360.00	2,360.00	2,360.00	-
592-527-917.000	SEWAGE	2,699,664.48	2,781,000.00	2,781,000.00	2,781,000.00	2,761,000.00	(20,000.00)
592-527-920.000	ELECTRIC	4,012.60	2,472.00	2,472.00	2,472.00	5,000.00	2,528.00
592-527-932.000	VEHICLE REPAIRS AND MAINTENANCE	196,640.04	196,640.00	196,640.00	196,640.00	198,588.88	1,948.88
592-527-934.000	OTHER REPAIRS AND MAINTENANCE	611.00	-	-	-	1,000.00	1,000.00
592-527-934.500	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	5,451.49	100,000.00	100,000.00	100,000.00	65,000.00	(35,000.00)
592-527-934.900	OTHER REPAIRS & MAINTENANCE (SAW GRANT)	210,035.58	-	-	-	-	-
592-527-946.000	ENGINEERING SERVICES	17,260.10	25,000.00	25,000.00	25,000.00	50,000.00	25,000.00
592-527-956.000	BAD DEBT EXPENSE	8,789.19	10,300.00	10,300.00	10,300.00	7,500.00	(2,800.00)
592-527-968.000	DEPRECIATION AND DEPLETION	1,271,753.52	1,240,000.00	1,240,000.00	1,240,000.00	1,240,000.00	-
592-527-991.000	PRINCIPAL	-	1.00	1.00	1.00	-	(1.00)
592-527-992.000	INTEREST EXPENSE	580,133.54	656,000.00	656,000.00	656,000.00	656,000.00	-
592-527-993.000	PAYING AGENT FEES	91.66	1,000.00	1,000.00	1,000.00	1,000.00	-
Total Dept 527 - SEWER		5,550,600.24	6,439,728.00	6,439,728.00	6,439,728.00	6,344,973.55	(94,754.46)
TOTAL EXPENDITURES		7,869,031.99	9,928,424.00	9,928,424.00	9,928,424.00	9,671,508.67	(256,915.34)
Fund 592 - WATER AND SEWER FUND:							
TOTAL REVENUES		9,145,345.11	9,564,800.00	9,564,800.00	9,564,800.00	8,975,375.23	(589,424.77)
TOTAL EXPENDITURES		7,869,031.99	9,928,424.00	9,928,424.00	9,671,508.67	9,671,508.67	(256,915.34)
NET OF REVENUES & EXPENDITURES		1,276,313.12	(363,624.00)	(363,624.00)	(363,624.00)	(696,133.43)	(332,509.44)
BEGINNING FUND BALANCE		5,269,907.00	6,546,220.12	6,546,220.12	6,546,220.12	6,546,220.12	
ENDING FUND BALANCE		6,546,220.12	6,182,596.12	6,182,596.12	6,182,596.12	5,850,086.69	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 645 - MEDICAL SELF INSURANCE FUND							
Revenues							
Dept 000							
645-000-664.000	INTEREST INCOME AND RENT CONTROL	6,982.41	5,400.00	5,400.00	5,400.00	4,132.77	(1,267.23)
645-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	87,030.04	-	-	-	36,914.25	36,914.25
645-000-700.000	HCARE ISF CHARGES FOR SERVICES	520,516.64	590,000.00	590,000.00	590,000.00	584,359.00	(5,641.00)
Total Dept 000		614,529.09	595,400.00	595,400.00	595,400.00	625,406.02	30,006.02
TOTAL REVENUES		614,529.09	595,400.00	595,400.00	595,400.00	625,406.02	30,006.02
Expenditures							
Dept 999 - SELF INSURANCE							
645-999-837.000	HEALTH INSURANCE CLAIMS	582,107.55	595,400.00	595,400.00	595,400.00	785,000.00	189,600.00
Total Dept 999 - SELF INSURANCE		582,107.55	595,400.00	595,400.00	595,400.00	785,000.00	189,600.00
TOTAL EXPENDITURES		582,107.55	595,400.00	595,400.00	595,400.00	785,000.00	189,600.00
Fund 645 - MEDICAL SELF INSURANCE FUND:							
TOTAL REVENUES		614,529.09	595,400.00	595,400.00	595,400.00	625,406.02	30,006.02
TOTAL EXPENDITURES		582,107.55	595,400.00	595,400.00	595,400.00	785,000.00	189,600.00
NET OF REVENUES & EXPENDITURES		32,421.54	-	-	-	(159,593.98)	(159,593.98)
BEGINNING FUND BALANCE		429,960.00	462,381.54	462,381.54	462,381.54	462,381.54	
ENDING FUND BALANCE		462,381.54	462,381.54	462,381.54	462,381.54	302,787.56	

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Fund 661 - MOTOR POOL							
Revenues							
Dept 000							
661-000-643.000	EQUIPMENT RENTAL	868,577.76	868,578.00	868,578.00	868,578.00	868,577.76	(0.24)
661-000-664.000	INTEREST INCOME AND RENT CONTROL	9,434.43	6,400.00	6,400.00	6,400.00	6,400.00	-
661-000-686.000	INSURANCE RECOVERIES	33,258.95	-	-	-	7,683.09	7,683.09
Total Dept 000		911,271.14	874,978.00	874,978.00	874,978.00	882,660.85	7,682.85
TOTAL REVENUES		911,271.14	874,978.00	874,978.00	874,978.00	882,660.85	7,682.85

BUDGET AMENDMENT FOR CITY OF FRASER
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	DECEMBER 2019-20 AMENDED BUDGET	MAY 2019-20 AMENDED BUDGET	JUNE 2019-20 AMENDED BUDGET	CHANGE FROM PRIOR AMENDMENT
Expenditures							
Dept 249 - MOTOR POOL							
661-249-702.000	WAGES - FULL TIME EMPLOYEES	49,974.59	59,300.00	59,300.00	59,300.00	59,300.00	-
661-249-705.000	VACATION PAY	6,038.32	4,500.00	4,500.00	4,500.00	4,500.00	-
661-249-706.000	HOLIDAY PAY	3,190.04	2,761.00	2,761.00	2,761.00	3,500.00	739.00
661-249-709.000	FICA	4,153.75	4,172.00	4,172.00	4,172.00	4,681.00	509.00
661-249-711.000	MEDICARE	971.44	979.00	979.00	979.00	1,094.75	115.75
661-249-713.000	OVERTIME	5,107.72	7,000.00	7,000.00	7,000.00	7,000.00	-
661-249-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	10,728.70	-	-	-	-	-
661-249-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	6,607.65	9,373.00	9,373.00	9,373.00	9,373.00	-
661-249-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	-
661-249-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,834.05	1,834.00	1,834.00	1,834.00	1,834.00	-
661-249-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,037.46	1,000.00	1,000.00	1,000.00	1,000.00	-
661-249-752.000	SUPPLIES	440.58	-	-	-	1,500.00	1,500.00
661-249-758.000	DIESEL FUEL	30,561.47	36,000.00	36,000.00	36,000.00	30,000.00	(6,000.00)
661-249-759.000	GASOLINE	62,435.03	80,000.00	80,000.00	80,000.00	60,000.00	(20,000.00)
661-249-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,640.00	2,500.00	2,500.00	2,500.00	2,500.00	-
661-249-805.000	ENTERPRISE FLEET MANAGEMENT	178,638.71	210,000.00	210,000.00	210,000.00	210,000.00	-
661-249-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	554.02	1,000.00	1,000.00	1,000.00	1,000.00	-
661-249-931.000	EQUIPMENT REPAIRS	39,072.95	50,000.00	50,000.00	50,000.00	75,000.00	25,000.00
661-249-932.000	VEHICLE REPAIRS AND MAINTENANCE	159,214.47	155,000.00	155,000.00	155,000.00	155,000.00	-
661-249-934.000	OTHER REPAIRS AND MAINTENANCE	20,511.11	20,000.00	20,000.00	20,000.00	20,000.00	-
661-249-936.000	VEHICLE LIABILITY INSURANCE	83,529.00	79,993.00	79,993.00	79,993.00	79,993.00	-
661-249-940.000	RENTALS	6,579.96	-	-	-	7,500.00	7,500.00
661-249-968.000	DEPRECIATION AND DEPLETION	118,846.54	120,000.00	120,000.00	120,000.00	120,000.00	-
661-249-991.000	PRINCIPAL	-	1.00	1.00	1.00	-	(1.00)
661-249-992.000	INTEREST EXPENSE	3,448.94	17,000.00	17,000.00	17,000.00	17,000.00	-
Total Dept 249 - MOTOR POOL		796,316.50	863,613.00	863,613.00	863,613.00	872,975.75	9,362.75
TOTAL EXPENDITURES		796,316.50	863,613.00	863,613.00	863,613.00	872,975.75	9,362.75
Fund 661 - MOTOR POOL:							
TOTAL REVENUES		911,271.14	874,978.00	874,978.00	874,978.00	882,660.85	7,682.85
TOTAL EXPENDITURES		796,316.50	863,613.00	863,613.00	863,613.00	872,975.75	9,362.75
NET OF REVENUES & EXPENDITURES		114,954.64	11,365.00	11,365.00	11,365.00	9,685.10	(1,679.90)
BEGINNING FUND BALANCE		860,322.00	975,276.64	975,276.64	975,276.64	975,276.64	
ENDING FUND BALANCE		975,276.64	986,641.64	986,641.64	986,641.64	984,961.74	

Memo

To: **Wayne O'Neal, City Manger**
From: Michele Kwiatkowski, IT Director
Date: 6/18/2020
Re: Media Equipment Upgrade

Mr. O'Neal,

In 2015 City Council, approved a partial upgrade to the city media equipment used to transmit board and commission meetings. That was the first upgrade since it was moved from the old city hall to this building.

The 2015 upgrade included a new audio mixer, microphones, and speakers for audience area only, cameras, projector, screen, switcher and playback equipment. Essential media equipment is located in the small room under the stairway outside of the council chambers. The camera operator is stationed in this small room to operate the equipment during council meetings. The space is too small for the equipment and the operator.

With the COVID pandemic and required social distancing, I explore and implemented additional avenues to reach the residents such as Facebook and YouTube. During the COVID pandemic the City of Fraser had 13 council and commission meeting aired via Facebook, YouTube, city website and city cable station. Pulling these platforms together identified the age and obsolescent of the media equipment. To successfully broadcast council meeting, Mr. Ed Horn has offered his media equipment to help supplement the city's antiquated equipment.

Advanced Lighting and Sound, completed the first half of our upgrade in 2015. We have reached out to Advanced Lighting and Sound again and received a quote of \$49,633.00. This will include upgrading of our system along with adding a remote location at the activity center for the larger meetings. This will still encompass the rebuilding of the button mute system for the microphones (custom), new switcher, and encoder for YouTube & Facebook. The package will allow broadcasting from the activity center and allow Board and Commission meetings to display presentations though a tablet with remote capabilities.

It is my recommendations that council award the bid of \$22,000 for a media equipment upgrade to Advanced Lighting and Sound, 1026 Mapelawn Dr. Troy, MI 48084.

Sincerely,

Michele Kwiatkowski
IT Director



Advanced Lighting & Sound

Phone: 248-817-2092
 Fax: 248-817-2093
 1026 Mapelawn Drive
 Troy, MI 48084

Quote

No.: **14890**
 Date: 6/13/2020

Prepared for:
 Michele K. Kwiatkowski
 City of Fraser
 33000 Garfield
 Fraser, MI 48026 USA

Prepared by: Shawn Watts
 Account No.: 667
 Phone: (586) 293-3100

Qty	Manuf	Item ID	Description	Sell	Total
Tricaster System in New location					
1	Newte	TC410PBB-R	TriCaster TC410 Plus BASE Bundle (includes TriCaster 410 Plus and TC1SP)	\$14,995.00	\$14,995.00
2	Views	VA2446MH-LED	24" 1920x1080 LCD Monitor, HDMI & VGA	\$143.00	\$286.00
1	Krame	C-HM/HM-15	HDMI (Male - Male) Cable (15')	\$20.00	\$20.00
Non Plenum HDMI Cables					
1	Krame	C-HM/DM-15	HDMI to DVI (Male - Male) Cable (15')	\$30.00	\$30.00
1	Newte	NLPCC	LivePanel for TC1 and 3P1	\$995.00	\$995.00
PC Tablet to be provided by owner.					
1	TP-Li	TL-SG1008PE	-Port Gigabit Desktop/Rackmount Switch with 8-Port PoE+	\$169.00	\$169.00
2	PTZ O	VC-AC07	PTZ Video Camera Accessory; Dual RJ45 to Dual RS232 Converter	\$45.00	\$90.00
2	AJA	HELO	H.264 Streamer and recorder	\$1,295.00	\$2,590.00
2	Sandi	SDSDUW-128G-AN	SanDisk 128GB Ultra Plus SDHC Speed Class 10 card	\$45.00	\$90.00
OPTION for RESTREAM Service (yearly subscription) that will stream to multiple desitnations. Would only require 1 Helo					
1	Black	BMD-CONVMSDIDA4 K	Mini Converter - SDI Distribution 4K	\$291.00	\$291.00
Owner to provide work surface for new location					
1	ALS	Labor	Installation Labor - rerouting A/V and control Cabling to new location, equipment set-up, new interconnections	\$3,000.00	\$3,000.00
1	ALS	Labor	Installation Labor - Tuning of Audio system	\$650.00	\$650.00
1	ALS	Install	Install Materials - Custom buttons and plates for Call system	\$1,500.00	\$1,500.00
1	ALS	Labor	Installation Labor - Call Button configuration and integration	\$300.00	\$300.00
Tricaster Subtotal					\$25,006.00

Quote

No.: 14890

Date: 6/13/2020

Qty	Manuf	Item ID	Description	Sell	Total
REMOTE SYSTEM					
VIDEO					
3	Lumen	VC-A50PNW	20x Optical Zoom, 1080p Hi-Definition PTZ IP Camera, 60fps, NDI, White Color	\$1,995.00	\$5,985.00
3	Ultim	TS-70B	Classic Speaker Stand	\$59.00	\$177.00
3	Ultim	BMB-200K	External Speaker Cabinet Pole Mounting Bracket - 1 1/2"	\$24.00	\$72.00
3	Four	F244PRSPATCH-125	24-4PR TACTICAL FLEXIBLE CAT5E SHLD PATCH CORD, 125 F	\$75.00	\$225.00
1	Lumen	VS-KB-30	Compact IP Camera Controller (Located at City Hall)	\$1,249.00	\$1,249.00
1	Pelic	Pelican 1640	Protector Transport Case without Foam - Interior: 23.7" x 24" x 13.9"	\$325.00	\$325.00
1	Foam	Custom Foam Cutout	Customized foam insert cut out for 3 cameras, controller and storage	\$225.00	\$225.00
2	Kilov	N4	HD HDMI encoder or decoder full bitrate NDI converter with tally (CASE)	\$475.00	\$950.00
1	Alton	AT-RON-442	4K HDR Two-Output HDMI Distribution Amplifier (CASE)	\$286.00	\$286.00
1	Panas	PT-VMW50U	5000 Lumen WXGA LCD Laser	\$1,750.00	\$1,750.00
1	DA-LI	42067	STAND PROJECT-O DLX-425	\$307.00	\$307.00
1	DA-LI	20902	MODEL C W/CSR 123D 65X104 MW. Manual wall mount	\$596.00	\$596.00
2	DA-LI	40932	#6 WALL BRACKETWHITE	\$17.00	\$34.00
AUDIO					
10	Shure	MX412D/C	Shure 12" Gooseneck microphone with built in deskstand, Cardioid	\$256.00	\$2,560.00
10	The R	NB1M1-25	25 FT LO-Z MIC BLK NTK XLRF/XLRM	\$22.00	\$220.00
1	Shure	SM58-LC	Dynamic Vocal Handheld microphone, less cable	\$98.00	\$98.00
1	The R	NB1M1-50	50 FT LO-Z MIC BLK NTK XLRF/XLRM (Audience Mic cable)	\$29.00	\$29.00
1	Onsta	MS7201B	Round Base Mic Stand (Black)	\$19.00	\$19.00
1	Sennh	ew 100 G4-ME2/835-S-A	Wireless Lavalier/vocal combo set. Includes (1) SKM 100 G4-S handheld with mute switch, (1) e 835 mic capsule (cardioid, dynamic), (1) SK 100 G4 body	\$999.00	\$999.00
1	The R	NB1M1-3	3 FT LO-Z MIC BLK NTK XLRF/XLRM	\$15.00	\$15.00
1	Four	FSNBP12X2XX-100	100' 12 x2 Channel with 2 channel return XLR audio snake, Box to Fan	\$455.00	\$455.00
1	Atlon	AT-HD570	HDMI Audio De-Embedder (CASE)	\$236.00	\$236.00
1	The R	ISOBOX	SIGNAL ISOLATOR (CASE)	\$38.00	\$38.00
1	ALS	Install	Install Materials - Custom XLR audio cable for audio from PC presentation	\$40.00	\$40.00
1	QSC	Core 110f	Unified Core with 24 local audio I/O channels, 128x128 network I/O channels, dual LAN ports, POTS and VoIP telephony, 16x16 GPIO, 16 next-generation A	\$2,660.00	\$2,660.00
1	QSC	SL-QUd-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	\$133.00	\$133.00
2	JBL	IRX108BT	Powered 8" Portable Speaker with Bluetooth	\$321.00	\$642.00
1	Gator	GFW-SPK-3000SET	One Pair of Frameworks GFW-SPK-3000 with Carry Bag	\$205.00	\$205.00
2	The R	NB1M1-50	50 FT LO-Z MIC BLK NTK XLRF/XLRM (SPEAKERS)	\$29.00	\$58.00

Quote
No.: 14890
Date: 6/13/2020

Qty	Manuf	Item ID	Description	Sell	Total
CASE					
1	Gator	G-PROR-6U-19	Pro-Series Molded Mil-Grade PE Rack Case; 6U, 19" Deep; w/ Handle & Wheels	\$266.00	\$266.00
1	Juice	JG9-ALS	15 Amp 8 Outlet Power Strip (plus one on front)	\$76.00	\$76.00
2	Gator	GRW-SHELF1UNI	Gator Rackworks Shelf w/ Universal Hole Pattern to Accommodate Less than Rack Width Components; 25lb Weight Capacity; 1U	\$36.00	\$72.00
1	Four	Four Star Custom PANEL	CUSTOM CUT AND ENGRAVED PANEL - 1RU (3) HDMI, (2) RJ-45, (2) XLRM	\$120.00	\$120.00
1	The R	NB1M1-75	75 FT LO-Z MIC BLK NTK XLRM/XLRM (Audio processor to remote case)	\$37.00	\$37.00
3	Middl	50612	HDMI 15' 4k 60Hz (PC in, Projector 1 & 2)	\$23.00	\$69.00
1	Middl	ERK-1820LRD	18SP/20D RACK, LESS RD W/	\$589.00	\$589.00
INSTALL					
1	ALS	System Program	Programming of technical systems - Audion processor programming, Mix-Minus programming	\$960.00	\$960.00
1	ALS	Install	Install Materials - network cabling, (2) 75' network cables for case, interconnect cables, fasteners	\$200.00	\$200.00
1	ALS	Labor	Installation Labor- NDI configuration, Network cabling, audio processor configuration and set-up	\$1,200.00	\$1,200.00
REMOTE SYSTEM SUB TOTAL					\$24,177.00
SHIPPING					
1	ALS	Shipping	Shipping Charge	\$450.00	\$450.00
SHIPPING SUBTOTAL					\$450.00

Your Price: \$49,633.00
Total: \$49,633.00

Prices are firm until 7/13/2020 Terms: Net 15

Prepared by: Shawn Watts, shawnw@go-als.com

Date: 6/13/2020

Accepted by: _____

Date: _____

Disclaimer

All prices quoted are valid for 30 business days. Please fax signed quote to 248-817-2093 or email to sales@go-als.com so that your order can be placed. Thank you for your business.



Advanced Lighting & Sound

Phone: 248-817-2092
Fax: 248-817-2093
1026 Mapelawn Drive
Troy, MI 48084

Quote

No.: **14810**
Date: 5/18/2020

Prepared for:
Michele K. Kwiatkowski
City of Fraser
33000 Garfield
Fraser, MI 48026 USA

Prepared by: Shawn Watts
Account No.: 667
Phone: (586) 293-3100

Qty	Manuf	Item ID	Description	Sell	Total
Tricaster System in New location					
1	Newte	TCMASDI-BR2	TriCaster Mini Advanced HD-4 sdi Bundle - includes TriCaster Mini HD-4 sdi, TriCaster Mini CS, and NewTek custom travel case	\$11,995.00	\$11,995.00
2	Views	VA2446MH-LED	24" 1920x1080 LCD Monitor, HDMI & VGA	\$143.00	\$286.00
1	Middl	54421	Mini DisplayPort Male to HDMI Male 6'	\$32.00	\$32.00
1	Middl	56783	HDMI 6' 4k 60Hz	\$12.00	\$12.00
1	Newte	NLPCC	LivePanel for TC1 and 3P1	\$995.00	\$995.00
PC Tablet to be provided by owner.					
1	TP-Li	TL-SG1008PE	-Port Gigabit Desktop/Rackmount Switch with 8-Port PoE+	\$169.00	\$169.00
2	PTZ O	VC-AC07	PTZ Video Camera Accessory; Dual RJ45 to Dual RS232 Converter	\$45.00	\$90.00
2	AJA	HELO	H.264 Streamer and recorder	\$1,295.00	\$2,590.00
2	Sandi	SDSDUW-128G-AN	SanDisk 128GB Ultra Plus SDHC Speed Class 10 card	\$45.00	\$90.00
OPTION for RESTREAM Service (yearly subscription) that will stream to multiple desitnations. Would only require 1 Helo					
1	Black	BMD-CONVMSDIDA4 K	Mini Converter - SDI Distribution 4K	\$291.00	\$291.00
Owner to provide work surface for new location					
1	ALS	Labor	Installation Labor - rerouting A/V and control Cabling to new location, equipment set-up, new interconnections	\$3,000.00	\$3,000.00
1	ALS	Labor	Installation Labor - Tuning of Audio system	\$650.00	\$650.00
1	ALS	Install	Install Materials - Custom buttons and plates for Call system	\$1,500.00	\$1,500.00
1	ALS	Labor	Installation Labor - Call Button configuration and integration	\$300.00	\$300.00
Tricaster Subtotal					\$22,000.00

Your Price: **\$22,000.00**

Total: **\$22,000.00**

Prices are firm until 6/17/2020

Terms: Net 15

Prepared by: Shawn Watts, shawnw@go-als.com

Date: 5/18/2020

Accepted by: _____

Date: _____

PROPOSAL

CLIENT: CITY OF FRASER
33000 GARFIELD
FRASER, MI 48026

OFFICE PHONE: 586-293-3100
FAX PHONE:
HOME PHONE:
EMAIL:
JOB TITLE:

ATTENTION:
OFFICE PHONE:
FAX PHONE:
CELL/PAGER:
DATE: 6/5/2020
REVISION: REV 1
SALESPERSON: TED
INVOICE:

ATTENTION:
OFFICE PHONE:
FAX PHONE:
CELL/PAGER:
DATE:
REVISION:
SALESPERSON: TED
INVOICE:

**THIS PROPOSAL IS THE PROPERTY OF WIRING SPECIALISTS INC. ONLY.
THIS PROPOSAL IS UNDER NO CIRCUMSTANCE TO BE GIVEN OUT FOR A COMPETITIVE BIDDING.**

BASE SYSTEM						
MANUFACTURER	MODEL	DESCRIPTION	QUAN	PRICE	EXTENSION	
NEWTEK	TSMASDI-BR2	TROICASTER MINI ADVANCED BUNDLE	1	\$ 11,995.00	\$	11,995.00
NEWTEK	NLPCC	LIVE PANEL CONTROL SOFTWARE	1	\$ 995.00	\$	995.00
VIEWSONIC	VA2446MH	24" MONITOR	2	\$ 155.00	\$	310.00
C2G	C2G 54421	MINI DISPLAY PORT CABLE	1	\$ 40.00	\$	40.00
C2G	C2G 56783	6' HDMI CABLE	1	\$ 15.00	\$	15.00
TP LINK	TL-SG1008PE	8 PORT POE SWITCH	1	\$ 185.00	\$	185.00
PTZ OPTICS	VC-AC07	RJ45 TO RS-232 ADAPTER	2	\$ 50.00	\$	100.00
AJA	HELO	VIDEO RECORDER/STREAMER	2	\$ 1,350.00	\$	2,700.00
MC	SUPPLIES	SANDISK 128GB SDHC CARDS	2	\$ 55.00	\$	110.00
BLACKMAGIC	BMD-CONVMSDIDA4	SDI DA	1	\$ 295.00	\$	295.00
WS	SUPPLIES	MATERIALS FOR CALL BUTTON UPGRADE	1	\$ 1,800.00	\$	1,800.00
WS	LABOR	INSTALATION LABOR FOR ABOVE SYSTEM	1	\$ 3,800.00	\$	3,800.00
WS	LABOR	LABOR TO RE-PROGRAM EXISTING AUDIO SYSTEM	1	\$ 850.00	\$	850.00
WS	LABOR	LABOR TO RE-CONFIGURE CALL BUTTON SYSTEM	1	\$ 450.00	\$	450.00

SUBTOTAL \$ 18,545.00
INSTALLATION \$ 5,100.00
SALES TAX

TOTAL EQUIPMENT AND INSTALLATION \$ 23,645.00 TOTAL \$ 23,645.00

**THIS IS A PROPOSAL ONLY AND MAY BE ADDED TO,
OR SUBTRACTED FROM, BEFORE A FINALE VERSION IS SIGNED UPON.**

DEPOSITS ARE NONREFUNDABLE UNDER ANY CONDITIONS.

Any deviation from this original contract must be confirmed with a signed change order.
Client accepts all responsibility for the placement of equipment.
All electrical wiring is the responsibility of the client's licensed electrician.
Client is to provide a secured storage area for equipment to be kept in until installed.
Client understands that equipment delivered to the site is to be covered under clients insurance.
Manufacturers conditions apply.
Shipping dates are determined solely by and subject to change by manufactures.
Labor figure is based on the finale equipment and locations agreed upon.
We provide the manufacturers warranty, on the equipment that we install and provide.
We do not warranty against abuse or misuse, whether intentional or accidental.
Prices are good for 30 days from the signing of this contract.

Terms:
NET 30

WIRING SPECIALISTS INC.
2449 NORTH WILSON ROYAL OAK, MI 48073
248.240.9574 C

Human Resources Consulting Services

Prepared for City of Fraser

Presented by Amy Cell, LLC

May 29, 2020



Fraser City Council
33000 Garfield Road
Fraser, MI 48026

Dear City Council,

Thank you for the opportunity to submit this proposal to assist the City of Fraser with Human Resources Consulting Services.

Fraser is known for wonderful city services, good schools, and a variety of activities. Multiple generations have grown up in Fraser, a testament to the many ways to live and play. The location and proximity to Detroit and Oakland County, and stability of the population, are additional great features.

As you look through the attached proposal, you will find that our firm's extensive experience in human resources, experience with municipal governments and our passion for Michigan communities, makes us an excellent fit for this engagement. We can partner with City Council and provide independent Human Resources expertise that will manage all employment business.

We believe that we are the right partner for the City of Fraser due to the following attributes which we will detail in the attached proposal:

- *Human Resources expertise* - Our team has over 150 years of human resources experience in all areas including compensation, benefits, payroll, compliance, recruiting, union relations, employee engagement, leadership development, succession planning, performance management, training, and organization development. We are passionate about attracting, retaining and developing talent, and understand the cultural and structural aspects of high performing organizations.
- *Municipal experience* - We have partnered with many municipalities and have provided a variety of HR services recently including St. Clair Shores, Novi, Ypsilanti, Ann Arbor, Redford Township, Holland and others. We understand the very unique challenges facing Michigan municipalities, made even more challenging with the recent COVID-19 situation.
- *Our team* - We have a team of 16 highly qualified and diverse human resources and talent professionals based in Michigan.
- *Passion for community service* - Our team has worked for government, economic development and community development organizations. We are passionate about supporting communities in and around Michigan!

Since our inception in 2015, we have supported hundreds of employers, communities and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in municipal recruiting, human resources, economic development, marketing and project management. We would be honored to work with the City of Fraser on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,

A handwritten signature in blue ink that reads "Amy Eleet". The signature is fluid and cursive, with the first name "Amy" and last name "Eleet" clearly distinguishable.

Amy Cell
President

Table of Contents

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- Team Resumes

A. Qualifications

Type of Business

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services.

History

Since our founding in March of 2015, Amy Cell, LLC has supported hundreds of clients with human resources and talent acquisition services. We have led several successful public sector searches in Michigan, including searches for City Managers or the equivalent for the cities of Madison Heights, Clawson, Holland, St. Clair Shores and Redford Township. We have also provided various department level recruiting, training and organizational development support to additional public sector clients including the cities of Grand Rapids, Ann Arbor and Novi. As such, we are very familiar with local and state municipalities and understand the Freedom of Information Act (FOIA) and Open Meetings Act (OMA) and how these statutes impact the talent acquisition process.

In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal clients, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in human resources. The firm's commitment to client satisfaction has led to strong growth, and our firm is proud to have all of our employees based in Southeast Michigan.

Why us?

We are able to offer a unique blend of human resources expertise, municipal experience, and a deep understanding of human resources that is unparalleled by other firms. We have put together a thorough plan for the City of Fraser that will provide the City with best in class programs and processes, done in an affordable, consistent, efficient and high touch manner.

Recent Clients and References

Below is a sample of recent relevant engagements and references.

Please feel free to contact any of the following individuals as references.

Client	Contact information	Project	Contact Person
City of Holland	616-355-1316, J.Orme@cityofholland.com	City Manager Search	Jennifer Orme, HR Director
City of Madison Heights	248-217-8732	City Manager Search	Brian Hartwell, Mayor during the search
City of St. Clair Shores	586-801-4732,vitalec@scs mi.net	City Manager Search	Chris Vitale, City Council Member
City of Ann Arbor	734-846-1495, spostema@a2gov.org	Performance Review project for City Manager and City Attorney	Stephen Postema, City Attorney
City of Novi	248-727-3905, rcraigmile@cityofnovi.org	Diversity and Inclusion Training	Rebecca Craigmile, Deputy HR Director
City of Ypsilanti	248-727-3905, rcraigmile@cityofnovi.org	Recruiting, Assessment Center Development	Rebecca Craigmile (Former Ypsilanti HR Director, now current Novi Deputy HR Director)

Key Personnel

Our Team

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in all areas of Human Resources consulting.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
Amy Cell	President and Founder	Role: Overall responsibility for the engagement, available to attend Council meetings.
John Morand	Sr. Director	Role: Key point of contact and onsite at the City of Fraser for three days per week, and available to attend Council meetings.
Sonja Parkinson	Manager, Recruiting and HR Consulting	Role: Provides assistance on HR projects and matters.
Lucy Binns	Senior Associate Consultant	Role: Provides assistance on HR projects and matters.

B. Human Resources Consulting Services Plan

Summary

We will provide an independent, consistent and expert Human Resources partnership with the City of Fraser. Key elements of our high touch and high tech solution include:

- Dedicated point of contact that will work onsite three days a week, attend Council meetings, and be available by phone, email and Zoom on other days.
- Additional team of HR subject matter experts to work on special projects, recruiting activities and to provide coverage during vacations.

- HR Audit to review all aspects of HR to assess current state and to prioritize process improvements and projects.
- Utilization of best practices and technology including LinkedIn, ZipRecruiter, JazzHR applicant tracking system, SparkHire video interviewing platform, Primalogik 360 degree feedback tool.
- Thought leadership and best practice implementation, and ongoing support in all areas of human resources.

The following summarizes our approach and the services that we would provide in the variety of different HR specialities.

Payroll, Compensation and Benefits

We would ensure that the organization has a fair and equitable compensation structure and strategy. All jobs should have an up-to-date position description, evaluation and market study. There should be a grading/banding system in place that ensures internal equity and external competitiveness. We would ensure that there is a well designed and administered compensation plan. We would ensure that benefits are competitive and cost effective, and that paid leave programs are compliant and managed appropriately. We will help employees understand the total compensation that they are receiving. Our activities will include:

- Address any benefits and payroll questions
- Ensure appropriate job titles and position descriptions
- Prepare compensation recommendations for City Council approval
- Manage worker's compensation matters
- Oversee employee leave policies and programs

Reward and Recognition / Performance Management

It is important that the organization have clear measurements of success, and that each department and individual objectives are aligned with the goals and objectives of the City. We will carefully review Key Performance Indicators for each department and position, reward systems and make recommendations and changes as necessary. We will coordinate an annual performance management program that can include 360 degree feedback for the City Manager and department heads. We will also look at other reward and recognition programs to ensure that staff feel acknowledged and appreciated. If there are any performance issues, we will address them proactively and appropriately. We will make sure that there is a training and development plan for each employee.

Compliance

We will ensure that all compliance matters are reviewed and addressed, such as labor law posters, personnel files, I-9 documentation, employee handbooks, personnel policies, and harassment reporting. We will develop and maintain staff and administrative policies.

Employee Relations

There are a wide range of ways that the Human Resources team supports employees. Our goal is an engaged workforce, effective leaders, and prompt resolution of conflict. We will help the City of Fraser develop and implement programs that support the employee experience such as engaging in volunteer and health and wellness activities, celebrating birthdays and anniversaries, managing discipline and conflict, and ensuring good onboarding and offboarding processes. We will:

- Complete new hire orientation
- Develop and consistently implement employee discipline protocols
- Conduct exit interviews
- Address conflicts that might arise between employees, and/or between employees and managers

Organization Effectiveness

Ensuring that the City of Fraser has an effective structure and intentional culture is another area of focus that we will bring to this partnership, including the review of staffing levels and benchmarking them to other similar organizations to ensure efficiency. Each department and position should be aligned to the mission of the organization and have clear accountability. The culture, or unwritten code of beliefs and behaviors should be intentionally managed with clear guidelines and values. HR can, and should, play a role at helping the organization understand and be intentional in terms of culture. This also includes ensuring that training programs are developed if there is a need, especially for managers. We are strong supporters of a culture of inclusion, and have developed municipal training programs in this area. Sometimes the organization might be facing a transition like a new department leader. During these times, HR can provide appropriate change management assistance. Mentoring programs and succession planning opportunities should also be considered as necessary. Contingency and emergency management planning will also be a part of the scope.

Talent Acquisition

We will help ensure that your organization has a thoughtful and intentional talent acquisition strategy that is compliant with federal, state and local laws. We will evaluate your brand, and put together a plan to enhance or sustain it. We will review long and short term talent needs, and put together a strategic plan for developing the

talent pipeline. We will quickly fill any open positions with qualified diverse talent that are good fits in terms of experiences and culture. We will provide and cover the following aspects:

- Review and create employment application forms and review job criteria
- Clearly identify the “must have” criteria for the position
- Advertisement and marketing of job opportunities
- Application intake that includes a responsive and respectful candidate experience
- Efficient and consistent processing and vetting applicants
- Candidate interviews and assessments that can include screening questionnaires, phone interviews, video interviews, onsite interviews and customized assessments
- Interview training and support for hiring managers
- Efficient processing of onboarding materials and pre-employment documentation

Launch Plan

The following summarizes our plan for the first month, during which time we will quickly learn about the City of Fraser employment practices and issues, conduct an HR audit, and put together our plan of special projects and priorities.

Timing	Activities
Week One	Full team meets onsite for 2-3 days to review files and processes. We will obtain passwords, get to know employees, and current issues. Start HR Audit.
Week Two	Introduction meetings with all staff. Launch survey to understand priorities. Complete audit. Put together an HR calendar.
Week Three	Launch an employee engagement survey to obtain benchmark, and identify additional issues.
Week Four	Determine prioritization plan for new/revised programs.
Week Five and beyond	We anticipate approximately 75% of time will be spent on ongoing HR matters, with 25% of time spent on process improvement and project initiatives.

C. Attachments

Non-Iran Linked Business

Team Resumes

Non-Iran Linked Business Confirmation

IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of Amy Cell, LLC, pursuant to the compliance certification requirement provided in the hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an Iran linked business within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become Iran linked business at any time during the course of performing the work or any services under the contract.

Specifically, the undersigned, owner or authorized officer of Amy Cell, LLC attests it does not fall within the following definition of the Iran Economic Sanctions Act:

MCL 129.312 (e) of the Act provides: (e) "Iran linked business" means either of the following:

(i) A person [as defined below by MCL 129.312(f)] engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran. (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

MCL 129.312 (f) of the Act defines a "Person" as follows:

(f) "Person" means any of the following:

(i) An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group. (ii) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c)(3) of the international financial institutional act, 22 USC 262r(c)(3).



Amy Cell

President

Amy Cell, LLC

Team Resumes

Amy Cell

John Morand

Sonja Parkinson

Kylie McGill

Lucille Binns

The remainder of this page is intentionally left blank.

AMY CELL

734-657-0370

Amy@AmyCellTalent.com

SUMMARY

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI

President, 3/2015 - Present

Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI

Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015

MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a \$11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.
- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.

- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

ANN ARBOR SPARK, Ann Arbor, MI

Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011

Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a “talent hub” for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day “Starting Your Own Business” program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced “large company” managerial talent transition into “new economy” opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI

Senior Associate Director, Office of Student Life, 9/2004 - 7/2006

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

APPLIED BIOSYSTEMS, Foster City, CA

Senior Manager, Human Resources, 11/2003 - 6/2004

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

HR DRIVERS, Los Altos, CA

Managing Partner, 9/2002 - 10/2003

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

SRI CONSULTING, Menlo Park, CA

HR Manager, 2001 - 2001

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

FORD MOTOR COMPANY, Dearborn, MI

HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

PLANTE & MORAN, CPA's, Ann Arbor, MI

Certified Public Accountant, 1990 - 1993

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

EDUCATION

THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI

MBA - Ross School of Business Administration, 1993 - 1995

- with High Distinction (Top 10%)

BBA - Ross School of Business Administration, 1987 - 1991

BOARD MEMBERSHIPS

Board & Community Involvement: Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women's Council, Women's Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

JOHN P. MORAND

734-347-7966

John@AmyCellTalent.com

SUMMARY

Qualified, dedicated, highly motivated Human Resources professional with strong growth-oriented, leadership, interpersonal and organizational skills. Recognized as a trusted talent and change management resource, team motivator, and experienced mentor. Hands-on experience with HR best practices, supporting multiple market segments, and providing significant increases in staffing and performance levels in multiple industries.

CORE COMPETENCIES

Process Analysis • Problem Resolution • Mentoring • Start-Ups • Program Management • Recruiting • Program Development • Negotiations • Change Management • Skills Assessments • Facilities Management • Benchmarking • Vendor Management • Market Analysis • Benefits Management • Team Development • Marketing

EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI

Sr. Director, 2020 - Present

Senior leader responsible for oversight of key clients and internal projects. Successfully plans and executes challenging client engagements while concurrently improving or maintaining internal operations. Fully supports the development of team members as well as oversees current and prospective work plans.

- Implements cost effective and timely internal operating procedures.
- Provides onsite and offsite leadership and support for full-service HR engagements.

PROGRESSIVE METAL MANUFACTURING CO., Ferndale and Warren, MI

Manager, Human Resources, 2019 - 2020

HR department head who oversaw the full lifecycle of the employment process. Drove the optimal adoption of recruiting, retention, benefits, training, employee development, HRIS, and OD best practices. A leader of strategic compensation principles who partnered with peers to maximize budgets. Supported multiple facilities for this rapidly growing producer of heavy truck and defense industry components.

- Grew total headcount by more than 25% during my initial 6 months.
- Established strategic relationships by utilizing succession planning, training and change management practices.
- Reduced turnover by 38% among hourly and salaried workforce.

PPG, Livonia, MI

Manager, Human Resources, Environmental Health and Safety, 2017 – 2019

HR leader responsible for recruiting, retention, health and safety, employee development and training initiatives. Supported the conversion to Ceridian HRIS, as well as the adoption and roll out of a greatly expanded HSE program. Drove the adoption of multiple employee engagement activities resulting in lower turnover and increased sourcing effectiveness.

- Researched and implemented multiple enhanced health and safety policies including several involving harnesses, working in confined spaces, and hi-lo safety.
- Reduced workers compensation costs via Supervisor training and assertive claims management.
- Effectively recruited and retained both hourly and salaried professionals in a competitive market.

SENTECH SERVICES (Iroquois Industries), Warren, MI

On Site Manager, 2016 - 2017

Professional Manager who effectively supported 5 manufacturing plants in Warren and Auburn Hills, MI. with a wide range of HR services.

- Oversaw approximately 500 hourly employees on multiple shifts engaged in stamping, welding, and assembly activities.
- Supplied employee relations, training, and development planning.

ATS ASSEMBLY AND TEST, Wixom, MI

Manager, Human Resources, 2013 - 2015

Successfully lead the integration of HR plans and strategies with business needs and organizational goals. Ensured effective administration of all HR functions, including talent management, total compensation and benefits, performance improvement, recruiting, succession planning and employee development. Assumed multiple elements of Health and Safety Management role during periods of turnover in that position. Contributed to successfully passing QS 9001 audit as well as multiple corporate HSE audits.

- Created an engineer training program for successful offsite assignments.
- Helped decrease turnover from a prior high of 26% to less than 6%.
- Supported multiple offices and plants including Livonia, MI and Dayton, OH.

RESUMERIGHT, Livonia, MI

General Manager, 2009 – 2020

Effectively spearheaded efforts to grow the business, deliver high-level career counseling, generate updated résumés, and deliver strategic recruiting services to a wide cross section of national clients.

- Recommended vendor to JobFox, the Ladders, other online job boards, retained search recruiting firms, and temporary employment agencies.

TATA TECHNOLOGIES, Novi, MI

Director, Human Resources, North America, 2008 - 2009

Established first HR Director Position to consolidate all HR activities in North America. Traveled to India to coordinate global HR efforts and programs. Led local efforts on new job classifications, career levels, balanced scorecard, budgeting, performance evaluations, on-boarding, and legal employee termination programs.

- Rolled out first Applicant Tracking System.
- Initiated and updated HR dashboard throughout North America.
- Established new SAP standards for employee reporting and tracking.
- Created a new employee handbook.

HYUNDAI AMERICA TECHNICAL CENTER, INC (HATCI) Ann Arbor, MI

Manager, Human Resources, 2002 - 2006

Valued manager of the US-based HR department who led all employment and training functions. Successfully established and grew five offices in MI and CA. Wrote local and state-to-state relocation policies, multiple compliant employment procedures, and established HR best practices. Performed and documented proper terminations/warnings, assisted legal staff, and identified/spearheaded improvements with cultural issues.

- Grew the staff by more than 300% in 3 years.
- Employee turnover was kept below 1% for 3 consecutive years.
- Effectively partnered with key stakeholders for college and graduate school recruiting.

**HYUNDAI AMERICA TECHNICAL CENTER, INC (HATCI) Ann Arbor, MI, continued
Manager, Training and Development, 2006 - 2007**

Subsequent role in HATCI that focused on the development, promotion, and retention of current and future employees.

- Managed/Supervised \$1M budget for e-learning, employee development, corporate sponsored training.
- Established first LMS and LCMS at HATCI.
- Designed multiple courses in employee development and compliance areas.
- Effectively established the training and development function and budget.

HR EMPLOYMENT, 1990 - 2002

HR Manager for several small IT and engineering firms, retail operations, manufacturing companies, and consulting enterprises. Also worked as a Recruiter and HR Researcher.

EDUCATION/RELEVANT TRAINING

BS Marketing - Lawrence Institute of Technology, Southfield, MI

MS Organizational Development (Coursework Completed) - Bowling Green State University, OH

OSHA 30 Hour Certified

AWARDS

Recognized as HR Leader for a Fortune 50 “Fastest Growing Firm”

Two-time winner of the “101 Best Places to Work” contest

BOARD MEMBERSHIP/LEADERSHIP ROLES

Society of Automotive Engineers, Continuing Professional Development Group

President, Fr. Robert M. Morand Scholarship Fund

TECHNOLOGIES

HRIS, SAP, SuccessFactors, PeopleSoft, MS Office Suite, Visio, Taleo, Scout, Access, Ceridian, Hyperion, NovaTime, eEmpact

SONJA PARKINSON, SHRM-CP

Canton, MI 48188 • 419-575-0371

sonja@amycelltalent.com • [linkedin.com/in/sonjaparkinson](https://www.linkedin.com/in/sonjaparkinson)

Executive Recruitment | HR Consulting | Team Development | HR Compliance & Best Practices
White Paper Development | Training | Performance Management

AMY CELL, LLC Ann Arbor, MI

Manager, Recruiting and HR Consulting, 8/2017-present

- Manage recruiting engagements for hard to fill, newly created, and specialized positions ranging from entry level personnel to executives level.
- Manage relationships with clients from the engagement inception thru project wrap-up.
- Develop and deliver employer training workshops.
- Develop white papers that advise clients on key HR processes and best practices.
- Seek out Requests for Proposals and develop proposals responses.
- Lead a team of associate consultants and senior consultants in executing recruiting and HR consulting projects.
- Manage the internal full cycle hiring and on-boarding process ensuring consistency and compliance.

Senior Consultant, 10/2016-8/2017

- Gather from clients, the key technical experiences and behavioral traits required for an incumbent to achieve strong performance outcomes.
- Recruit for hard to fill, newly created, and specialized positions ranging from entry level personnel to C-suite executives.
- Review job postings to ensure accuracy and completeness. Update job posting language as necessary, to capture the attention of target audiences.
- Design and process job specific questionnaires to understand candidate's work styles, motivation, personality, and other information that cannot be determined from a resume.
- Conduct behavioral interviews, and present leading candidates to clients.
- Review Caliper Test Results (a personality profiling assessment tool) to determine the suitability of candidates.
- Perform general research of clients' business and industry; effectively apply that knowledge to provide added value in the recruiting process.
- Foster strong client relationships from the engagement inception through job offer and wrap-up.

MELIOR HUMAN RESOURCE CONSULTING LLC Canton, MI

Human Resource Consultant, 6/2013-10/2016

- Provided a variety of services to clients focusing on basic HR compliance and best practices. These services include (but are not limited to): Recruiting, I-9 compliance, Workplace Posters and Notices, Job Analysis, Job Descriptions, Employee Handbooks, Employee file maintenance, and FLSA Analysis.
- Developed and executed company's business plan
- Marketed company services, secured clients, managed client relationships.
Client's served: Staffing, Non-profit, Marketing & Advertising

GAASHRM (VOLUNTEER) Ann Arbor, MI

Survey Committee Member, 8/2012- 8/2013

- The Survey Committee is responsible for organizing and distributing our annual Wage and Salary Survey. This survey is a comprehensive guide to salary information from our member companies.

HURLEY MEDICAL CENTER FLINT, MI

Human Resource Consultant (project), 1/2011-4/2011

- Diagnosed organizational issues surrounding FLSA compliance
- Developed methodologies to detect and prevent non-compliance
- Reviewed, analyzed, and compiled job description and salary data to determine FLSA status
- Made recommendations to management to correctly classify jobs

DELOITTE & TOUCHÉ Detroit, MI

Auditor In-Charge, 9/2004-9/2008

- Performed substantive audit procedures on employee benefit plans, including contributions, participant loans, benefit payments, claims payment, demographic details, and participation
- Trained junior staff on industry specific business and accounting matters
- Performed audits and supervised the performance of audits in accordance with GAAS
- Performed a review of work papers to assure the adequacy of our documentation, its completeness, and its ability to support the reports being rendered
- Drafted financial statements, footnotes, and applicable disclosures
- Planned and contributed to the development of relationships between clients and audit team
- Researched accounting issues to determine appropriate guidance

Major Clients Served: Gaming & Hospitality, Entertainment, HMO Insurance, Automotive

KPMG St. John's, Antigua (Eastern Caribbean)

Audit Associate, 2/2001-7/2003

- Planned and performed financial statement audits and reviews
- Compiled and reviewed monthly and yearly management accounts
- Compiled financial statements
- Delegated audit responsibilities, and reviewed work performed by junior staff

Major Clients served: Construction, Property Development, Hotel, Offshore Banking, Pharmaceutical

EDUCATION

EASTERN MICHIGAN UNIVERSITY Ypsilanti, MI

Master of Science, Human Resources and Organizational Development

BOWLING GREEN STATE UNIVERSITY Bowling Green, OH

Master of Accounting, Financial Reporting and Auditing

ANDREWS UNIVERSITY Berrien Spring, MI

Bachelor of Science, Business Education Emphasis: Business Administration

Associate of Science, Business Administration

OTHER SKILLS AND TRAINING

Passed the PHR exam; excellent oral and written communication skills; Microsoft Office (Word, Excel, PowerPoint and Outlook); Google Productivity Tools; Asana, Zip recruiter.

LUCILLE BINNS

734-330-9289 | lucy@amycelltalent.com | [linkedin.com/in/lucillebinns](https://www.linkedin.com/in/lucillebinns)

A diligent administrator with exceptional problem-solving and interpersonal skills.

AMY CELL, LLC, Ypsilanti, MI

Senior Associate Consultant, 1/2018 - Present

- Functions as an Account Manager for multiple tech-focused recruitment efforts including researching technical requirements and implementing recruitment best-practices.
- Maintains professional and responsive correspondences with clients and job-seekers.
- Handles organizational aspects of multiple client-facing databases and projects.
- Participates in networking events to improve and grow contact pool.

HABITATERY, Ann Arbor, MI

Office/Accounts Manager, 5/2017 - 10/2017

- Responsible for all financial transactions and decision making - payroll processing, accounts payable/receivable, daily reconciliation, and report creation for use by owner.
- Researched, presented and implemented new organizational/project management system for use office-wide.
- Decreased company overhead through the evaluation and negotiation of vendor partnerships.
- Functioned as “go-to” for all unexpected problems, whether they were financial, technological, human resource, or customer service related.
- Managed all major company projects, both independently and as a team leader, including the creation and implementation of a new marketing/outreach system and strategy.
- Recruited, interviewed, and trained entirely new staff within one month.
- Managed day-to-day office operations, including supply ordering, staff management, and scheduling.

RANDSTAD, Ann Arbor, MI

Recruiter, 2/2016 - 3/2017

- Knowledgeable regarding workplace requirements and applicant qualifications for multiple sites.
- Eagerly accepted new projects and routine tasks related to the management of over 100 employees.
- Scheduled appointments and managed calendars for multiple Site Managers.
- Created and posted attractive and informative job listings.
- Demonstrated comfort with multitasking in the use of phone, email, and social media to recruit candidates.
- Processed and filed onboarding and payroll documents with a high attention to detail.
- Conducted both pre-hire and exit interviews while demonstrating good judgement and tact in hiring decisions.

MICHIGAN DIGITIZATION PROJECT, Ann Arbor, MI

Document Scanner Lead 1, 11/2013 - 10/2015

- Trained and managed all new operators, while also motivating and assisting current operators in meeting weekly production goals digitizing and preserving a variety of books and pamphlets.
- Led a team ranging between 18 and 25 operators with varying experience to unprecedented quality ratings
- Presented and analyzed current production numbers with individual operators

EDUCATION

TULANE UNIVERSITY, New Orleans, LA - Studied Ecology and Evolutionary Biology, 2009 - 2013

Cover Letter

Dear City Council,

It is my pleasure to submit to you my proposal for Human Resources Consulting Services for the City of Fraser, Michigan.

BW Human Resource Consulting is located in Mt. Clemens, MI and was founded in 2016 and is a single member LLC that specializes in strategic and creative human resources solutions for a variety of industries including, but not limited to, government, healthcare, accounting, information technology and manufacturing. BW Human Resource Consulting focuses on improving the bottom-line by reducing your overall HR costs and eliminating your risk. We will work to understand the City of Fraser's culture and environment to ensure all solutions are customized specifically for the City.

I worked for Macomb County Government as the HR Director for the county's medical care facility, Martha T. Berry. Through this role, I gained exposure and understanding of the public sector, navigating the delicate relationships between the board, management and the community and with this knowledge I have continued to work with public agencies, including higher education.

My philosophy is that "not one person can know it all" and I have assembled and developed a team of 10 consultants in all facets of HR who have also specialized as they have progressed throughout their careers. For example, I have a compensation consultant, a labor consultant, a recruitment & retention consultant, and a benefit broker on my team. By using these resources, we will provide the best solutions to you and also provide a single point of contact. The designated consultant for the City of Fraser would have these resources behind him/her. BW Human Resources Consulting is ready to assist the City in planning, organizing, managing and directing the City's human resources functions and operations

Thank you for this opportunity, I look forward to serving your community.

Deanna Willmarth, President

Background & Project Summary

BW Human Resources Consulting has extensive background working with government and public sector employers. As a former Macomb County Government employee, owner Deanna Willmarth is familiar with navigating the relationship between the Executive Office, the board and the public. This direct experience brings a perspective only available to individuals with direct work experience in a government entity. Like Deanna, all of the key personnel dedicated to the City of Fraser have extensive human resources and payroll background, and have direct experience in governmental entities.

Every consultant at BW Human Resource Consulting has worked or consulted for a government entity. This unique experience will assist us with assessing, recommending and solving the most complex human resources challenges the City of Fraser may have. This experience also enables our team to quickly establish credibility with management and union leadership.

Project Scope & Qualifications

Employment offers and non-union employment contracts, employment application forms/criteria, advertising of job opportunities, application intake processing and vetting applicants and participating in (or providing training for) applicant interviews

We review the entire staffing, recruiting and onboarding process.
To include:

- Staffing Strategy
- Reviewing & Revising Current Job Descriptions
- Ensuring FLSA Compliance
- Creating a Compliant Application Form
- Preparing Interview Questions
- Creating a Compliant Job Offer
- Preparing Defendable Employment Contracts
- Using Social Media to Attract Talent
- Onboarding
- Training Hiring Managers on the Legal Requirements in the Hiring Process
- Establishing Protocols and Policies to Address Candidates not Passing Background Requirements

BWHRC Responsibility – 80%

City of Fraser Staff Responsibility – 20%

Case Study

OAKLAND COMMUNITY COLLEGE

Capitalizing on Oakland Community College's current technology, streamlined the entire new hire process. Beginning with position control and the requisition process and ending with onboarding. Amended current union contracts to revise the hiring process language to incorporate the new process. Days to fill reduced by 50% and the entire process is now online, including fillable new hire paperwork with electronic signatures and digital record filing. Additionally, drafted a policy to address unfavorable background checks, within the guidelines of the Fair Credit Report Act. Implemented E-verify and integrated the applicant tracking system, the payroll system and the background check system into one seamless process.

Conducting performance reviews and creating/evaluating clearly defined goals for personnel	We work directly with supervisors to establish goals and set clear expectations with their staff. To Include: • Preparing a Compliant Performance Review Template • Training Supervisors on How to Conduct a Performance Review • Aligning the City's Mission with Expectations • Establishing Check in Points with Supervisors and Employees • Implementing Performance Improvement Plans for Poor Performing Employees BWHRC Responsibility – 90% City of Fraser Staff Responsibility 10%
Case Study. Constellium Automotive USA Collaborating with the leadership team, identified specific traits each employee must have to align with the company's mission and vision. These traits, along with specific core competencies were incorporated into a performance review document. Managers were trained on the value each trait contributed to the overall mission and were also trained on the importance of setting expectations and holding employees accountable. Employees were also trained on how to prepare a self-evaluation. Supervisors were offered assistance with preparing a performance improvement plan for employees not meeting expectations.	
Benefits & Payroll Questions/Calculations	We work with your finance and payroll department, along with your broker to understand the benefit offerings and how the plans integrate with payroll. To Include: • Analyzing Current Benefit Offerings and Communication Plans • Coordinating all Benefit Deductions with Payroll Processing • Embracing Available Technology with Carriers and Outside Vendors • Customizing Reports to Audit and Comply with Contractual Language and Policies Related to Compensation • Conducting Annual Open Enrollment • Offering Creative Voluntary Benefit Choices BWHRC Responsibility – 75% City of Fraser Staff & Benefit Broker – 25%

Case Study
Macomb County Government

Partnering with the current Benefit Manager, analyze and recommend process changes to improve the overall efficiency of the department. Assessed, recommended and managed day to day benefit administration processes. Complete responsibility for implementing a new benefit administration system, processing open enrollment utilizing the new system, preparing standard operating procedures for the benefit specialists and analyzing process flow and efficiencies. Provide leadership coaching to the Benefit Manager and her team.

Compensation Study, Analysis and Recommended Ranges for City Council Approval

We review each job description, task and role in the City, to analyze, compare and research data to prepare an equitable market study.

To Include:

- Utilizing Market Data to Create a Compensation Structure with Grades
- Creating Written Process and Guidelines for Ongoing Administration
- Analyzing Existing Salaries to Ensure Internal Equity
- Requiring Employees to Submit a Job Description Questionnaire
- Evaluating Existing Job Descriptions
- Recommending Edits to Existing Job Descriptions
- Reviewing the Hierarchy and Reporting Structure of all City personnel
- Ensuring FLSA Compliance

Case Study

Oakland Community College

Partnered with the Vice Chancellor for Human Resources to conduct an executive compensation analysis. Met with each member of the Chancellor's executive team to revise and edit existing job descriptions. Researched similar positions at competing community colleges to better align essential functions with salary data. Conducted market research in both private and public sectors and established market factors to establish new salary bands. Identified executive perks, common in higher education and recommended new salary bands and overall pay adjustments for many of the members of the Executive Council.

HR Front Office • Policies • Disciplinary Action • Worker’s Compensation • Exit Interviews • Succession Planning • Employment Law Resources	We are your Human Resources Department Provide onsite Human Resources experts to assist and guide the City Manager with tasks requested by the City Council, City Manager and City Attorney. Offer quick and resourceful solutions to all employment matters. Respond quickly to harassment and discrimination allegations, employee and management disputes and grievances. Act as your Human Resources Director, with a one point of service consultant, dedicated to the City of Fraser.
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Approach

Phase One – Meet with City Manager, City Attorney and City Council to determine who will be involved with the consultation services and who will be the main contact for the onsite consultant. Meet with human resources and payroll personnel to assess immediate risks or compliance exposures. Following the bid specifics, establish a timeline, identify key outcomes and set measurable goals. The scope of work outline and timeline will identify critical projects, high, mid and low level priority projects to be completed along with day to day human resource tasks.

Phase Two – Begin reviewing processes, policies and past practices with identified staff members of the City of Fraser and execute the scope of work and plan identified in Phase 1 to include critical items first. All areas of the scope of work will be reviewed using an audit checklist. Identify opportunities for improvement by utilizing our gap analysis tool.

Phase Three- Execute the plan in order of priority, complete day to day work as established and report monthly on measurable metrics to the City Manager, City Attorney and City Council.

Phase Four- Re-evaluate the plan and timeline as necessary and as may be dictated by the City of Fraser.

Staffing

The City will be assigned a single point of contact (SPOC) and various consultant experts will be available to assist as necessary. Information on the SPOC and the back-up person for the City is listed below along with the Owner’s credentials and key consultant. BWHRC is happy to provide additional information if needed.

Dawn Carion- Point of Contact for City of Fraser

Dawn has over 25 years experience in both the Human Resources environment and Finance environment. She began her career for Plante Moran working specifically as a CPA and Finance consultant for municipalities including the City of Warren. Since then, she has worked in a variety of industries in the public and private sectors including municipalities, colleges, manufacturing, technology and medical. Prior to joining BW HR Consulting, she was the Operations Manager for a mid-size recruiting firm where she was in charge of all human resource functions for over 1000 employees. She has an extensive background in payroll procedures and has married her knowledge of finance operations and human resources to provide clients with bottom line focused approaches that enhance the efficiencies of the department and allow a more employee centered environment.

Lindsey Packer- Back-up to Dawn Carion & HR Specialist

Lindsey has over 15 years experience in the Human Resource field. Prior to joining BW HR Consulting, Lindsey worked for McLaren Healthcare. She is extremely detail oriented and technology savvy which has provided our clients with streamlined processes and efficiencies in all areas of their HR Departments.

Deanna Willmarth - President

Deanna Willmarth is the President of BWHR Consulting, a human resource consulting firm in Southeast Michigan and a Partner in HR Tech Solutions, LLC. She has 20 years of human resource experience in providing strategic solutions for all areas including but not limited to compliance, labor relations, benefit administration, HRIS best practices, training, and payroll. Prior to starting BWHR Consulting, Deanna worked in a variety of industries in human resources including manufacturing, healthcare, and IT. Her last position was the HR Director of a large local public healthcare facility with four unions. Technology consulting, implementation and support has been a primary focus for Deanna throughout her career. She brings an in depth understanding of HR Practices and experience in over 25 HRIS/Benefit Administration systems to both HR Tech and BWHRC. Deanna is the Co-President of Oak Mac SHRM, a local chapter of the Society of Human Resource Management

Leslie Garoufalis - Consultant

Leslie has been involved in various forms of Benefits Administration and Human Resources during her 25 years in the insurance industry. Leslie has served as a Human Resource Manager and Large Account Manager for a Third-Party Administrator. In addition, Leslie also worked as a Large Account Case Manager for an Enrollment Firm where her main responsibility was coordinating open enrollment communication and coordinating a variety of benefit administration enrollment platforms. In 2008 Leslie began working as an

independent contractor serving as a liaison between benefit insurance carriers and their clients to provide strategies and solutions to her clients that improve the overall performance and employee satisfaction. Having spent over 10 years working with clients and brokers it became clear that implementing a robust benefit administration system was the key to streamlining processes and in-turn put the focus on offering competitive compensation and benefit packages to employees. It was then that she began the journey with Deanna to develop HR Tech Solutions and consult with BWHRC.

REFERENCES

Karen Bathanti, Vice Chancellor for Human Resources

Oakland Community College (248) 303-5584 klbathan@oaklandcc.edu

Andrew McKinnon, Director of Human Resources & Labor Relations

Macomb County (586) 201-4445 Andrew.mckinnon@macombgov.org

Dominique Luk, Human Resources Manager

Constellium Automotive USA, LLC (734) 294-9885, dominique.luk@constellium.com

BW HR Consulting will be bound by the Proposal for a period of at least ninety (90) days and will execute an agreement prepared by the City Attorney that is consistent with the RFP and the Proposal within ten (10) days of notification by the City that it has been selected to

The proposer shall, at its own expense and cost, obtain and keep in force during the entire term of the contract insurance coverage in a form satisfactory to the City covering the proposer and all of its agents, employees, or other providers of services and shall name the City, its elected and appointed officials, employees, consultants and agents as an additional insured on a primary and non-contributory basis to the proposers' Commercial General Liability and Professional Liability policies.

Deanna Willmarth, President

6/5/2020



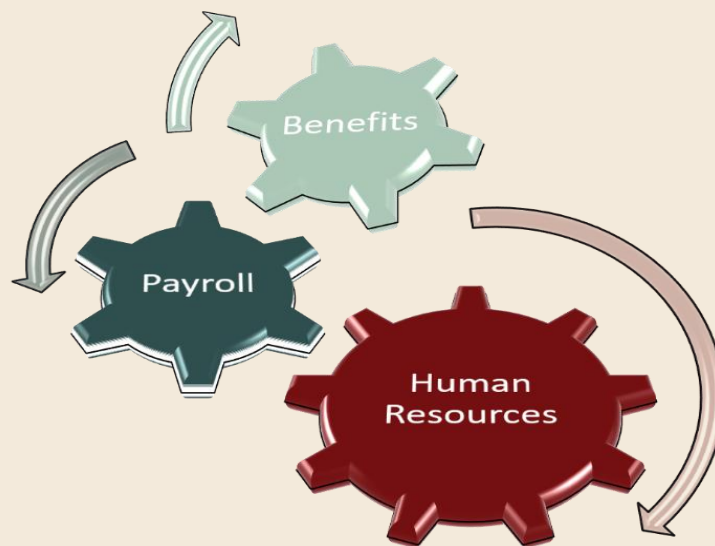
EverythingHR and EverythingHR Financial Services

We Are EverythingHR

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EverythingHR Response HUMAN RESOURCES CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) FOR THE CITY OF FRASER, MICHIGAN



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Cover Letter

You Have Real HR Problems ...

We Have Real HR Solutions with REAL HR RESULTS!

As you already know, running a community is complex. There are already a zillion moving parts, and when you bring employees into the picture, things can get even more complex. Whether you have one employee or 10,000 employees, it can be a challenge to keep it all running smoothly.

That's where EverythingHR comes in. We do one thing – HR. We are human capital experts. We are problem-solvers. We make things simpler. Through strategic human resource initiatives, we help you thrive. Our services are tailored to the unique needs of your city and your employees, whether you need all of our products and services or just a little help here and there.

EverythingHR offers peace of mind – we handle all the intricacies of HR so that you can focus on the things that make your city prosper. We have all the human resource products and services you need under one roof.

SERVICES

Employee Investigation	HR Consultation	Payroll Processing
Employees Personnel File Audit	Updated Job Descriptions	HR Strategic Planning
Virtual Service	Wage Audit	Financial Strategic Planning
Onsite Service	Employee On-boarding	Risk Management
Employee Recruiting	Employee Off-boarding	HR Outsourcing
Employee Handbook	Customized Employee Training	Benefit Management

PRODUCTS

EverythingHRIS	Unemployment Claim Center	Background Checks
Employer Starter Kit	FMLA Center	Business Retirement Plans
Harassment Claim Center	Worker's Compensation Claim Center	Business Owner Insurance
Group Life Insurance	Group Medical Insurance	Employee Assessments

I. Name of the Firm:

El Shaddai Consulting, LLC – DBA EverythingHR

II. The Ownership Type:

Limited Liability Corporation

III. The Year the Firm was Established:

2012

IV. The Firm's Office Location(s):

Rochester Hills, MI | San Francisco, CA | Detroit, MI

V. The Number of Employees:

10

vi. A Description of the Firm's Core Business Lines:

About EverythingHR and EverythingHR Financial Services



EverythingHR is a fully licensed and insured Administrative Service Organization (ASO). EverythingHR provides cost-effective human resource services and products to businesses, government agencies and organizations of varied sizes in industries such as accounting, automotive, banking and finance, construction, education, food and beverage, government, health care, industrial engineering, manufacturing, nonprofit, property maintenance, retail, and transportation. Using strategic human resource initiatives, EverythingHR's mission is to help organizations run smoothly as they grow and add employees. From tailored products and services that fit the unique needs of client businesses and employees to intricate HR tasks, the services of EverythingHR allow businesses and organizations to focus on daily operations.

EverythingHR Financial Services is a fully licensed and insured independent registered investment advisory firm with offices in Michigan and California. We are also the financial services arm of EverythingHR an Administrative Service Organization. EverythingHR Financial Services offers businesses, organizations, and individuals a wide array of financial tools that balance opportunity and risk. Our customized financial services include financial planning, retirement planning, group medical insurance, group life insurance, business insurance, and estate planning.



The EverythingHR Talent Development Institute is a State of Michigan Proprietary School that has been providing innovative and diverse training programs to businesses and organizations of all industries and sizes since 2012. We specialize in leadership, diversity, and harassment training and courses that lead to certification. EverythingHR collaborates with colleges and universities to provide you with continuing education credit for all of our courses.

VII. The Principal(s) of the Firm:

Felicia G. Harris Principal Owner

Background and Project Summary

EverythingHR has a long-standing relationship working with governmental entities. During the COVID-19 Pandemic, EverythingHR was enlisted by the City of Detroit, the Ferndale Downtown Development Authority, Federal, State, and Local officials as a resource for small business owners, helping them navigate financial, unemployment, WorkShare concerns, employer/employee relations, recruiting, benefits, HR and policy matters, reopening strategy, grants, and Paycheck Protection Program planning.

EverythingHR is a recognized, award-winning human resource and diversity leader in Metro Detroit and the Southeast Michigan region. We believe that being open to diversity expands our access to the best talent and allows us to build the best team for our clients' businesses – and our own company. Inclusion allows us to engage that talent. EverythingHR views Inclusion as a behavior. We believe in recognizing, valuing, and fully leveraging our different perspectives and backgrounds to achieve our business goals. This creates an inclusive culture. As human resources providers, EverythingHR assists clients in hiring a workforce that represents both the community and customer base that they serve. We offer Diversity & Inclusion training as well as Harassment training for our clients to help broaden the views and understanding of their leadership and teams.

We know how important it is to attract and retain knowledgeable and skillful employees. We offer a suite of advanced tools and services that provide expert implementation, hosting, and talent management needs. EverythingHRIS is a cloud-based integrated human resource information system that will equip you with all the human resource essential tools you need to fulfill your statement of work.

EverythingHRIS claims center can respond to unemployment claims, FMLA claims, workers compensation claims, and investigate harassment and discrimination claims.



To fulfill your scope of work:

EverythingHRIS cloud-based integrated human resource information system will equip you with all the human resource essential tools you need to “Hire to Drive Business”. Today’s recruits and employees demand that employers have technology that will support them from recruitment to retirement and our proprietary HRIS system checks all the boxes of your scope of work.

We are HR Professionals and NOT Employment Attorneys. When we encounter a situation that is beyond our expertise, we will suggest that the city seek outside counsel. Our proprietary HRIS is connected to the same employment law system that is used by employment law firms. We would use this system to assist with:

- Union and non-union employment contracts and offers
- Employment application forms/criteria
- Advertising of job opportunities
- Application intake
- Processing and vetting applicants and participating in (or providing training for) applicant interviews
- Employee orientations
- Conducting performance reviews and creating/evaluating clearly defined goals for personnel
- Evaluating staffing levels and personnel efficiency
- Benefits and payroll questions/calculations
- Creation of job titles and job descriptions
- Preparing compensation studies, analysis, and recommended ranges for City Council approval
- Development and maintenance of staff and administrative policies and corresponding manuals
- Development of employee discipline protocols and consistency
- Workers’ compensation matters
- Employee leave and vacation policies and usage
- Terminations and departures of employees
- Exit interviews
- Development/modification of employee manuals
- Management and mitigation of personnel issues and internal conflict
- Development of long-term HR considerations, including succession planning and contingency/emergency planning
- Compliance with federal, state, and local laws and regulations pertaining to employment
- Compliance with internal policies and procedures



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EverythingHRIS has a self-serve portal that will allow employees to update their personal information, tax withholding, track and request PTO, pay stubs, w-2's, benefits, sign-up for training, assessments, access employee handbook, submit a harassment claim for confidential investigation and more. Best of all you will be able to track absenteeism on your attendance dashboard. Recruits can upload their resumes, assessments, schedule an interview, track the recruitment process, easily convert to an employee, and view an online orientation to complete their onboarding. It is widely known that employee turnover hurts your bottom line and having an onboarding program is known to increase retention. According to a study by the Wynhurst Group, when employees go through structured onboarding, they are 58% more likely to remain with the organization.

We are accustomed to working 7 days a week and after hours and are confident that we will be able to fulfill your scheduling needs. EverythingHRIS will allow us to collaborate with the City Council, City Manager, City Attorney, and employees virtually and onsite.

Approach

- We will meet with all of the stakeholders to discuss the scope of work and establish a schedule to review the strategic plan.
- We would begin an internal audit of the city's current policies and procedures and highlight your top strategic objectives and identify what needs to be fixed and implemented from a compliance perspective.
- Our IT department will work with your IT department to begin implementing and customizing your HRIS.
- To gather past recruiting data, we will perform recruiting metrics
- Review and develop job descriptions
- Review prior performance reviews
- Conduct a compensation analysis
- Create an orientation program
- Meet with the finance department to gather data for revenue to headcount study
- Create recruiting strategy
- Schedule meetings with all HR vendors to review all contracts
- Design HRIS training for City Council, City Manager, and employees
- Implement and Evaluate Approach with all stakeholders
- Review/Create social media HR channel for employees and recruits

Example of our recruiting and job evaluation process in EverythingHRIS.

1. If former job descriptions exist, we will meet with the employees and supervisors to determine if any changes need to be made.

If no job descriptions exist, we would meet with employees and supervisors to discuss the responsibilities and essential functions of the position.

2. Have stakeholders review a draft of the job description
3. Based on the job description created, we will conduct a salary evaluation

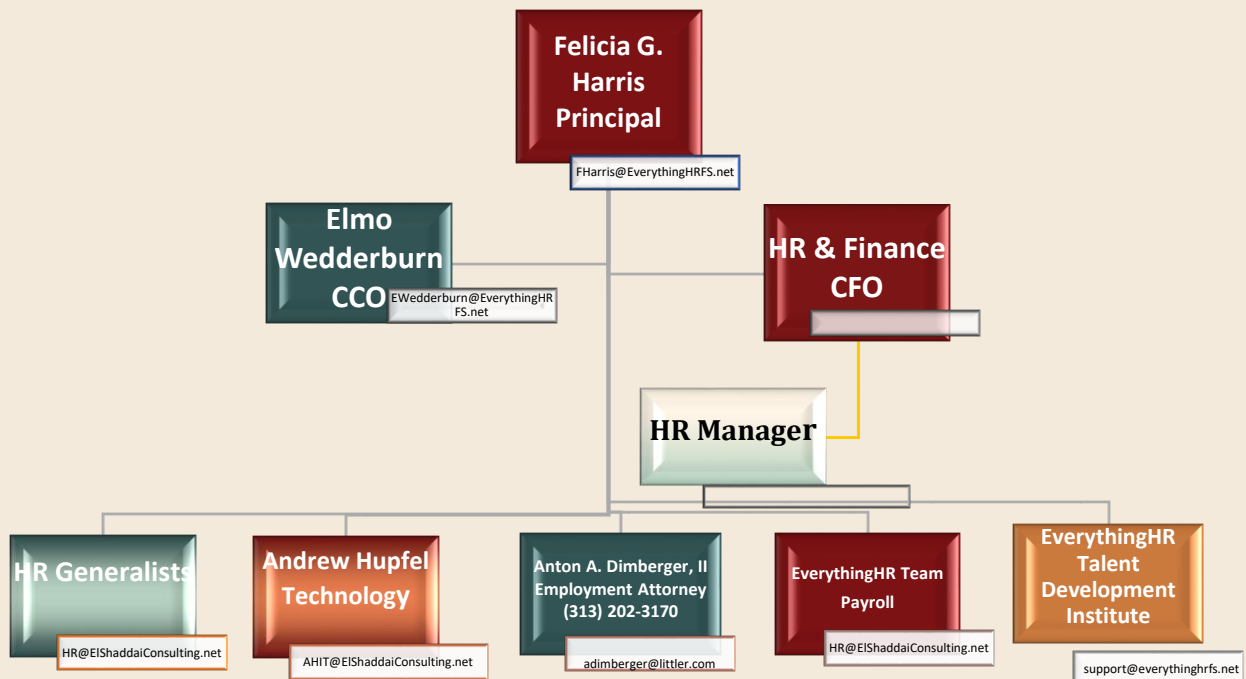
4. Based on the job description created, we will create interview questions
5. Create a performance review from the job description
6. Create an interview evaluation form
7. Determine the best job search platform
8. Begin search

Please note that this detailed process applies to all of the HR functions within our HRIS.

Staffing

EverythingHR's vision is to provide human resources products and services to assist businesses and organizations in obtaining full employment in their communities. We are a group of experienced professionals with over 200 years of combined experience that can help your organization thrive. Our clients do not hire an individual but a team of professionals. We have Financial professionals, Employment Attorneys, HR Professionals, Certified Coaches, and Trainers that can assist you with your needs virtually and onsite.

We are providing you with an organization chart of all the departments that will be working on this contract.



Qualifications of Key Personnel

ABOUT FELICIA G HARRIS – LEAD CONSULTANT



An award-winning Human Resources Innovator and financial expert, **Felicia G. Harris** is the Principal and CEO of **EverythingHR** and **EverythingHR Financial Services** in Rochester Hills, Michigan. She also is the founder of the **EverythingHR Talent Development Institute**. Ms. Harris has more than 30 years of HR experience and more than 20 years of employee organizational and professional development training experience. During the COVID-19 Pandemic, Felicia Harris was enlisted by the City of Detroit the Ferndale Downtown Development Authority, federal, state, and local political leaders, as a resource for small business owners, helping them navigate financial, unemployment and Work Share concerns, HR and policy matters, reopening strategy, grant, and Paycheck Protection Program planning.

Ms. Harris has worked with and counseled C-Level management her entire professional career. Ms. Harris has 30-plus years of executive leadership experience in the financial industry. She has overseen over \$1 billion in assets and served in the financial industry as a Vice President and CERTIFIED FINANCIAL PLANNER™ for more than 30 years. Felicia is a sought after certified trainer who has worked with organizations such as the U.S. Small Business Administration, TechTown Detroit, the Macomb-Oakland University Incubator, Michigan Minority Supplier Development Council, Michigan Economic Development Corporation, the Great Lakes Women's Business Council, and Macomb Community College, helping hundreds of small businesses, organizations, and startups.

Felicia G Harris has a BBA in Finance and an International Business Certificate from the University of Detroit. She earned her MSA in Human Resource Management from Central Michigan University. Felicia is a Society of Human Resource Management Senior Certified Professional (SHRM-SCP), a Goldman Sachs 10,000 Small Business Alumni. She is IACET Accredited. She is a Financial Advisor, CERTIFIED FINANCIAL PLANNER™, and FINRA Financial Industry Arbitrator. Felicia was also Series 7, 8, 63, 65 as well as Life, Health and Valuable Life Insurance licensed.

Among her many awards are the 2020 **Wiley Company** Opal Award; 2019 **Crain's Detroit Business** HR Excellence Award; 2019 **Crain's** Notable Women of HR Award; 2018 & 2019 **Corp! Magazine** Salute to Diversity Award; 2019 **MichBusiness** Triple Trusted Advisor; **Hour Detroit Magazine** Wealth Manager Award 2013 – 2017; **dbusiness** Wealth Manager Award 2013 – 2017; Great Lakes Women's Business Council Volunteer of the Year 2016; and NAAHR Leadership Award 2015.

Ms. Harris is the author of "**Hire to Drive Business**," a guide for small business multi-generational talent management.

ABOUT ELMO E WEDDERBURN – COMPLIANCE AND BENEFITS

Elmo Wedderburn is the Chief Compliance Officer for EverythingHR Financial Services. Mr. Wedderburn manages the San Francisco office and has been in management for financial



firms for over 25 years. Mr. Wedderburn was series 4, 7, 8, 24, 63, 65 licensed. Mr. Wedderburn attended San Francisco State University and Medgar Evers College and obtained a BBS in Business. He is a FINRA Regulatory Industry Arbitrator and well versed in financial regulatory compliance. Prior to joining EverythingHR Financial Services, Mr. Wedderburn worked for Charles Schwab as Senior Manager of Operation Control, E-Trade Financial as Senior Manager Stock Record, and PaineWebber as Option Margin Supervisor. Mr. Wedderburn has worked closely with C-Level Management his entire professional career. His experience includes: implementing

new systems to increase efficiency, oversight surveillance over customer segregated positions, conducting and managing operations supervision of control audits, validation, and confirmation of financial firm's weekly reserve, Sarbanes-Oxley SOX 404 auditor, SEC 204T Reg. SHO, short sale interest reporting, dividend reporting, reorg reporting, margin, ACATS regulations, financial accounting, financial compliance, financial industry branch training, Tax Lots, trade settlements, stock record reporting, and Prime Brokerage.

ABOUT ANTON A DIRNBERGER II – IN-HOUSE ADVISOR

EverythingHR professionals are not employment law attorneys. Therefore, we have entered into an agreement with Littler Mendleson to provide guidance when needed to us or our



clients. Please note that if the City decides to engage in a relationship with Littler Mendleson, the City would have to enter into a separate contractual agreement outside of any agreement with EverythingHR. Our primary contact is Anton A. Dirnberger II. Mr. Dirnberger represents and counsels clients in all aspects and stages of employment litigation, arbitration, and mediation, including claims based on:

- Title VII of the Civil Rights Act
- The Americans with Disabilities Act
- The Age Discrimination in Employment Act
- The Family and Medical Leave Act
- Michigan's Elliott-Larsen Civil Rights Act
- Michigan's Persons with Disabilities Civil Rights Act
- Michigan's Paid Medical Leave Act
- Discrimination and harassment
- Retaliation

Anton also frequently lectures on employment law issues across the state of Michigan and appears as a co-host on EverythingHR's Owner to Owner podcast.

References

Nicole Sherard-Freeman, Exec Dir, City of Detroit, 313.319.5831, sherardfreemann@detroitmi.gov

Lena Stevens, Exec Dir, Ferndale DDA, 248.546.1632, lena@downtownferndale.com

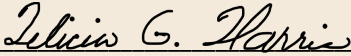
Renee Waraksa, Macomb Comm College, Program Coordinator, 586.498.4112, waraksar@macomb.edu

Michelle Richards, Exec Dir, Great Lakes Women's Council, 734.677.1400, mrichards@greatlakeswbc.org

Amy Rencher, Dir, TechTown, 313.483.7099, amy@techtowndetroit.org

Signing of Proposal

This proposal and fee is good for a period of 90 days and will execute an agreement prepared by the City Attorney that is consistent with the RFP and the Proposal within 10 days of notification by the City that EverythingHR has been selected to perform the services proposed.



Felicia G. Harris
Principal Owner

June 4, 2020

Date

Appendix

Company License and Insurance

License and Insurance	
State of Michigan Licensed	State of California Licensed
State of Michigan Registered Investment Advisor Licensed	State of California Registered Investment Advisor Licensed
State of Michigan Proprietary School Licensed	Human Resource Certified Institute Licensed
Registered Investment Advisor 1,000,000 Liability Insurance	HR Consulting 2,000,000 Liability Insurance



HISCOX INSURANCE COMPANY INC. (A Stock Company)
104 South Michigan Avenue, Suite 600, Chicago, Illinois 60603

Professional Liability Insurance Declarations

This is a "Claims Made and Reported" Policy in which Claim Expenses are included within the Limit of Liability unless otherwise noted. Those words (other than the words in the captions) which are printed in Boldface are defined in the Policy.

Policy No.:	UDC-1472277-EO-20		
Renewal of:	UDC-1472277-EO-19		
1. Named Insured:	EI Shaddai Consulting, LLC		
2. Address:	1055 South Blvd E Ste 225 Rochester Hills, MI 48307		
3.A. Limit of Liability:	\$ 2,000,000	Each Claim	
3.B.	\$ 2,000,000	Aggregate for all Claims	
4. Deductible:	\$ 0	Each Claim	
5. Notice:	Phone: 866-424-8508 Email: reportclaim@hiscox.com Mail: Hiscox 520 Madison Avenue-32nd Floor Attn: Direct Claims New York, NY, 10022		
6. Policy period:	From:	July 11, 2020	To: July 11, 2021
At 12:01 A.M. (Standard Time) at the address shown above.			
7. Retroactive Date:	August 1, 2013		
8. Premium:	\$ 799.00		
9. Attachments:			

DPL D001 CW (01/10) - Professional Liability Errors & Omissions Insurance Declarations
DPL E5018 CW (01/10) - Management/Business Consulting Services Endorsement
DPL E5038 CW (01/10) - Training Services Endorsement
DPL E5112 MI (03/17) - Michigan Amendatory Endorsement
DPL E5424 CW (02/15) - Blanket Additional Insured Endorsement (PL)
INT N001 CW (01/09) - Economic And Trade Sanctions Policyholder Notice

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**CERTIFICATE OF INSURANCE**

NOTICE: This insurance provides professional liability (E&O) insurance coverage for properly licensed RIAs and Financial Planners. It is written on a "claims-made and reported" basis and applies only to "written claims" first made against an insured and reported to the Company during the Named Insured's Policy Period. No coverage exists for claims first made or reported after the Named Insured's Policy Period unless an extended reporting period applies. Defense costs reduce the Limits of Liability and are subject to the Retention. Please review the policy carefully and discuss the coverage with your insurance agent or broker. This certificate of insurance does not amend, extend, or alter the coverage afforded by the insurance policy, and coverage is subject to all of the terms, conditions and exclusions of the policy. No coverage exists if the representations made on the named insured's Application for Insurance are discovered to be false. Coverage is in-force only if premium payments are current.

NAMED INSURED:

HARRIS, FELICIA G
1055 SOUTH BLVD E SUITE 225
ROCHESTER HILLS, MI 48307

PRODUCER:

JASON ROGERS CA LICENSE # 0K64122
8430 ENTERPRISE CIRCLE, STE 200
LAKEWOOD RANCH, FL 34202

COMPANY AFFORDING COVERAGE: NATIONAL CASUALTY COMPANY

COVERAGE: THIS IS TO CERTIFY THAT THE INSURED LISTED ABOVE IS COVERED UNDER THE POLICY OF INSURANCE LISTED BELOW, FOR THE CERTIFICATE PERIOD INDICATED. THE INSURANCE AFFORDED BY THE POLICY DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY.

Policy Number	Certificate Period		Limits of Liability: Each Claim	Limits of Liability: Aggregate
FNO0001734-VA-10-07	1/1/2020	1/1/2021	\$1,000,000	\$1,000,000

COVERAGE:

Fixed Life, Accident, and Health
Medicare Advantage and Medicare Supplemental
Disability Income Insurance
Fixed/Indexed Annuities
Variable Products including Annuities
Mutual Funds & Unit Investment Trusts
Series 7
RIA/Fee Based Investment Advisory Activities

RETENTION AMOUNT: Each Claim

\$1,000
\$1,000
\$1,000
\$1,000
\$5,000
\$5,000
\$5,000
\$3,500

NOTICE OF CLAIMS:

National Casualty Company c/o Prosurance Group, Inc.
2685 Marine Way, Suite 1408
Mountain View, CA 94043

SPECIAL PROVISIONS:

Named Insured's Endorsements attached at Certificate Inception:

DATE: 6/3/2020

BY
Authorized Representative

This certificate of insurance is not a contract of insurance. It is merely evidence of insurance provided under a Master Policy. Covered claims are paid in accordance with the terms of the Master Policy. Coverage is provided based on representations made on the named insured's Application for Insurance. Failure to provide true responses to any of the questions on the Application for Insurance will result in the immediate voiding of the insurance coverage issued and/or the denial of claims asserted against the named insured. A Policy Aggregate of \$25,000,000 applies under the Master Policy except with respect to NY insureds. A complete copy of the policy is available at www.napa-benefits.org/geo. In case a business name appears on this certificate, coverage for that business is limited to that business's vicarious liability for the covered wrongful acts of the individual named insured. Applicant must notify the Company within 10 days of any material change in the nature of Applicant's business (including, without limitation, any changes with respect to fines, complaints, claims, income, or the kind of products sold or services provided). Keep this document in a safe place. It is evidence of your insurance coverage.

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Contact Us with Any Questions

586.461.1400 Office

586.461.1181 Fax

1055 E. South Blvd Suite 225 Rochester Hills, MI 48307

www.EverythingHR.net

Professional Liability Insurance Declarations

This is a "Claims Made and Reported" Policy in which Claim Expenses are included within the Limit of Liability unless otherwise noted. Those words (other than the words in the captions) which are printed in **Boldface** are defined in the Policy.

Policy No.:	UDC-1472277-EO-20		
Renewal of:	UDC-1472277-EO-19		
1. Named Insured:	EI Shaddai Consulting, LLC		
2. Address:	1055 South Blvd E Ste 225 Rochester Hills, MI 48307		
3.A. Limit of Liability:	\$ 2,000,000	Each Claim	
3.B.	\$ 2,000,000	Aggregate for all Claims	
4. Deductible:	\$ 0	Each Claim	
5. Notice:	Phone: 866-424-8508 Email: reportclaim@hiscox.com Mail: Hiscox 520 Madison Avenue-32nd Floor Attn: Direct Claims New York, NY, 10022		
6. Policy period:	From:	July 11, 2020	To: July 11, 2021
At 12:01 A.M. (Standard Time) at the address shown above.			
7. Retroactive Date:	August 1, 2013		
8. Premium:	\$ 799.00		
9. Attachments:			

DPL D001 CW (01/10) - Professional Liability Errors & Omissions Insurance Declarations
 DPL E5018 CW (01/10) - Management/Business Consulting Services Endorsement
 DPL E5038 CW (01/10) - Training Services Endorsement
 DPL E5112 MI (03/17) - Michigan Amendatory Endorsement
 DPL E5424 CW (02/15) - Blanket Additional Insured Endorsement (PL)
 INT N001 CW (01/09) - Economic And Trade Sanctions Policyholder Notice



CERTIFICATE OF INSURANCE

NOTICE: This insurance provides professional liability (E&O) insurance coverage for properly licensed RIAs and Financial Planners. It is written on a "claims-made and reported" basis and applies only to "written claims" first made against an insured and reported to the Company during the Named Insured's Policy Period. No coverage exists for claims first made or reported after the Named Insured's Policy Period unless an extended reporting period applies. Defense costs reduce the Limits of Liability and are subject to the Retention. Please review the policy carefully and discuss the coverage with your insurance agent or broker. This certificate of insurance does not amend, extend, or alter the coverage afforded by the insurance policy, and coverage is subject to all of the terms, conditions and exclusions of the policy. No coverage exists if the representations made on the named insured's Application for Insurance are discovered to be false. Coverage is in-force only if premium payments are current.

NAMED INSURED:

HARRIS, FELICIA G
1055 SOUTH BLVD E SUITE 225

ROCHESTER HILLS, MI 48307

PRODUCER:

JASON ROGERS CA LICENSE # 0K64122

8430 ENTERPRISE CIRCLE, STE 200
LAKEWOOD RANCH, FL 34202

COMPANY AFFORDING COVERAGE: NATIONAL CASUALTY COMPANY

COVERAGE: THIS IS TO CERTIFY THAT THE INSURED LISTED ABOVE IS COVERED UNDER THE POLICY OF INSURANCE LISTED BELOW, FOR THE CERTIFICATE PERIOD INDICATED. THE INSURANCE AFFORDED BY THE POLICY DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY.

Policy Number	Certificate Period		Limits of Liability: Each Claim	Limits of Liability: Aggregate
FNO0001734-VA-10-07	1/1/2020	1/1/2021	\$1,000,000	\$1,000,000

COVERAGE:

	RETENTION AMOUNT: Each Claim
Fixed Life, Accident, and Health	\$1,000
Medicare Advantage and Medicare Supplemental	\$1,000
Disability Income Insurance	\$1,000
Fixed/Indexed Annuities	\$1,000
Variable Products including Annuities	\$5,000
Mutual Funds & Unit Investment Trusts	\$5,000
Series 7	\$5,000
RIA/Fee Based Investment Advisory Activities	\$3,500

NOTICE OF CLAIMS:

National Casualty Company c/o Prosurance Group, Inc.,
2685 Marine Way, Suite 1408
Mountain View, CA 94043

SPECIAL PROVISIONS:

Named Insured's Endorsements attached at Certificate Inception:

DATE: 6/3/2020

BY
Authorized Representative

This certificate of insurance is not a contract of insurance. It is merely evidence of insurance provided under a Master Policy. Covered claims are paid in accordance with the terms of the Master Policy. Coverage is provided based on representations made on the named insured's Application for Insurance. Failure to provide true responses to any of the questions on the Application for Insurance will result in the immediate voiding of the insurance coverage issued and/or the denial of claims asserted against the named insured. A Policy Aggregate of \$25,000,000 applies under the Master Policy except with respect to NY insureds. A complete copy of the policy is available at www.napa-benefits.org/eo. In case a business name appears on this certificate, coverage for that business is limited to that business's vicarious liability for the covered wrongful acts of the individual named insured. Applicant must notify the Company within 10 days of any material change in the nature of Applicant's business (including, without limitation, any changes with respect to fines, complaints, claims, income, or the kind of products sold or services provided). Keep this document in a safe place. It is evidence of your insurance coverage.



June 1, 2020

Mr. Wayne O'Neal
City Manager
City of Fraser
33000 Garfield Rd.
Fraser, MI 48026

Dear Mr. O'Neal,

Thank you for the opportunity to respond to the City's Request for Proposal (RFP) for Human Resources Consulting Services.

GovHR USA, LLC ("GovHR") is a human resources and management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are in Northbrook, Illinois with professional consultants located across the country. The firm is supported by 13 full and part-time employees and is supplemented by over 30 independent consultants including three based in Michigan. The owners, senior staff and consultants have many years of experience working in local government.

GovTemps USA, LLC ("GovTemps") is the interim staffing line of business of GovHR. It was formed in 2011 and focuses on providing short, long-term, and project-based staffing solutions exclusively to local governments. As of May 2020, GovTemps has assisted more than 180 local governments in 16 states with over 500 different positions. Senior Vice President Michael Earl manages GovTemps and will serve as the administrative liaison on this project.

GovTemps has direct experience with the approach for HR consulting services that is being initiated by the City. We are currently working with the Village of Bradley, IL, a suburban community of Chicago, on a similar assignment. Be assured that GovTemps will work diligently to address the objectives set forth in the RFP and looks forward to the opportunity to work with the City.

Sincerely,

A handwritten signature in cursive script, reading 'Joellen Cademartori'.

Joellen Cademartori
Chief Executive Officer
GovHR USA/GovTemps USA

Proposal for Human Resources Consulting Services

June 1, 2020

PROJECT APPROACH AND METHODOLOGY

Human Resources Consultant – Tracy McLaughlin

The project components as identified in the Scope of Work will be managed by GovTemps employee and Human Resources (HR) Consultant Tracy McLaughlin. GovTemps and the City will enter into an Employee Leasing Agreement (ELA) to retain the services of Ms. McLaughlin. A draft ELA is attached.

At the start of the project, Ms. McLaughlin will conduct a human resources assessment of existing City policies and procedures, and practices. This will include meeting with relevant City staff to understand where the City stands relative to an organization that reflects human resources best practices in local government. Completion of the report can likely be developed late summer/early fall depending on City needs and expectations.

The assessment report will be submitted to City staff along with a prioritization of tasks and estimated timeline to review and implement. Concurrently, Ms. McLaughlin expects to complete high-level HR tasks herself while assigning other tasks to an on-site Human Resources Generalist (see below).

It is expected that Ms. McLaughlin will work an average five to 10 hours per week for a 12-month term assignment. More hours per week are expected during the assessment stage. Ms. McLaughlin will develop and submit regular project updates to the workplace supervisor at a frequency determined by the City.

Human Resources Generalist - To Be Determined

A Human Resources (HR) Generalist position is expected to handle daily HR activities and any assigned project work. The position will be sourced and candidates vetted by GovTemps with the City making the ultimate selection. Like the HR Consultant, the HR Generalist will be an employee of GovTemps and will require a separate Employee Lease Agreement.

The number of hours worked per week and the duration of the contract will be determined in consultation with the City but is expected to be at least 24 hours per week. The HR Generalist will be expected to work onsite at City offices, subject to City preferences and requirements.

GovTemps is confident it can present qualified candidates to fill the position within a few weeks of being asked to do so. The HR Generalist's work will be assigned by Ms. McLaughlin in conjunction with the City's designated workplace supervisor.

Work Performed by Others - Outside Firms and GovHR Michigan Based Consultants

Several of the HR tasks outlined in the Request for Proposal (RFP) could be provided by an outside firm. These include developing a personnel manual, drafting position descriptions, conducting a classification and compensation study and employee succession plan. It is expected that Ms. McLaughlin will offer a recommendation to City staff as to whether it is more efficient and cost effective to complete these tasks in-house or through a firm via an RFP. GovHR welcomes the opportunity to bid on any such proposals.

There are other special projects that may be identified during the assessment stage or requested by the City. In these cases, Ms. McLaughlin will work with Michigan based GovHR Vice Presidents Ryan Cotton and/or Jaymes Vettraino. These projects may include organizational studies, executive recruitment, assessment centers, executive performance evaluation, etc.

WHY GOVTEMPS?

The following are reasons in support of GovTemps proposal.

Professional Expertise. Tracy McLaughlin will be serving as the City's Human Resources consultant to oversee implementation of this project. She possesses a broad and deep understanding of human resource issues at the local government level and a focused commitment and dedication to completing assigned tasks.

Resources. The City team and Tracy McLaughlin will have the resources of GovHR at their disposal. Whether it is through professional consultation (no additional charge) or a specific special project that may be awarded to GovHR, the City is guaranteed of receiving broad back-office support from GovHR.

Team Approach. The work performed by Ms. McLaughlin and the HR Generalist will be as directed and per the guidance set by the City. The City will be kept apprised of the status of projects and asked to provide direction on key decisions along the way. Hours worked and the weekly work schedule, as well as the tasks performed will be determined by the City.

Cost Avoidance. As opposed to hiring its own employees, by partnering with GovTemps avoids the costs associated with employee recruitment and selection as well as the expense of employee health insurance and employee pensions. GovTemps will be responsible for payroll withholdings and employee benefits, and carries workers' compensation, unemployment insurance and professional liability coverage on all employees.

GOV TEMPS – PROJECT CONTACT

Senior Vice President Michael Earl will serve as the GovTemps administrative liaison on this project. Mr. Earl's contact information is:

Michael J. Earl, Senior Vice President
630 Dundee Road, Suite 130
Northbrook, IL 60062
mearl@govhrusa.com - 224-261-8366

REFERENCES

Village of Bradley, Illinois (pop. 15,895)

GovTemps - HR Consultant (Tracy McLaughlin-current) and HR Generalist
Contact: Catherine Wojnarowski, Village Administrator
Telephone: 815-932-2125
cwojnarowski@bradleyil.org

Village of Hinsdale, Illinois (pop. 16,816)

GovTemps - HR Consultant (Tracy McLaughlin-current)
Contact: Kathleen Gargano, Village Manager
Telephone: 630-789-7013
kgargano@villageofhinsdale.org

City of Rochester, Michigan (pop. 12,711)

GovTemps - Interim Deputy Clerk and Interim Executive Assistant (2017 & 2018)
Contact: Blaine Wing, City Manager
Telephone: 248-651-9061
Bwing@rochestermi.org

Northbrook Park District, Illinois (pop. 33,167)

GovTemps – HR Consultant (Tracy McLaughlin – 2018 & 2019)
Contact: Molly Hamer, Executive Director
Telephone: 847-291-2960
mhamer@nbparks.org

City of Rochester Hills, Michigan (pop. 74,272)

GovHR – On-Call Executive Search and HR Services (Jaymes Vettraino, 2016-present)
Contact: Pamala Gordan, Human Resource Director
Telephone: 248-656-4708
gordonp@rochesterhill.org

City of Eastpointe, Michigan (pop. 32,442)

GovTemps – Interim City Manager

GovHR – Executive Search and Assessment Center (Ryan Cotton – 2018 & 2019)

Contact: Elke Doom, City Manager

Telephone: 586-445-3666

edoom@eastpointecity.org**CONCLUDING REMARKS**

In closing, GovTemps, the interim staffing line of business of GovHR, is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the proposal offered by GovTemps will meet and exceed the expectations the City for its human resource services. We appreciate your consideration of this proposal and look forward to the opportunity to work with City officials on this important project.

Attachments:

- ✓ Resume – Tracy McLaughlin
- ✓ GovTemps – Employee Leasing Agreement
- ✓ Consultant Biographies: Ryan Cotton, Michael Earl, Jaymes Vettraino

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **GOVTEMPSUSA, LLC**, an Illinois limited liability company ("GovTemps"), and **THE CITY OF FRASER** (the "Client"). GovTemps and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). GovTemps and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of GovTemps, and GovTemps will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") the Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be amended from time to time by a replacement **Exhibit A** signed by both GovTemps and the Client. GovTemps, as the common law employer of Assigned Employee, has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that GovTemps remove or reassign the Assigned Employee. Any such request will not be unreasonably withheld by GovTemps. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. GovTemps is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. GovTemps has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF GOVTEMPS AND CLIENT

Section 2.01. Payment of Wages. GovTemps will timely pay the wages and related payroll taxes of the Assigned Employee from GovTemp's own account in accordance with federal and Illinois law and GovTemps' standard payroll practices. GovTemps will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that GovTemps may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, GovTemps will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance,

order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, GovTemps will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement.

Section 2.03. Employee Benefits. GovTemps will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. GovTemps may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to GovTemps under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. GovTemps will maintain records of all wages and benefits paid and personnel actions taken by GovTemps in connection with any of the Assigned Employee(s). GovTemps will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of GovTemps. GovTemps will comply with any federal, state and local law applicable to its Assigned Employee(s). GovTemps will comply with the requirements of the federal Patient Protection and Affordable Care Act (ACA).

Section 2.06. Direction and Control. The Parties agree and acknowledge that the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively by the Client's supervisory and managerial employees.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

- (a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from GovTemps' internal and external loss control specialists, GovTemps' workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by GovTemps' workers' compensation carrier. GovTemps and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe work place. GovTemps' rights under this paragraph do not diminish or alter the Client's obligations to the

Assigned Employee under applicable law, or its obligations to GovTemps under this Agreement;

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment;

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements;

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by GovTemps and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with GovTemps regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement;

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining agreement;

(f) The Client must report to GovTemps any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting; and

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to GovTemps within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO GOVTEMPS

Section 3.01. Fees. The Client will pay GovTemps fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits GovTemps paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits

payable under any applicable GovTemps pension and welfare benefit plan or federal, state or local laws covering the Assigned Employee.

Section 3.02. Increase in Fees. GovTemps may increase fees to the extent and equal to any mandated tax increases, e.g. FICA, FUTA, State Unemployment taxes, when they become effective. GovTemps may also adjust employer benefit contribution amounts by providing the Client with a written thirty (30) day notice, provided, such changes in employer benefit contribution amounts apply broadly to all GovTemps employees.

Section 3.03. Payment Method. Every two (2) weeks during the term of this Agreement, GovTemps will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to GovTemps to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or service charges provided by applicable law, GovTemps may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance. The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability and Professional Liability (if applicable) insurance policy or policies (the "Policies"), with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with GovTemps and its relationship to the Policies. At a minimum, the Policies must insure against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to GovTemps one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01.

Section 4.03. Automobile Liability Insurance. If the Assigned Employee drives a Municipal or personal vehicle for any reason in connection with their Assignment, the Client must maintain in effect automobile liability insurance insuring the Assigned Employee, GovTemps and the Client against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by GovTemps on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, GovTemps may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, GovTemps has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to Hire Option. At the end of the Term, the Client may hire the Assigned Employee as a permanent or temporary employee of the Client. The substantial investment of time and resources by GovTemps under this Agreement to place its leased employee with Client is recognized by Client. If after the end of the Term, Client hires Assigned employee as either a permanent or temporary employee it must pay two (2) weeks of the Assigned Employee's gross salary to GovTemps no later than thirty (30) days after the date the Assigned Employee becomes the Client's employee.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges GovTemps' legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with GovTemps, and the Client will not hire Assigned Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law.

Accordingly, the Client understands and agrees that GovTemps is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which GovTemps can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by GovTemps. GovTemps agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") (a) arising out of GovTemps' breach of its obligations under this Agreement, (b) related to the actions or conduct of GovTemps and its related business entities, their agents, representatives, and employees (the "GovTemps Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement, and (c) arising from any act or omission on the part of GovTemps or any of the GovTemps Parties.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the GovTemps Parties harmless from and against all Losses (a) arising out of the Client's breach of its obligations under this Agreement, (b) relating to any activities or conditions associated with the Assignment, and (c) arising from any act or omission on the part of the Client or any of the Client Parties.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification

obligation that it may have to the Indemnified Party, except to the extent that the Indemnifying Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding GovTemps' placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement. Such waiver shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. GovTemps will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of GovTemps.

SECTION 9 DISPUTE RESOLUTION

Section 9.01. Good Faith Attempt to Settle. The Parties will attempt to settle any dispute arising out of or relating to this Agreement, or the breach thereof, through good faith negotiation between the Parties.

Section 9.02. Governing Law/Jurisdiction. If a dispute cannot be settled through good faith negotiation within thirty (30) days after the initial receipt by the allegedly offending party of written notice of the dispute, then the controversy or claim may be adjudicated by a federal or state court sitting in Cook County, Illinois. Venue and jurisdiction for any action under this Agreement is Cook County, Illinois. This Agreement and any amendments hereto will be governed by and construed in accordance with the laws of the State of Illinois.

Section 9.03. Attorneys' Fees. The Parties agree that, in the event of litigation under this Agreement, each Party is liable for only those attorneys' fees and costs incurred by that Party.

SECTION 10 NOTICES

Section 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to GovTemps:

GOVTEMPSUSA, LLC
630 Dundee Road Suite 130
Northbrook, Illinois 60062
Attention: Michael J. Earl
Telephone: 224-261-8366
E-Mail: mearl@govhrusa.com

If to the Client:

City of Fraser
33000 Garfield Road
Fraser, Michigan 48026
Attention: XX
Telephone: XX
E-Mail: XX

[Signatures on following page]

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by GovTemps.

GOVTEMPSUSA, LLC,
an Illinois limited liability company

By 

Name: Joellen J. Cademartori

Title: President and Co-Owner

Effective Date: XXXX

CLIENT

By _____

Name: _____

Title: _____

EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: Tracy McLaughlin

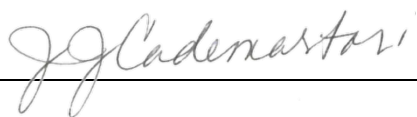
POSITION/ASSIGNMENT: HR Consultant.

POSITION TERM: XX, 2020 – XX, 2021

Agreement may be extended for up to an additional year with mutual agreement of the Parties.

BASE COMPENSATION: \$105/hour. Hours per week will vary but are expected to average 10-15/week. Assigned employee shall be paid for hours worked only. Hours should be reported via- email to payroll@govtempsusa.com on the Monday after the prior work week. The Client will be invoiced every other week for hours worked.

GOVTEMPSUSA, LLC:

By: 

Date: June 1, 2020

CLIENT:

By: _____

Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the Effective Date of this Agreement

EXHIBIT B
Summary of Benefits

The client agrees to reimburse employee for mileage at the current IRS rate including tolls for each trip from the employee's primary place of residence (Naperville, IL) to client offices. The client also agrees to pay for the expense of overnight lodging should it be required at any time during the term.

Tracy McLaughlin

630-800-8442 | btnaperville@gmail.com

Education

Benedictine University - M.S. in Management & Organizational Behavior

The University of Iowa – Bachelor of Arts (English Major, Business Minor)

Senior Professional in Human Resources (SPHR) – expired

Experience

GovTempsUSA – HR Consultant – April 2019 – March 2020

Client: Northbrook Park District – Molly Hamer, Executive Director

- Conducted a HR operational audit of several HR functional areas; recruitment and selection, onboarding and offboarding, performance management, training and risk management through discovery interviews and detailed program review. Compiled comprehensive findings report with recommended action items. Assisting with the implementation of certain action items.
- Led the successful recruitment and selection process for the Director of Marketing and Communications and the Senior Human Resources Manager.

GovTempsUSA – HR Consultant – November 2019 – Present

Client: Village of Bradley, Illinois – Catherine Wojnarowski, City Administrator

- Consultant on a variety of high-level employee and labor relations issues, including negotiations for three collective bargaining agreements (public works, fire and police).

GovTempsUSA – HR Consultant – January 2020 – Present

Client: Village of Hinsdale – Kathleen Gargano, Village Manager

- Consultant on a variety of high-level labor and human resources issues.
- Project lead on their Tyler Munis implementation – Human Resources module. Team member for the Payroll module.

McLaughlin Consulting – Principal Consultant –2006- Present

- Prepare municipal clients for labor negotiations and arbitration. Collect, analyze and prepare complex spreadsheets and exhibits. Work includes data collection on health insurance plan design and costs, wages, total compensation, municipal financial data as well as internal and external comparability.
- Human Resources Consultant for multiple small businesses (under 100 employees). Guide the implementation of modern HR practices as they continue to experience growth and success.
- From 2006 – 2008, while living in California, served as a HR consultant to the Modesto City Employees Association (MCEA). MCEA's 440 members provide essential services in the Public Works, Water, Finance and Information Technology Departments for the City of Modesto.

Beaird Group - Senior Human Resources Consultant – 2008 - Present

Partner with Illinois based clients in real estate, hospitality, construction, financial services and higher education. Primary Projects included:

- **HRIS:** Oversaw solution research and selection processes. Served as internal Project Manager on three system implementations since 2015; UltiPro to ADP, ADP to Paycom and ADP to UltiPro. Managed two clients' implementations of TSheets by QuickBooks and one implementation of TimeClock Plus.
- **Interim Roles:** Director of Human Resources for a small University, Human Resources Business Partner for a real estate management firm, which included payroll duties and interim HR Leadership for a small College.
- **Organizational Review:** Review of HR department structure, systems and initiatives with detailed recommendations for structure realignment and operational changes to drive improved results.
- **Benefits:** Partnered with clients on benefit sourcing and selection to include medical, dental, QSEHRA, and 401(k). Managed ACA compliance for Clients within their HRIS.
- **Employee Relations:** Assisted client to design three reduction in forces, including meeting with affected employees to terminate employment. Worked with managers to develop Performance Improvement Plans for underperforming employees.
- **Employee Handbooks:** Research and developed legally compliant Employee Handbooks for several clients.
- **Recruitment:** Full cycle recruitment.

City of Naperville, Illinois – Human Resources Manager – 2001 - 2004

Human Resources Generalist – 1996 - 2001

- Led, planned and managed the seven-member operational team dedicated to the delivery of employment and employee relations services for the City's 1,000 employees (at the time, 40% unionized).
- Responsible for all recruitment and selection, program and policy development, employee and labor relations, performance management, employee related communications and division budget development and implementation.
- As HR Generalist, served as lead human resources staff to the Police and Fire Departments. Partnered with their Management for recruitment, labor negotiations and employee relations.

VOLUNTEER ACTIVITY

Board of Fire and Police Commission, Naperville, Illinois

2004 – 2005

Commissioner

- Appointed by the Mayor and City Council to a five-member Commission responsible for testing, hiring, promoting and disciplining sworn Police and Fire Department personnel below the ranks of Police Captain and District Fire Chief.

MICHAEL J. EARL

Michael J. Earl is a Senior Vice President responsible for GovTemps USA, a division of GovHR USA, focusing on temporary staffing for local governments nationwide. Mr. Earl's experience as a local government manager and his extensive knowledge of local government operations has positioned him to be uniquely qualified to lead this growing practice.

Mr. Earl has over 30 years of local government management experience working in five suburban communities in the Chicago metropolitan area. He spent most of his career with the Village of Wilmette where he served for 18 years first as Assistant Village Manager and then as its Village Manager from 2000-2008. Mr. Earl also worked as the Director of Human Resources in the City of Des Plaines, an organization of over 325 employees with six employee unions, and most recently as the Director of Community Services for the Village of Lake Zurich where he was responsible for the operations of Public Works and Building, Zoning and Planning.

Mr. Earl has a passion for continuous improvement in local government. Some of Mr. Earl's most notable accomplishments include: pursuing and implementing cost saving efficiencies through collaboration with other government agencies and vendors including a partnership agreement with Lake County, Illinois to provide plan review and inspection services resulting in an annual savings of over \$100,000 (Lake Zurich); organizational training with a focus on customer service and employee and leadership development; personnel policy development and implementation; employee relations including negotiating several collective bargaining agreements; and working with local community groups on community building initiatives.

Throughout his career, Mr. Earl has served in a number of leadership positions with various intergovernmental agencies and special purpose entities including service as President of Northeastern Illinois Public Safety Training Academy (NIPSTA), Chair of the Municipal Insurance Cooperative Agency (MICA), and Chair of the Strategic Plan Committee for the Intergovernmental Personnel Benefit Cooperative (IPBC). Mr. Earl is a Past President of the Illinois Association of the Metropolitan Managers and the Illinois Association of Municipal Management Assistants.

Professional Education, Training and Instruction

- Bachelor's Degree, Northern Illinois University
- Graduate Degree in Public Administration, Northern Illinois University
- Leadership and Motivational Training – Menninger Leadership Center
- Trained Mediator – Center for Conflict Resolution
- Senior Certified HR Professional – SHRM-SCP

Professional Development and Speaking Engagements

- Does an Alternative Staffing Model Work for your Community - IML Annual Conference, 2017
- Succession Planning - IGFOA Downstate Chapter, 2017

Memberships and Affiliations

- International City and County Management Association (ICMA)
- Illinois City/County Management Association (ILCMA)
- Society of Human Resource Management (SHRM)
- President, Northeastern Illinois Public Safety Academy (NIPSTA)
- Chair, Municipal Insurance Cooperative Agency (MICA)
- Chair, Strategic Plan Committee – Intergovernmental Personnel Benefit Cooperative (IPBC)
- President, Illinois Association of Metropolitan Managers
- President, Illinois Association of Municipal Management Assistants

Local Government Background

Over 31 year of experience as a local government management professional

- Director of Community Services, Lake Zurich, IL 2013 – 2016
- Director of Human Resources, Des Plaines, IL 2009 – 2013
- Village Manager, Wilmette, IL 2000 – 2008
- Assistant Village Manager, Wilmette, IL 1990 – 2000
- Assistant to the City Manager, Wheaton, IL 1986 – 1990
- Administrative Intern, Palatine, IL 1984 – 1986

Jaymes Vettrano

Jaymes Vettrano is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes also had the chance to be the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

Professional Education, Training and Instruction, Memberships and Affiliations, Awards and Local Government Professional Background

Professional Education

- Master of Business Administration degree in Management, Lehigh University
- Bachelor's degree in Political Science, Michigan State University, MI

Training and Instruction

- Director of the Center for Social Entrepreneurship and Assistant Professor, Rochester College
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

Memberships and Affiliations

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

Awards

- Selected as one of "Oakland County's Elite 40 under 40" (2015)
- Outstanding Service Award from Michigan Municipal League (2013)

Local Government Professional Background

- | | |
|---|--------------|
| • Director of the Center for Social Entrepreneurship, Rochester College, MI | 2015-Present |
| • City Manager, Rochester, MI | 2008-2015 |
| • Town Manager, Kutztown, PA | 2003-2008 |
| • Manager of Pen Argyl, PA | 1998-2003 |

Ryan Cotton

Ryan Cotton is a Vice President with GovHR USA and has over 35 years of experience as a local government management professional in four communities in two states including Montpelier, Vermont and Grand Haven, Spring Lake and Holland, Michigan as a Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. New intergovernmental cooperation and automatic emergency service agreements improved public safety. New at-risk youth and community police programs were initiated that helped reduce juvenile crime by 57%. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, Mr. Cotton supervised and strengthened the joint Police Department for Spring Lake and Ferrysburg that led to major Police Department and Village Hall renovations. New intergovernmental agreements with Spring Lake Township and City of Grand Haven resulted in shared and expanded services. Capital project grant financing, fiscal efficiencies, increased service demands, and brownfield redevelopment were a focus in each community. Significant water, sewer, street, and other capital asset projects were completed, as well as blighted and obsolete buildings removed via new commercial development from a variety of economic development tools. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans. His tenure also included building regional and state agency consensus for a multi-community connector path across the Grand River.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton achieved voter approval of \$12 million in bonds and grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building.

In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services such as central dispatch, electric and municipal utilities, and was appointed to statewide boards, including the Michigan and Vermont municipal executive boards. Mr. Cotton also assisted the City Managers of Lake Forest, Illinois and Upper Arlington, Ohio earlier in his career.

Mr. Cotton holds a Bachelor's and Master's degree in Public Administration from Miami University of Ohio and the University of Kansas respectively, as well as a Master's in Political Science from Western Michigan University. He served on several accreditation teams for the National Association of Schools of Public Administration (NASPAA). Mr. Cotton currently teaches public administration and political science courses at Hope College and Grand Valley State University in their Bachelor's and Master's programs including strategic management, organizational dynamics and local politics.

Professional Education, Training and Instruction

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH
- International City/County Association Credentialed Manager

Professional Development and Speaking Engagements

- Adjunct Instructor, Grand Valley State University
- Adjunct Instructor, Hope College
- West Michigan Green Infrastructure Conference, Municipal Stormwater Policy and Funding, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015.
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014.
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009.
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013.
- Michigan City Management Association (prior to becoming the Michigan Municipal Executives), Community Information Systems, Ypsilanti, Michigan, 1999.
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998.
- Vermont Association of Realtors, Impact Fees and Cities, 1988.
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988.
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984.

Memberships and Affiliations

- Former Board of Directors, Michigan Local Government Managers Association
- Former Board of Directors, West Michigan Strategic Alliance

Awards

- Outstanding Municipal Management Achievement, Vermont Town and City Management Association
- Community Collaboration and Economic Development award from the Michigan Municipal League
- Sustainability Champion award from Grand Valley State University in Michigan
- Holland Youth Connections award for 2017

Local Government Professional Background

Over 35 years of experience as a local government management professional

- | | |
|---|-----------|
| • City Manager, Holland, MI | 2012-2017 |
| • Village Manager, Spring Lake, MI | 2002-2012 |
| • City Manager, Grand Haven, MI | 1995-2002 |
| • City Manager, Montpelier, VT | 1986-1994 |
| • Assistant City Manager, City of Upper Arlington, OH | 1984-1986 |
| • Assistant to the City Manager, Lake Forest, IL | 1982-1984 |

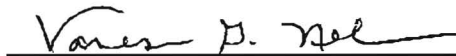
PROPOSAL

Human Resources Consulting Services

Due Date: Thursday, June 18, 2020

For: City of Fraser, Michigan
City Hall
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

Submitted by: *Vanessa G. Nelson, SPHR, CLRL*
President



Expert Human Resources, LLC
2425 S. Linden Road, Suite D126
Flint, Michigan 48532
(810) 813-8732
(810) 213-1489 Fax
vanessa@experthumanresources.com
Tax ID #46-1378919
<http://www.experthumanresources.com>

City of Fraser
City Hall
33000 Garfield Road
Fraser, MI 48026

RE: Human Resources Consulting Services

Dear City of Fraser Representative:

Expert Human Resources (EHR), LLC, Minority Business Enterprise (MBE), woman-owned, small business, is pleased and honored to present this proposal to assist the City of Fraser with exceptional, personalized human resources consulting services. We are extremely qualified to assist the City of Fraser with this very important project as we have vast experience in assisting organizations with HR consulting; HR audits; organizational planning/restructuring; recruitment, processing, and vetting applicants; employee training; management coaching; job analyses and job descriptions; policy/procedure/process development; and compliance maintenance. We integrate risk management capabilities, with the goal of exposing non-compliance, and eliminating potential liability; in order to provide clients with the best services.

Our goal is to create great teams and encourage optimal organizational performance by facilitating legal compliance maintenance; human capital maximization; organizational management and planning; process improvement initiatives; streamlined processes; cost saving alternatives; innovative modifications; skill development of staff; and implementation assistance.

We will align our services to the City of Fraser's mission, goals, strategic plan, and company culture. Vanessa G. Nelson, President/Chief HR Consultant, will be responsible for this project; as well as regular communications with the City of Fraser.

What makes us unique? Along with our exceptional services, we provide:

- Immediate contract implementation.
- Personalized, results oriented services, typically one contact person assigned to your organization.
- Certified, experienced consultants with extensive HR experience.
- Cohesive team work with management and staff to facilitate smooth implementation and culture acceptance.
- Regular on-site availability, as needed/agreed; less than 1 hour away. Regular availability by phone, email, etc.

Thank you for the opportunity to submit our proposal. We look forward to working with the City of Fraser. Please feel free to give me a call if you have any questions regarding our proposal.

Sincerely,
Vanessa G. Nelson, SPHR, CLRL
President
(810) 813-8732, vanessa@experthumanresources.com

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<u>Appendix</u>	19
• Copy of Certificate of Liability Insurance	
• Letters of Recommendation	
• EEO Investigator Training in the Federal Sector Training Certification	
• Michigan Minority Business Enterprise Certification	
• Credentials: MSA in HR; Senior Professional in Human Resources; and Certified Labor Relations Leader	

1. Cover Letter

Expert Human Resources (EHR), LLC, Minority Business Enterprise, woman-owned, small business; was founded and organized as a Limited Liability Company in May of 2009, and is located at 2425 S. Linden Road, Suite D126, Flint, Michigan 48532. We are an award-winning, service based, Human Resources solutions company; offering a wide range of services and products, to help companies maintain compliance; avoid litigation; maximize human capital; improve/enhance employee morale and organizational cultures; ensure organization's HR functions are operating optimally; and reduce costs.

Currently, we are a staff of three (3): Vanessa G. Nelson, President and Chief HR Executive; Charley McClendon, Vice President; and Gregory Gibbs, Attorney. We also staff a part time assistant and utilize a pool of expert subconsultants as needed. We are qualified to meet the needs of the City of Fraser both on-site, and remotely, via top-notch technology. Our wealth of human resources experience has been gained through multiple diverse clients over more than 10 years of providing expert HR services.

Our services include:

- HR consulting.
- HR audits.
- Employment law compliance; compliance with federal, state, and local laws and regulations pertaining to employment.
- Compliance with internal policies and procedures.
- Conflict mediation/management.
- Job analysis and job descriptions.
- Labor Relations consulting.
- Compensation studies/schedules/plans/philosophy.
- Policies, procedures, and process development.
- Employee handbook development and updates/revisions.
- Employment application forms/criteria.
- Application intake.
- Processing and vetting applicants and participants in (or providing training for) applicant interviews.
- Employee orientation and onboarding.
- Creating and conducting performance reviews.
- Creating/evaluating clearly defined goals for personnel.
- Evaluating staffing levels and personnel efficiency.
- Creating job titles and job descriptions.
- Employee and management training.
- Executive search recruitments.
- Workplace investigations.
- Outsourced HR services.
- Assistance with terminations and disciplines.

- Development of employee discipline protocols and consistency.
 - Workers compensation matters.
 - Employee leave and vacation policies and usage.
 - Exit interviews.
 - FMLA consulting and assistance.
 - Development of long-term HR plans/considerations, including succession planning and contingency/emergency planning.
-

2. Background and Project Summary

Project Objective – The City of Fraser’s project objective for this proposal is to secure a consultant with the qualifications, expertise, and experience necessary to assist the City in the planning, organizing, managing, and directing of the City’s human resources functions and operations.

The City of Fraser (City) is a municipal corporation, located in the metropolitan Detroit area, in the south central portion of Macomb County, in the State of Michigan. The City has a rather stable population that is currently estimated at slightly below 15,000 residents. The City has a total area of approximately four (4) square miles, and is bordered by the cities of Warren, Roseville, and Sterling Heights, and by the Township of Clinton.

The City is a home rule city with a city manager form of government. The elective officers of the City are the Mayor and six (6) City Council members who are elected for four (4) year terms. The City Council hires the City Manager, who is the chief administrative official of the City with broad executive authority to conduct the day-to-day operations of the City and to carry out the policies adopted by the City Council.

The City currently employs approximately 60 full-time employees who are paid on a bi-weekly basis and receive various employee benefits. The City also employs approximately 25 part-time employees throughout the year. The City consists of a variety of departments, including the City Manager’s office; Assessing; Building and Code Enforcement; City Clerk; Finance (including City Treasurer); Parks & Recreation; Public Safety (police, fire, and emergency medical services); and the Department of Public Works.

Scope of Work

The City is soliciting proposals from qualified, licensed, and insured firms for professional and technical human resources consulting services. Services may include, but may not necessarily be limited to, assistance with, guidance regarding, or direct management of, the following:

- Employment offers and non-union employment contracts.
- Employment application forms/criteria.
- Advertising of job opportunities.
- Application intake.
- Processing and vetting applicants and participating in (or providing training for) applicant interviews.

- Employee orientations.
- Conducting performance reviews and creating/evaluating clearly defined goals for personnel.
- Evaluating staffing levels and personnel efficiency.
- Benefits and payroll questions/calculations.
- Creation of job titles and job descriptions.
- Preparing compensation studies, analysis, and recommended ranges for City Council approval.
- Development and maintenance of staff and administrative policies and corresponding manuals.
- Development of employee discipline protocols and consistency.
- Workers compensation matters.
- Employee leave and vacation policies and usage.
- Terminations and departures of employees.
- Exit interviews.
- Development/modification of employee manuals.
- Management and mitigation of personnel issues and internal conflict.
- Development of long-term HR considerations, including succession planning and contingency/emergency planning.
- Compliance with federal, state, and local laws and regulations pertaining to employment.
- Compliance with internal policies and procedures.

All of the tasks requested by City Council will be undertaken in cooperation with the City Manager, City Council, and City Attorney.

The City may prefer to have a representative of the selected firm at City Hall offices at regular times; as determined by the firm in coordination with the City; as well as for occasional on-site staff meetings, training sessions, and HR functions; for which in-person communication is appropriate. Regular availability via telephone and e-mail is also required. The City Council meets once each month in the evening, and occasional attendance and presentations/updates at City Council meetings will also be required when requested by the City Council.

Our Firm's experience

Expert Human Resources has HR experience with working with municipalities, which include: The Village of Goodrich, Village of Birch Run, and Birch Run Township. Our Vice President, Charley McClendon, has current personal experience working with the City of Flint, Michigan. We have also have extensive HR experience working with similar organizations (please see Qualifications section, page 13).

City Responsibilities

The City shall assign a designee(s) to coordinate EHR's requests; such as assist with scheduling meetings; facilitating interviews; providing information; etc.

3. Approach: Strategy and Timeline

Our firm is ready to provide the HR services needed to fulfil the goals of the City of Fraser. Our approach/strategy is written below.

Project Approach

We are prepared to begin work immediately, upon receipt of a fully-executed contractual agreement. The proposed steps to provide HR consulting services to the City of Fraser are:

1st Step - HR Audit

We recommend that an HR Audit be conducted as the first step of this project; to ensure the HR services administered are essential, cost effective, and aligned to the City's mission and goals. The HR Audit is the process of examining intensely and objectively the organization's HR policies, procedures, documentation, systems, practices, and strategies; to protect the organization from litigation, ensure compliance, reduce risk, establish best practices, and identify opportunities for improvement. An objective review of the employer's "current state" can help evaluate whether specific practice areas are adequate, legal, and/or effective.

Project objectives for the HR Audit include, but not limited to:

- Identify gaps in current HR processes; determine methods to reduce or remove gaps as appropriate to avoid potential risk.
- Determine compliance and appropriate application of employment laws, employee handbook, Collective Bargaining Agreement (CBA), policies, procedures, etc.
- Assess hiring process to ensure appropriate and efficient. Examine work flow and culture.
- Review and analyze HR practices and procedures for compliance and best practices.
- Identify unwritten practices and legal risks associated with them; and detect policies and procedures that are not followed; identify opportunities for new policies and procedures to minimize risk.
- Examine and determine discrepancies between management practices and applicable policy or legal requirements.
- Define unwritten practices and legal risks associated with them.
- Reveal areas of management and employee development; identify need for additional training.
- Determine cost saving opportunities and areas of improvement.
- Recommend improvements based on audit findings, establish best practices, create action plan.
- Define areas of high risk and non-compliance; define risk levels.
- Improve workflow and job satisfaction; increase productivity; enhance teamwork.
- Compose comprehensive HR Audit Report of findings, risk levels, action plan, and Power Point Presentation to be shared with designated City Management Officials.
- Present findings and recommendations to avoid liability claims/fees for non-compliance of local, state, and federal laws.
- Identify areas of high risk and non-compliance; describe risk levels.
- Reduce workplace complaints and/or potential for workplace complaints.
- Increase employee retention and job satisfaction
- **Avoid liability claims and/or fees for non-compliance of local, state and federal laws.**

1. Meet with designated City Management (and others if designated) to discuss City goals, strategic plan, mission, vision, culture, City history, labor union, issues, etc. Mutually agree upon approach to proceed.
2. Gather City's information, including, but not limited to: Organizational chart; employee handbook; collective bargaining agreement(s); safety manual(s); city manuals; policies, processes, and procedures; job descriptions; compensation plan/charts; benefits information; training manuals; orientation and onboarding information/packets; HR forms; applicant and/or employee testing documents; employee complaints/grievances; employment application(s); absenteeism information; performance reviews, exit interviews; employee classification lists; list of jobs; offer letters; disciplines and terminations; employee rewards/recognition; etc.
3. Create/design questionnaire to align with the City's goals and mission in order to interview management and employees. Interviewing employees can assist with assessments of organizational culture, work flow; as well as uncovered issues before they become unmanageable. (We prefer to interview as many employees as possible, if possible, and will discuss interviewing employees with City Management, at the initial meeting. We will seek mutual agreement on the process before proceeding).
4. Review questionnaire with City Management, as appropriate, obtain feedback, and approval of questionnaire.
5. Prepare for interviews. Interview management and employees, as appropriate and as mutually agreed. Complete questionnaire for each interview; retrieve employee feedback re: job duties and responsibilities; assess required knowledge, skills, abilities, and education to complete job functions, etc.
6. Review and evaluate personnel files, I-9 forms, HR systems, payroll systems, benefits systems, etc.
7. Assess, review, and evaluate all information and documents gathered. Evaluate compliance and risk levels. Compare results/findings with best practices.
8. Compose comprehensive HR Audit Report with findings, analysis, recommendations, and action plan (including cost savings opportunities, risk avoidance, risk levels – high, med, low, etc.).
9. Prepare power point presentation re: HR Audit findings/results. Develop action plan, determine next steps; based on HR audit results, and aligned to the City's mission, goals, and strategic plan.
10. Meet with designated City Management to distribute/present/discuss HR Audit findings, recommendations, action plan, and next steps. Reveal areas of needed employee development/training, recommend/suggest cost saving opportunities, areas of improvement, etc.
11. Implement Action Plan, and scope of work details, as mutually agreed upon, in collaboration with, designated City Management.
12. At this point, if subcontractors are needed to complete the City's HR projects (as listed in the action plan, scope of work details, and mutually agreed upon), it will be discussed with City Management. We will seek written approval from City Management in advance of hiring any subcontractors.

Timeline Schedule (Estimate)

We are prepared to begin work immediately, upon receipt of a fully-executed contractual agreement. The precise schedule will depend on the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones for the first 90 days is presented below:

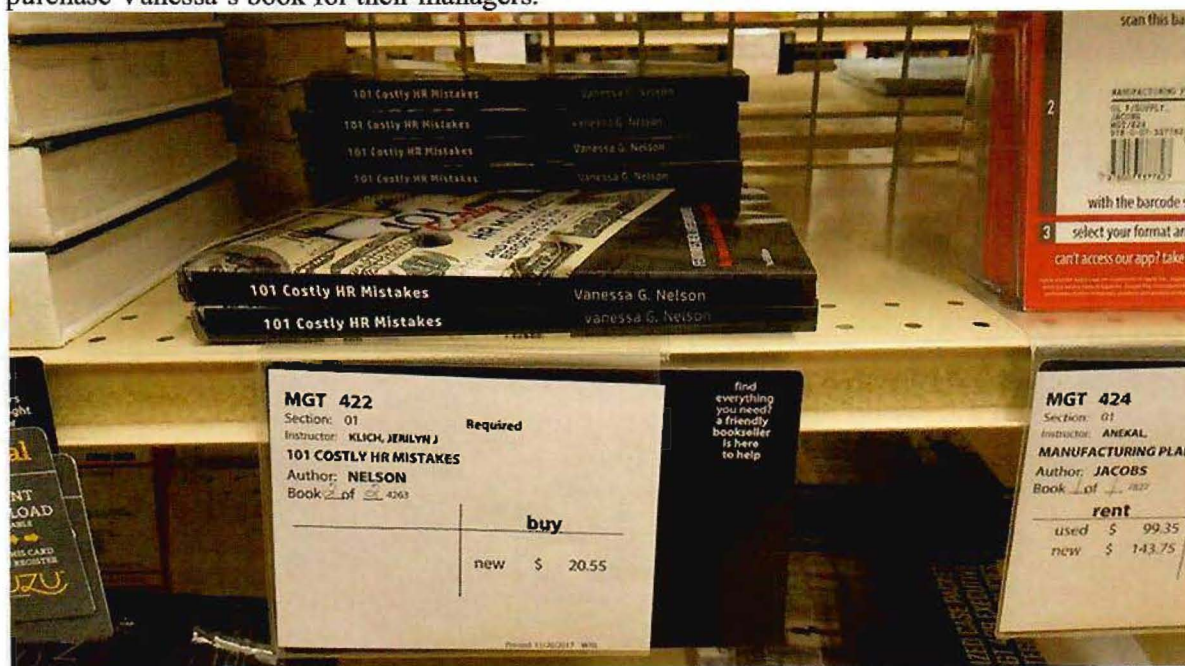
Task Name	August			September				October		
Weeks	1	2	3	4	5	6	7	8	9	10
1. Meet with designated City Management (and others if designated) to discuss City goals, strategic plan, mission, vision, culture, City history, union, issues, etc. Mutually agree upon approach.										
2. Gather City's information, including, but not limited to: Organizational chart; employee handbook; collective bargaining agreement(s); safety manual(s); city manuals; policies, processes, and procedures; job descriptions; compensation plan/charts; benefits information; training manuals; orientation and onboarding information/packets; HR forms; applicant and/or employee testing documents; employee complaints/grievances; application(s); absenteeism information; performance reviews, exit interviews; employee classification lists; list of jobs; offer letters; disciplines and terminations; employee rewards/recognition; etc.										
3. Create/design questionnaire to align with the City's goals and mission in order to interview management and employees. (We prefer to interview as many employees as possible, if possible, and will discuss interviewing employees with City Management at the initial meeting and mutually agree on the process before proceeding).										
4. Review questionnaire with City Management, as appropriate, obtain feedback, approval of questionnaire.										
5. Prepare for interviews and interview management and employees, as appropriate as mutually agreed. Complete questionnaire for each interview; retrieve employee feedback re: job duties and responsibilities; assess required knowledge, skills, abilities, and education to complete job functions, etc.										
6. Review and evaluate personnel files, I-9 forms, HR systems, payroll systems, benefits systems, etc.										
7. Assess, review, and evaluate all information and documents gathered. Evaluate compliance and risk levels. Compare results/findings with best practices.										
8. Compose comprehensive HR Audit Report with findings, analysis, recommendations & action plan (including cost savings opportunities, risk avoidance, risk levels – high, med, low, etc.)										
9. Prepare power point presentation re: HR Audit Results. Develop action plan, determine next steps; based on HR audit results, and aligned to the City's mission, goals, and strategic plan.										
10. Meet with designated City Management to distribute/present/discuss HR Audit findings, recommendations, action plan, next steps. Reveal areas of needed employee development/ training, recommend/suggest cost saving opportunities, areas of improvement, etc.										
11. Implement Action plan, and scope of work details, as mutually agreed upon, in collaboration with, designated City Management.										
Weeks	1	2	3	4	5	6	7	8	9	10

Our firm has adequate, qualified staff ready, willing, and able to perform the work within the allotted time frames, including the availability of key personnel relative to other firm commitments. The following consultants may have key executive assignments regarding this project. All staff is and/or shall be bound under confidentiality agreements.

Vanessa G. Nelson's Bio

Vanessa G. Nelson was born in Flint, Michigan; the second of 3 children raised by a single mother. Her upbringing was meager, but her mother always preached the importance of having integrity and keeping a good name, as her mother stated, "a good name is worth more than money". Her mother also stressed the importance of obtaining a great education, learning to be independent, and to "always treat others the way you want to be treated". Vanessa listened to her mother and lives by those words today.

Currently Vanessa is founder and President of award-winning Expert Human Resources (www.experthumanresources.com), which she created in 2009 to help companies maintain employment law compliance, avoid workplace litigation, maximize human capital, create great teams, and reduce costs. Vanessa is also the author of "101 Costly HR Mistakes...and How to Fix them!", which is currently being used to teach HR students at Saginaw Valley State University. Additionally, many EHR clients purchase Vanessa's book for their managers.



Vanessa is a skilled, results-oriented HR Professional with a unique background in business management, spanning over 29 years at two major corporations in Michigan. She has successfully helped many organizations save millions of dollars via her consulting and expertise, which includes: HR audits, management training, workplace investigations, employee recruitments, hiring process improvements, compensation studies, management coaching, labor relations, policies and procedures. She also conducts seminars and speaks all over the United States.

Ms. Nelson is known to be relaxed and easy-going, but serious when it comes to improving organizations. Her clients include: McDonalds, Henry Ford College, Genesee County 911, Mass Transportation Authority, Bedford Public Schools, The Disability Network, Genesee District Library, Muskegon Area District Library, Birch Run Chamber of Commerce, Birch Run Township, Village of Birch Run, Detroit Wayne Mental Health Authority, Valley Area Agency on Aging, Wheeler Trucking, and Saginaw Transit Authority Regional Services.

Vanessa is very involved in her community and is currently the HR Advocacy Captain for the 5th Congressional District. She is also the President of Elite HR Professionals Association of Genesee County; which she founded 3 years ago and grew to about 40 members. In the past, Vanessa served as President of the Women's Leadership Committee for the Flint and Genesee Chamber of Commerce and served as President of the Mott Community College Alumni Board.

Academically, Vanessa achieved her Master's Degree in Human Resources Management from Central Michigan University; Bachelor's Degree in Business Management – Human Resources from Northwood University; the Senior Professional in Human Resources (SPHR) credential from the Human Resources Certification Institute (HRCI), and Certified Labor Relations Leader (CLRL) from Michigan State University (MSU).

Vanessa is also a certified Contract EEO Investigator in the Federal Sector via the National EEO Investigative Services Office (NEEIOSO). She is certified annually and current on EEO regulations/laws. Vanessa regularly conducts investigations, mostly for the United States Postal Service.

Charley McClendon

Summary of Experience

Employment History

Expert Human Resources, 2425 S. Linden Road, Suite D126, Flint, MI 48532

- Vice President – 2014 to present

Provides advisement and HR consulting. Performs investigations and analysis of HR systems and functions as required.

City of Flint, 1101 South Saginaw Street Flint, MI 48502

- Interim Director of Human Resources and Labor Relations – January 2020 - Current and December 2015 - March 2018

Directly responsible for the overall administration, coordination, and evaluation of the human resource function including recruitment/retention, policy and procedure development; coordinating the grievance and discipline process; acting as the chief spokesperson for negotiations; developing departmental budget; ensuring the city adheres to rules and policies and procedures as required.

- Labor Relations Manager - March 2015 - December 2015

Responsibilities included assisting in the coordination of the employee relations activities of the City of Flint and the daily administration of the collective bargaining agreements. Exercised supervision over technical and clerical employees working in Labor Relations and exercises partial supervision in a staff capacity on Labor relations matters with operating staff departments.

Hurley Medical Center, 1 Hurley Plaza Flint, Michigan 48502

- Administrator for Labor Relations – June 2001 to November 2006
- Director of Labor Relations - February 1988 to June 2001
- Acting Director of Labor Relations - August 1987 to February 1988
- Labor Relations Representative - April 1983 to August 1987
- Compensation and Benefits Manager - July 1979 to April 1983
- Compensation Specialist - February 1977 to July 1979

Education

Mr. McClendon received a Master of Arts Degree from Central Michigan University and a Bachelor of Arts Degree from University of Michigan-Flint.

Gregory T. Gibbs, Attorney – Bio/Summary

Gregory T. Gibbs is a licensed attorney specializing in employment, civil rights and constitutional law. He graduated cum laude from the Wayne State University School of Law in 1976 after receiving a Bachelor's degree, with distinction in Economics, from Wayne State University in 1973. He has focused his career on labor, employment, constitutional, and criminal law. He has tried numerous employment and criminal cases to conclusion in the United States District Court for the Eastern of Michigan and Michigan Circuit Courts. He has argued appeals in all Michigan Appellate Courts, the U.S. Supreme Court, and the United States Court of Appeals for the Sixth and Seventh Circuits. He has practiced before all agencies addressing labor related issues, including the National Labor Relations Board, U.S. Department of Labor, Equal Employment Opportunity Commission, Michigan Employment Relations Commission, Michigan Department of Civil Rights, Michigan Department of Labor, and Michigan Unemployment Agency.

He has been rated "AV" through Martindale-Hubbell for very high to preeminent legal ability and very high ethical standards and has been given "Super-Lawyer" status by the legal publication Law and Politics.

We are qualified to provide the best services for the City of Fraser. The experiences listed below detail our relevant experience with providing human resource consulting services within the past 5 years:



Mass Transportation Authority
Mr. Edgar Benning, General Manager/CEO
1401 S. Dort Highway
Flint, Michigan 48503
Phone: (810) 780-8813

We began working with the Mass Transportation Authority (MTA) in 2014. Vanessa provided the majority of HR services; VP McClendon provided investigative services; and Attorney Seidell provided legal oversight. Over the past 5 years, the MTA engaged us to perform the following services:

- HR Audit of the hiring process.
- Compensation and benefits study.
- Workplace investigation.
- Procedures audit.
- Executive recruitment services for the following positions:
 - In-House Legal Counsel/Labor and Employment Relations - 2015
 - Director of Facilities Management, Fleet Maintenance & Capital Projects - 2016
 - Safety and Training Manager – 2015
 - Benefits Administrator – 2016
 - Human Resources Director - 2019

The MTA has continually expressed their extreme satisfaction with our services. You may review the General Manager's video testimonial at: <http://www.exporthumanresources.com/clients/video-testimonials/>. (Recommendation is attached)



Saginaw Transit Authority Regional Services (STARS)
Mr. Glenn Steffens, Executive Director
615 Johnson Street
Saginaw, Michigan 48607
Phone: (989) 907-4000

We began working with Saginaw Transit Authority Regional Services (STARS) in May 2016. Vanessa G. Nelson, President of Expert Human Resources, worked on-site for approximately 8-months to assist in restructuring of the organization. During that time, Vanessa acted as the Director of Human Resources and fulfilled the duties of that role. Vanessa updated the Employee Handbook; wrote policies; dealt with FMLA, workers compensation, EEO complaints, ADA, Employee Assistance Program, etc. She also conducted an HR Audit, wrote ADA compliant job descriptions, developed job advertisements, and recruited for multiple positions, which included:

- Executive Director – 2016
- Lead Accountant – 2016
- Human Resources Manager – 2016
- IT Specialist – 2016
- Administrative/Payroll Assistant – 2016

The Executive Director expressed his high satisfaction with our services. You can view the Executive Director's video testimonial at: <http://www.experthumanresources.com/clients/video-testimonials/>. (Recommendation is attached).



The Disability Network
Mr. Luke Zelley, President/CEO
3600 S. Dort Hwy., Ste. 54
Flint, MI 48507
Phone: (810) 742-1800 x 319

We began working with The Disability Network in 2017. At that time, The Disability Network's human resources function was being managed by an employee who worked in dual roles; and that employee went on an extended leave. Vanessa acted in the role of HR Director, and worked in collaboration with the President/CEO to plan, organize, manage, and direct The Disability Network's human resources functions and operations. HR services included:

- Conducted an HR Audit. Provided risk levels, recommendations, and action plan.
- Provided HR office hours for employees and management.
- Improved the hiring process.
- Created and implemented performance reviews/evaluations that were aligned to positions; instructed managers on how to use them.
- Developed a compensation philosophy and schedule.
- Created new employment application and various HR forms.
- Revised/updated employee handbook.
- Conducted investigation.
- Assisted with disciplines and terminations.
- Conducted job analysis and updated job descriptions.
- Researched HRIS systems.
- Conducted leadership training, to include:
 - Anti-Harassment and Discrimination Prevention

- Assertiveness training
- Strategies for Effective Supervision
- What Every Supervisor Should Know About Discipline and Writing Documentation
- The Legal Side of Supervision
- Bullying in the Workplace

Mr. Zelle has been extremely satisfied with our work. He is in constant contact with Vanessa to date; and sends her referrals on a regular basis. You can view the Mr. Zelle's video testimonial at: <http://www.experthumanresources.com/clients/video-testimonials/>.



Village of Goodrich
Ms. Jakki Sidge, Village Administrator/Clerk
7338 S State Road
Goodrich, Michigan 48438
Phone: (810) 636-2570

We began working with the Village of Goodrich in 2017. Vanessa provided the following services: Employee handbook; job descriptions; review of employee handbook with Board of Directors; and HR consulting.

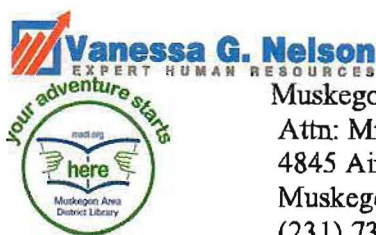


Valley Area Agency on Aging
Mrs. Kathy Boles, CEO
225 E. Fifth Street, Suite 200
Flint, Michigan 48502
Phone: (810) 239-7671

We began working with Valley Area Aging on Aging (VAAA) in 2015. We provided various services to VAAA including updating all VAAA job descriptions to ADA compliance and conducting an HR Audit, conducted management training, provided on-site HR hours for employees, as well as other HR functions. VAAA agreed with our recommendations to hire a Director of Human Resources; and Vanessa provided recruitment services. The Director of Human Resources is still employed at VAAA and she is very happy in the role.

The CEO, Kathy Boles, gave us rave reviews on our work and recommendations and even provided a video testimonial, which can be viewed on our website at:

<http://www.experthumanresources.com/clients/video-testimonials/>. (Recommendation is attached)



Dramatically Improving Bottom Lines for over 10 Years!

Muskegon Area District Library
Attn: Mr. Kelly Richards, Executive Director
4845 Airline Road – Unit 5
Muskegon, Michigan 49444 – 4503
(231) 737-6248
krichards@madl.org

We provided outstanding HR services and assessment services to Mr. Kelly Richards when he was the Branch Operations Manager at the Genesee District Library in Flint, Michigan (from 2012 – present). Thereafter, when Mr. Richards was promoted to Executive Director at the Muskegon Area District Library in January 2015, one of the first calls he made was to EHR for assistance. Mr. Richards stated he had to call in the experts due to multiple issues in the HR area. Vanessa conducted an HR Audit, and was successful in:

- Improving policies and procedures
- Recommending recruitment of an HR Manager, which included:
 - Composing an ADA compliance job description for the HR Manager position.
 - Composing appropriate interview questions.
 - Creating evaluation forms to assess candidates.
 - Attending interviews with candidates and was an integral part of the candidate selection decision.
 - Conducting background and reference checks.
- Composing an ADA compliant job descriptions for Librarian II position; composed interview questions for Community Relations Specialist
- Identifying potential cost savings, risk levels and liabilities associated with human resource functions.
- Making recommendations for changes and cost saving initiatives.

We submitted a comprehensive report to Mr. Richards, which included a step-by-step action plan, litigation avoidance processes, compliance issues, cost savings initiatives, and risk levels. Mr. Richards was highly satisfied! (Recommendation is attached)



Bedford Public Schools
Attn: Mr. Howard Schwager, Executive Director of Human Resources and
Labor Relations
1623 W. Sterns Road
Temperance, MI 48182
Phone: (734) 850-6022

We began working with Bedford Public Schools in April 2015. Mr. Schwager stated he heard great things about our services and therefore gave us a call. Bedford Public Schools' jobs and job descriptions had not

Page 16 of 19

evaluated, assessed, or modified in 20 years. Mr. Schwager stated he wanted us to conduct a job analyses for 37 Secretaries. We interviewed all 37 secretaries, created ADA (American's with Disabilities Act) compliant job descriptions, and recommended a more efficient workflow to maximize human capital and improve workflow. Additionally, we submitted a comprehensive report, which included an analysis of each job. Mr. Schwager was very satisfied. (Recommendation is attached)



Birch Run Township
Attn: Mr. Corey Trinklein, Township Clerk
8425 Main Street
PO Box 152
Birch Run, MI 48415
Phone: (989) 798-1299

We began working with Birch Run Township in January 2016. Mr. Trinklein was referred to us from one of our clients. We performed various valuable services for Birch Run Township, including the following:

- Discussions with the Township Clerk regarding Township goals, mission, vision, culture, plans, workflow, jobs, etc.
- Prepared job analysis form (in order to retrieve pertinent information for job description development)
- Distributed job analysis forms to employees (via the Township Clerk) for the employees to complete the job analysis forms
- Developed ADA compliant job descriptions for jobs, including the Department of Public Works management positions



Genesee District Library
Mr. Dave Conklin, Executive Director
G-4195 W. Pasadena Avenue
Flint, Michigan 48504
Phone: (810) 732-5570, Fax #: (810) 230-0277

We began working with the Genesee District Library (GDL) in 2012. We provided multiple outstanding services, which included serving as the Human Resources Manager for 1-year. We updated the Employee Handbook, provided HR Consulting on issues; composed disciplines/terminations as needed, etc. We also assisted with the recruitment of the permanent Human Resources Manager.

Over the years, Vanessa has conducted multiple employee trainings, including: Anti-Harassment and Bullying Training; Assertiveness Training; and Diversity Training.

Last year, 2019, Vanessa, in collaboration with Attorney Greg Gibbs, conducted an investigation for Genesee District Library.

The Executive Director and HR Manager continually express their high satisfaction with our services. The Executive Director provided a video testimonial, which can be viewed on our website at:

<https://www.experthumanresources.com/clients/video-testimonials/>

Honorable Mention (just over 5 years)



Village of Birch Run (2014)

Mr. Paul Moore, DDA Director/Village Manager

12060 Heath Street

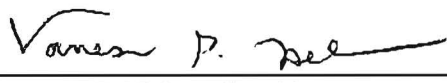
Birch Run, Michigan 48415

Phone: (989) 624-5711, Fax # (989) 624-9681

Services: Employee handbook, Employee training regarding employee handbook, and HR consulting

End of proposal. Expert Human Resources, LLC will be bound by the above Proposal for a period of at least ninety (90) days, and will execute an agreement prepared by the City Attorney, that is consistent with the RFP and the Proposal, within ten (10) days of notification by the City that we have been selected to perform the services provided.

Signed by the principal of the firm Expert Human Resources, LLC

 June 18, 2020

Vanessa G. Nelson, President

Expert Human Resources

2425 S. Linden Road, Suite D126

Flint, MI 48532

(810) 813-8732

vanessa@experthumanresources.com

APPENDIX



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER W. J. Phillips, Inc. 6045 Corunna Rd Suite B Flint MI 48532		CONTACT NAME: Deborah Sipes PHONE (A/C, No, Ext): 8102300020 E-MAIL ADDRESS: dcb@wjphillips.com FAX (A/C, No): 8102307606	
INSURED Expert Human Resources, LLC 2425 S. Linden Road Ste D126 Flint MI 48532		INSURER(S) AFFORDING COVERAGE INSURER A : Frankcomuth INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			CPP6314705	03/07/2020	03/07/2021	EACH OCCURRENCE \$ 1000000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500000				
			MED EXP (Any one person) \$ 5000				
			PERSONAL & ADV INJURY \$ 1000000				
			GENERAL AGGREGATE \$ 2000000				
						PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTIONS						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTHER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Deborah K Sipes

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December 28, 2016

Mr. Glenn Steffens
Site Manager, Saginaw Transit Authority Regional Services
615 Johnson Street
Saginaw, MI 48602



To: Vanessa G. Nelson, President
Expert Human Resources

Dear Vanessa:

I want to take this time to thank you for a job well done on behalf of STARS. You came to STARS when STARS was going through a very difficult period and have really made a difference in our organization moving in the right direction.

Throughout the process of improvement, you were a continual source of knowledge, new ideas, and process improvements. You were diligent in assisting with making great decisions, as well as skilled at recruiting the right staff and dealing with employee issues.

The thorough audit you conducted helped us realize our compliance risks and the step by step action plan laid our improvement process proficiently. Additionally, the management training courses you provided were well received and needed by our management team.

Vanessa, not only are you a great planner and executor of ideas; I also appreciated the strategic business advisement you gave me throughout the process. I was able to be confident in my decisions.

Thank you for your services and advisement. The support you provided have facilitated our roadmap to success! Please feel free to have any organization contact me regarding references for your services. My direct line is (989) 907-4024. I will highly recommend you to any organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn Steffens", is written over a horizontal line.

Glenn Steffens, JD/MPA
Site Manager

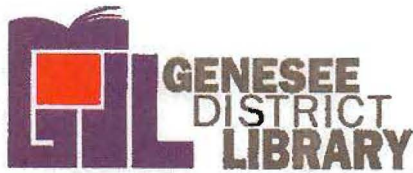
615 Johnson Street

Saginaw, Michigan 48607

Phone 989.907.4000

Fax 989.753.0144

www.saginaw-stars.com



October 24, 2016

Ms. Jerilyn Klich, Human Resources Manager
GeneSee District Library
4195 W Pasadena Avenue
Flint, MI 48504

To: Whom it May Concern:

Vanessa G. Nelson, President of Expert Human Resources, presented *Bullying and Workplace Harassment Prevention* at our recent in-service staff day. Vanessa is outgoing and down-to-earth which made our staff very comfortable even while discussing this sensitive topic. The video she shared was excellent and afterwards she encouraged employee participation during the review. This kept staff engaged and motivated to continue to learn. When reviewing our employee in-service evaluations, several employees included positive reviews on the presentation by Vanessa.

I would highly recommend Vanessa for any of your employee training needs!

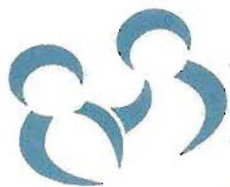
Sincerely,

A handwritten signature in black ink that reads 'Jerilyn Klich'.

Jerilyn Klich, Human Resources Manager
GeneSee District Library
(810) 230-3340

Genesee, Lapeer
and Shiawassee
Counties

Kathryn C. Boles
President, CEO



Valley Area Agency On Aging

Answers, Action and Advocacy

225 E Fifth Street
Suite 200
Flint MI 48502

(810) 239-7671
FAX (810) 239-8869
www.valleyareaaging.org

April 4, 2016

To Whom It May Concern:

My name is Kathy Boles and I am the CEO of Valley Area Agency on Aging, a non-profit organization. It is with pleasure that I present this letter of recommendation regarding Vanessa G. Nelson and Expert Human Resources. I began working with Vanessa over a year ago and have been extremely pleased with the results.

The services we received are invaluable, including:

- Executive compensation assistance;
- HR Audit, i.e., reviewing our HR processes and practices and providing a report with a plan;
- Updating policies and processes to help organize and protect our organization;
- Providing a greater HR presence with extensive HR knowledge which is conveyed via consulting in an unbiased manner to assist staff;
- Recommending team building exercises to bring us together as a team; and
- Transferring skills to staff, which improved our organization's efficiency.

Also, Vanessa has been instrumental in delivering the training needs of staff. The training has helped tremendously. My staff is so pleased with the level, and quality of training, which included: *Anti-Harassment and Discrimination Prevention; How to Write Documentation that can Stand Up in Court; How to Conduct an Effective Investigation; and The Legal Side of Supervision.*

We have been well pleased with the relationship with Vanessa and Expert Human Resources. We are going to find a way to work with them again, as soon as possible. I am very satisfied with the results of the services and highly recommend them to other organizations. Please feel free to call me at (810) 249-6520 for more information.

Sincerely,

Kathy Boles, CEO



Mass Transportation Authority

1401 S. DORT HWY. • FLINT, MI 48503 • PHONE: (810) 767-6950

"Public Transportation Takes Us There"

February 8, 2016

Expert Human Resources
Attn: Vanessa G. Nelson, President
2425 S. Linden Road, Suite D126
Flint, Michigan 48507

Dear Vanessa,

I am writing to thank you for the excellent services you and your team provided for the MTA. Since we began working together in 2014, it has been an awesome experience.

The services are highly valuable to us, which include:

Compensation and Benefits Study – As we had not had an audit of our compensation, benefits, and employee evaluations in decades; the comprehensive report and information you provided is crucial to our hiring strategies, employee retention, and compliance requirements. You also assisted us with cost saving suggestions.

Recruitment of key management staff – The employees you hired for us have proved to be highly productive and an excellent fit for the MTA.

Investigative services – Providing a prompt, non-bias investigation and report regarding workplace issues to help protect our organization.

Vanessa, you are a trusted advisor and partner. It is a joy to work with you and your team. I am very satisfied with the results of your services and look forward to working with you for years to come. I will also highly recommend Expert Human Resources to other organizations.

Sincerely,

A handwritten signature in black ink, reading "Edgar H. Benning". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Edgar H. Benning
General Manager/CEO
Mass Transportation Authority
(810) 780-8813



February 3, 2016

Dear Vanessa,

I am excited to take a moment to tell you how pleased I am with the outstanding services you provided to the Birch Run Chamber of Commerce & CVB. When I called you last year I was struggling with several workplace issues. Thankfully, you always took the time to listen to me and work with me to find appropriate solutions to improve our processes.

The services you provided are invaluable; i.e., the job analysis and job descriptions to keep staff on track; the policies and procedures that we so needed to be compliant; and your assistance with employee classifications and pay decisions. The changes you facilitated are a huge help to me in my day-to-day operations. It feels great to be so organized and efficient.

Also, we are proud to have Expert Human Resources as a benefits partner. The seminars you provided on the *Affordable Care Act* and *Human Resources and the Law* were well received by our members. I am happy that many of them became your clients.

Vanessa, I am impressed with your expertise, thoroughness, and professionalism. I am very satisfied with the results of your services and will gladly recommend Expert Human Resources to other organizations. □

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Szukhent", with a stylized flourish at the end.

Mike Szukhent, CEO
Birch Run Area Chamber of Commerce & CVB
(989) 624-9193

PO BOX 153 • BIRCH RUN, MI 48415
989.624.9193 • FAX: 989.624.5337
WWW.BIRCHRUN.ORG



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November 10, 2015

To Whom It May Concern:

In January 2015, I contacted Expert Human Resources requesting to obtain a third party to conduct a desk audit; prepare updated job descriptions; and provide organizational/structural/work flow recommendations for 12 support staff in central administration of Bedford Public Schools. We had a deadline to meet based on an agreement with the union; and due to my heavy workload and responsibilities I did not have the time to complete the project before the deadline. I spoke with Vanessa G. Nelson, President of Expert Human Resources. Service was professional and quick, as we received a proposal for services the very next day.

After completion of the above services, we decided to use Expert Human Resources again to interview the remaining 25 support staff that worked in our high school, junior high school, and elementary schools.

Vanessa interviewed all of the employees spending several full days traveling to all of our buildings and created a new job description format, which dually serves as job descriptions and job postings. She revised all 37 job descriptions to reflect employee responsibilities, instead of job tasks; suggested workflow modifications; and recommended classification changes; all of which will help improve productivity and staffing flexibility regarding management rights under our collective bargaining agreement.

I met the deadline with the union and it went very well concerning the new format rather than the format used in the past. I appreciate the work Expert Human Resources put into this project and it is serving me well. The well-prepared comprehensive report and additional electronic copy reduces the amount of time I spend in posting open positions.

I highly recommend Expert Human Resources for any organization. They provide a valuable service in a highly professional manner. Please feel free to call me if you need further information.

Sincerely,

Howard D. Schwager

Executive Director of Human Resources/Labor Relations

Bedford Public Schools

(734) 850-6000

howard.schwager@mybedford.us



Muskegon Area District Library

April 1, 2015

To Whom It May Concern:

I am pleased to write this letter of recommendation for Vanessa G. Nelson of Expert Human Resources. I had the pleasure of working with Vanessa during my tenure as Branch Operations Manager at a large library system in Flint, Michigan. I became the Director of the Muskegon Area District Library in Muskegon, Michigan in January 2015; I quickly contacted Vanessa for Human Resources expertise. She provided immediate assistance, as well as delivered excellent HR consulting and services. Vanessa updated our Personnel Policy Manual and conducted a very detailed HR Audit, which included:

- Interviewing staff
- Policy review
- Job Description review (also created a new job description for us)
- Review of personnel files and I-9 forms
- Hiring process review
- Discipline and termination process

Vanessa is thorough, very easy to work with, and is always willing to take the time to discuss my concerns, and respond to questions. I am very satisfied with the outcome/results of the services and would highly recommend Expert Human Resources to your organization. If you have any questions regarding my recommendation, please call me at (231) 737-6248.

Respectfully,

Kelly Richards, Director
Muskegon Area District Library



Mass Transportation Authority

1401 S. DORT HWY. • FLINT, MI 48503 • PHONE: (810) 767-6950 • www.mtaflint.org

"Public Transportation Takes Us There"

March 31, 2015

To whom it may concern:

I am pleased to write this letter of recommendation for Vanessa G. Nelson of Expert Human Resources. Vanessa always provides immediate assistance, is thorough, very easy to work with, and delivers stellar HR consulting and services.

In February, Vanessa provided recruitment services for the MTA, which led to many stellar candidates to choose from. After observing her expertise and the outstanding job she did with the recruitment, I contacted her to conduct an HR Audit of our hiring process. The HR Audit included: Interviewing staff; reviewing our applications, job advertisements, and job descriptions; evaluating employment law compliance; compiling a detailed report; and preparing an action plan.

I enjoy working with Vanessa; she is always willing to take the time to discuss my concerns, and respond to questions. I am very satisfied with the outcome/results of the services and would highly recommend Expert Human Resources to your organization.

☐ If you have any questions regarding my recommendation, please call me at (810) 780-8826.

Respectfully,

Dale Sheets

Dale Sheet, Director of Risk Management, Training, Hiring and EEOC
Mass Transportation Authority



THE UNITED STATES POSTAL SERVICE

Certifies that

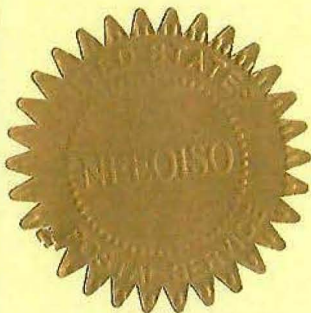
Vanessa Nelson

Has successfully completed

EEO Investigator Training in the Federal Sector

(This course meets the EEOC 32-hour training requirement)

August 28-September 1, 2017



Mangala P. Gandhi

**Mangala P. Gandhi, Executive Manager
National EEO Services**



THIS CERTIFIES THAT

Expert Human Resources, LLC.



* Nationally certified by the: **MICHIGAN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 541611; 541612; 561611; 611430; 541618

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

06/25/2019

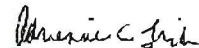
Issued Date

MI01878

Certificate Number

07/01/2020

Expiration Date


Adrienne Trimble



Michelle Sourle Robinson, President & CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

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* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Vanessa Nelson

has been designated a Certified Labor Relations Leader

CLRL

by the

***School of Labor and Industrial Relations
Michigan State University***

***for successfully completing the Certified Labor Relations Leader program and
demonstrating a high level of expertise in the area of labor relations.***

December 8-12, 2008

A handwritten signature in black ink, appearing to read 'Aneil Mishra', written over a horizontal line.

***Aneil Mishra, PhD
Director for HR Executive Education***

Central Michigan University



*By authority of the Board of Trustees
and upon the recommendation of the faculty confers upon*

Jamesa Bail Nelson

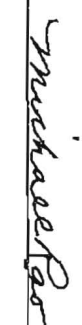
the degree of

Master of Science in Administration

with all the rights and honors thereto appertaining.

*In Witness Whereof, the signatures of its officers are affixed
this month of December, 2007.*


John G. Smith
Chancellor, Board of Trustees


Michael Pao
President

HR CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Vanessa Nelson

HAVING MET WITH DISTINCTION THE HIGH STANDARDS OF EDUCATION, EXPERIENCE AND
DEMONSTRATED KNOWLEDGE ESTABLISHED BY THIS INSTITUTE, HAS BEEN CERTIFIED AS A

Senior Professional in Human Resources

WITNESS THE SIGNATURE OF THE DULY AUTHORIZED OFFICER OF THIS INSTITUTE:

ATTEST:



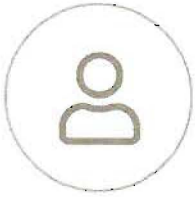
Amy S. Dufrane, Ed.D., SPHR, CAE
Executive Director



PERIOD OF CERTIFICATION:
February 1, 2014 - July 31, 2017

CERTIFIED SINCE:
January 28, 2008





This badge was issued to [Vanessa Nelson](#) on 1 August 2017.

Expires on 30 September 2020

[Verify](#)



[Additional Details](#)

Senior Professional in Human Resources® (SPHR®) Certification

Issued by [HRCI](#)

The Senior Professional in Human Resources (SPHR) certification is recognized as a professionally relevant credential for those who have mastered the strategic and policy-making aspects of HR management as practiced in the United States. HRCI retains sole ownership of the badge.

Skills



Earning Criteria

-  A minimum of four, five or seven years of professional-level HR work experience dependent on educational background
-  Submission and approval of application
-  Pass a high-stakes assessment
-  Maintain the credential via continuing professional development credits or passing of the high-stakes assessment again

Standards

NCCA Accreditation

The NCCA Standards were created in 1977 and updated in 2016 to ensure certification programs adhere to modern standards of practice for the certification industry.

Make the mark.

City of Fraser | June 05, 2020

Human Resources Consulting Services

Technical Proposal



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A note about uncertainty related to COVID-19

First and foremost, please know that Plante Moran places the health and safety of the City of Fraser employees and our team at the forefront of the initiative described in this proposal. Amid the COVID-19 pandemic, Plante Moran has temporarily transitioned to a remote work environment. With keeping our clients in mind, Plante Moran worked efficiently to execute the transition to a virtual firm in just 48 hours.

Understanding that this is a fluid situation, if necessary, Plante Moran is equipped to execute the Strategic Assessment activities remotely via telephone conference and video conference until the pandemic has subsided. Some activities in our proposed approach may require adaptation in order to be executed remotely. Our team is open to discussing these challenges and modifying activities with the City as part of project initiation activities.

Please feel free to review Plante Moran's COVID-19 Resource Center for useful information at the following URL: <https://www.plantemoran.com/explore-our-thinking/areas-of-focus/covid-19-government-resource-center>

Cover Letter



June 05, 2020

Fraser City Attorney
12900 Hall Road
Suite 350, Sterling Heights
Michigan 48313

Dear Sir/Madam:

Thank you for the opportunity to present this proposal to provide Human Resources Consulting Services to the City of Fraser. We are excited about the possibility of working with the City as it seeks to plan, organize, manage, and direct City's human resources functions and operations

We understand the City is looking to have a consulting organization assisting with oversight and administration of many aspects of their day to day Human Resources operations and, while providing these services, identify and address areas for improvement in Human Resources policies and programs offered to City employees. Plante Moran offers expertise to achieve the objectives identified in RFP. We offer the City the following benefits:

- **Industry commitment.** Plante Moran has cultivated a unique ability to serve governmental organizations. We have more than 65 years of service in the government sector and currently have the active involvement of more than 200 professional staff serving more than 1,200 public sector clients. If at any point in the project we uncover unique challenges, we can call upon the expertise of other Plante Moran consultants to address the needs of the City.
- **National practice with a local presence.** Our practice serves clients from coast to coast and we have several remote employees who are strategically located to serve our client base. We are headquartered in Southfield, Mi and have many accounting and consulting clients in the Detroit area and State of Michigan.
- **Recent and relevant experience.** Our team has been consultants to local and state governments who considered reorganization to better align organizational design with organizational culture and goals. Our projects range from assessing an organization in its entirety to examining discrete departments such as human resources and information technology.
- **A strong project team.** Plante Moran's proposed team brings extensive knowledge and experience gained working with many municipalities and joint authorities to critically assess their Human Resource operations and develop solutions to increase efficiency and effectiveness. Our team includes members of IPMA HR, SHRM, and other associations from which we will identify best practices to share with the City.

- **Knowledge of industry trends and best practices.** Our team consists of Human Resources operations and organizational design specialists with an intimate understanding of how Human Resources departments in public sector organizations across the country are structured and where efficiencies are likely to be achieved and service improved. Recently this team has worked on several improvement initiatives in public sector organizations including: recruitment and other process assessments, several implementations, and Human Resource policy updates.
- **Outstanding client satisfaction.** Our “no-surprises” methodology and immediate access to firm-wide resources, including our partners, senior-level professionals, and standards team, ensure our clients remain satisfied at the highest level. This is often reflected by providing assessment services for clients who request subsequent planning or implementation management assistance.

We believe that our experience and the quality of our proposed team will allow us to deliver valuable project results to the City. In addition, we believe our approach will deliver the best value to the City.

If you have any questions concerning this proposal or need to contact any of the project team members, please call me at 248.223.3799 or via email at Mark.Warner@plantemoran.com

Very truly yours,

PLANTE & MORAN, PLLC



Mark Warner, Partner

Mark.Warner@plantemoran.com

248.223.3799

Background and Project Summary



Project understanding

We understand the City is looking for a consulting firm to assist the City with Human Resource operations and programs. Our plan for provision of these services is described below by the area of Human Resources.

The cost for these services is detailed on the attached cost detail.

Recruitment

This effort will, on a continuous basis, focus on assisting City staff recruit for and identify the best possible candidates for open positions. We will work with the hiring manager for the position (and other staff as required). This process will include:

- Review job responsibilities and organizational needs prior to posting a position
- Review and/or edit existing job descriptions (see pricing table for cost of writing job descriptions for any new positions)
- Draft job postings
- Determine the best placement for postings
- Review candidate applications
- Provide feedback to the City on candidate qualifications
- Conduct phone screens if necessary
- Train managers in and assisting with interviews if necessary
- Assist with candidate evaluation and selection
- Oversee any required background checks or references
- Finalize offer amount and create job offer letter

Onboarding/Orientation

We will work to develop an orientation plan for each new hire including. These items will be developed as early as possible in the contract not to exceed the first six months:

- Complete New Hire checklists for required orientation items
- Administer a monthly orientation when necessary
- Conduct a 90 day check in with all new hires

Benefits and payroll administration

We will work with your payroll administrator to understand payroll processes including benefit and other deductions and assist with questions where appropriate. We can also assist with the following:

- Review benefit plans as needed
- Answer employee questions regarding benefits or payroll as needed
- Field general HR questions

Compensation and related efforts

We will consult and provide guidance on the following. Plante Moran will require three months of consulting service to understand current practices and formulate an approach around the following:

- Salary offer recommendations
- Compensation practice
- Compensation strategy

If this compensation work requires any salary surveys be purchased from third party providers these costs are the responsibility of the City. The City will have the opportunity to review, approve and execute any of these survey purchases. The City will retain these surveys in the event of a contract termination between Plante Moran and the City.

Performance management

We will work with the City to administer performance evaluations and where necessary, revising any existing performance evaluation programs. We will also work with the City during the initial twelve months of this agreement to develop and begin administering a goal setting and succession planning program.

Employee relations

We will work with the City and all managers on employee relations issues as needed, including:

- Consult on employee discipline matters and providing the City options and guidance
- Develop a constructive discipline policy if one is not currently in place
- Provide feedback to the City on its documentation of its employee termination decisions
- Conduct employee terminations and exit interviews
- Provide feedback to the City related to observations on general employment law compliance

Initial policy and employee handbook review

During the first sixth months of this consulting arrangement we will conduct an initial review of all Human Resource policies and any employee handbook currently in place. This review will include:

- Suggest edits as compared to best practice for any existing policies or handbooks
- Prepare a list of any policies that are not in place and are suggested for implementation (See pricing table for cost of developing any new policies)

Human Resources administration

We expect most of this effort will be accomplished remotely by Plante Moran team members. We will provide call lists and contact names for each type of Human Resources issue that may arise. We will discuss with the City the needs for any onsite staffing, this proposal assumes not more than four hours every two weeks of Human Resources general support (employee orientations and general Human Resources questions). In addition, this includes up to eight hours per month onsite for management or City Council meetings requiring attendance of our consulting managers. Any onsite time above the hours specified may incur additional cost as outlined in the pricing table below.

Assumptions

This proposal assumes the City has Human Resources systems/Payroll in place and will maintain all entry and updating of these systems. The Plante Consulting team will be given read only access as needed to these systems for provision of Human Resources administration. (If the City would like assistance selecting and implementing new systems of outsourced systems this can be provided at an additional cost.)

Any Human Resource related matter or programs not specifically mentioned in this proposal would be provided at an additional cost. (see pricing table)

Any agreement for provision of these services will be for 12 months and will be reviewed every three months, the City and Plante Moran both have the right to terminate Plante Moran services with 30 days' notice.

Approach



Project approach

Our work plan, further detailed below, includes a type of consulting effort that is best planned and reviewed in three to six-month increments. Any agreement for provision of these services will be for 12 months and will be reviewed every three months during that period, the City and Plante Moran both have the right to terminate Plante Moran services with 30 days' notice. The following schedule sets out goals in three-month increments over the first year of the project.

Phase 0: Project management

Objectives: To establish a regular means of communication and ensure we develop and maintain a successful relationship with the City while providing a high level of service. Continuous feedback is the key to a successful relationship and ongoing performance.

- Schedule and moderate project status meetings and/or conference calls with the City
- Report on the status of the outsourced services
- Discuss major open issues and develop strategies to address them

Phase 1: Months 1-3

Objectives: During the first three months the Plante Moran's Human Resources consulting team will concentrate on learning and assisting the City with administering day to day Human Resource operations. This includes:

- Obtain read only use and access to applicable City systems and applications such as Payroll, Performance Management, etc.
- Develop an understanding the current recruitment and general employment processes and related administrative needs (systems and paperwork currently used by the City, etc.)
- Understand the current performance management process and related administrative needs such as systems, processes and paperwork currently used by the City, etc.
- Complete an initial review of Human Resources policies and handbook
- Review current Leave of Absence processes and procedure and recommend changes where needed
- Conduct meetings with key stakeholders identified by the City to discuss current Human Resources challenges and needs
- Assure that any priority Human Resources related matters are addressed including recruitment efforts for key positions, specific employee discipline issues, and performance review status
- Establish a regular cadence for remote meeting attendance and check in's with key stakeholders. (Any onsite time would be dependent on changes to current travel and office visit policies relative to COVID-19 exposure and may not occur for some time)
- Develop and disseminate communication for leadership and staff around how to contact Plante Moran team members for Human Resources support (centralized email box, contact numbers etc.)
- Develop a recommendation for an employee orientation program and related check-ins including an implementation plan

City Involvement: During this initial period the City will be required to do the following:

- Execute engagement letter with Plante Moran for consulting assistance
- Review current Human Resources processes and paperwork with Plante Moran team members. We would expect this to take between 8 and 16 hours
- Review current Recruitment systems and applications used by the City with Plante Moran team members and provide access as needed for Recruitment efforts
- Review current Payroll or other systems used by the system with Plante Moran team members and provide two of our staff read only access to the systems
- Provide editable MS Word versions of all Human Resources policies and the employee handbook to Plante Moran
- Identify key stakeholders (not to exceed 20) for initial meetings on Human Resources services and support that staff be available for these meetings
- Work with Plante Moran to develop a regular cadence of update meetings (weekly during this initial three month)
- Review draft employee orientation program, provide feedback, and approve, as appropriate
- Review draft employee leave of absence program, provide feedback, and approve, as appropriate
- Own the relationship with the consultant throughout the duration of the engagement, taking management responsibility for the human resources function.

Phase 2: Months 4-6

Objectives: During the second three months the Plante Moran's Human Resources consulting team will concentrate on the following activities:

- Provide ongoing administrative support for Human Resources
- Develop and provide recommendations to the City for enhancements to recruitment and performance management processes. If recommended changes are approved by the City, then assist with developing an implementation plan for these changes for the City to review and approve
- Review current compensation data and approach used by the City and provide recommendations for changes in approach and overall strategy. If recommended changes are approved, then develop for the City's review, an implementation plan for these changes
- Complete a detailed review of all Human Resources policies and Employee Handbook. We will then provide edited versions of current policies and suggestions for new policies
- Begin implementation of orientation or leave program enhancements approved by the City

City Involvement: During this period the City will be required to do the following:

- Review recommendations and options provided by Plante Moran
- Provide input on any suggested changes and recommendations from Plante Moran
- Maintain availability for status updates and related meetings to discuss progress

At the conclusion of six months a joint meeting will be held to assess performance to date, refine any processes in place, and develop goals for the next six months.

Phase 3: Months 6-12

Objectives: The following are possible goals for months 6 through 12 (if agreed to and supported by the City)

- Enhance processes and increase efficiency in all process where possible
- Begin implementation of any changes in process or approach agreed upon during first six months of the project. Including establishing dates for completion.

Staffing



Project Staffing

This project will be staffed by a qualified team of Human Resource subject matter experts including a former Chief Human Resources Officer for large Healthcare employers and a former Director of Human Resources overseeing Compensation and Human Resources Information Systems for Milwaukee County, WI. In addition, there will be two Senior Consultant staff responsible for day to day administration and workflow oversight along with program administration as needed. Their specific areas of assistance are below with resumes following:

Project staff	Project role and responsibility
Mark Warner Partner	Engagement Partner Mark has overall responsibility for our team's performance. He will focus on applying the right resources of the firm to look out for the City's interests.
Mike Blickhahn Consulting Manager	Project Manager Mike will be responsible for managing the project workplan, day-to-day project activities, and development of all project deliverables. His areas of focus are compensation strategy, benefits, recruitment, performance management, leave of absence policy and administration, policy review and development, and employee handbook review and development. Mike is one of the HR experts who will attend City Council as required.
Ed Malindzak Senior Consultant	Lead Consultant (independent contractor) Ed will assist with all areas of Human Resources related to employee relations, labor relations, policy review and development, employee handbook review and development, benefits, time off policies (sick time, vacation time, etc.), compensation administration, and leadership development programs. Ed is the other HR expert who will also attend City Council meetings as required.
Nina Rajcevic Senior Consultant	Project Consultant Nina will assist with day to day administration of the project, including assistance around recruitment and policy development.
Alexis Demchyna Senior Consultant	Project Consultant Alex will assist with day to day administration of the project, including assistance around recruitment and program development. She will also assist with training and leadership development activities.

Resumes



Mark Warner

Partner, Plante Moran Management Consulting

Project Role

When the City of Fraser leadership need an answer, I am your first call. My primary goal is to make sure we are applying the right resources of the firm to look out for your interests proactively, respond to your questions promptly, meet all deadlines, ensure no surprises, and value your time.

Summary of Experience

I spend 100% of my time working with state and local government clients. My clients appreciate my no-nonsense approach, which helps them meet deadlines while staying current on operational best practices and industry insights throughout the year. I have over twenty years of experience in financial accounting, process improvement, operations pre-packaged ERP system selection and implementation and project management experience in the public sector.

Education

Bachelor of Arts in Accounting
Hillsdale College

Professional training & affiliations

Government Finance Officers Association
Michigan Government Finance Officers Association – Associate Board of Directors Member and Technology Resource Committee member
Michigan Government Information Management Sciences (MiGMIS)
GLIMA Southeast
AIIM Certified ECM Practitioner

Selected key clients

- Dane County, WI
- DuPage County, IL
- Fairfield County, OH
- Genesee County, MI
- Gwinnett County, GA
- Ingham County, MI
- Kent County, MI
- Lake County, IL
- Macomb County, MI
- Midland County, MI
- Muskegon County, MI
- Oakland County, MI
- Ottawa County, MI
- Waukesha County, WI
- Washtenaw County, MI
- Livingston County, MI
- Cook County Public Guardian, IL
- Community Shelter Board, Columbus, OH
- Cuyahoga County Public Library
- Great Lakes Water Authority
- Hampton Roads Sanitation District
- City of Ann Arbor, MI
- City of Appleton, WI
- City of Asheville, NC
- City of Cleveland, OH
- City of Dublin, OH
- City of Flagstaff, AZ
- City of Ft. Lauderdale, FL
- City of Grand Rapids, MI
- City of Greenville, NC
- City of Monroe, MI
- City of Livonia, MI
- City of Long Beach, CA
- City of Norman, OK
- City of Roswell, GA
- City of Romulus, MI
- City of St. Charles, MO
- City of St. Clair Shores, MI
- City of Wixom, MI
- City of Wyandotte, MI
- Michigan Public Health Institute
- State of Michigan – Senate Business Office
- Village of Mount Prospect, IL



Mike Blickhahn

Consulting Manager, Plante Moran Management Consulting

Summary of experience

Mike has over twenty-five years' experience leading various human resource operational functions in healthcare, government, and retail pharmacy. Mike has human resources leadership and operational experience at employers ranging from 500 to 200,000 employees. Mike has significant experience in employee compensation, benefits, and the administration of human resource systems. Including several years at a fortune fifty company overseeing all aspects of human resources for all mergers, acquisitions and divestitures.

Mike has led human resource teams through systems assessments at all levels, including overseeing the selection, data conversion and management training programs needed for new HRIS systems. Mike is well versed in the design of post implementation human resource processes and team structures, including the necessary change management techniques to ensure user acceptance.

Mike has extensive management experience and operational knowledge of all areas of Human Resources including:

- HRIS and Payroll administration
- Compensation and Benefits Plan Design and Administration
- Talent Acquisition and Employee Onboarding
- Human Resources Policies and Procedures

Selected key clients

- Milwaukee County, WI
- Jefferson County, CO
- Kent County, MI
- Baton Rouge, LA
- Baton Rouge Recreational Authority, LA
- Prince William County, VA
- King County Library System, WA
- St. Louis, MO
- Broward County, FL
- West Palm Beach, FL
- Elk Grove Village, IL
- Southwest Ohio Waste Management Authority, OH
- Great Lakes Water Authority, MI

Education

Bachelor of Science, University of Illinois

Professional training & affiliations

Society for Human Resource Management (SHRM)

International Public Management Association (IPMA)

International Association for Human Resources Information Management (IHRIM)



Education

M.B.A. Human Resources, DePaul University, Chicago, Illinois

B.S. Business Management, DePaul University, Chicago, Illinois

Edward Malindzak

Subject Matter Expert. Independent Contractor to Plante Moran

Summary of experience

Ed has over 30 years Senior HR leadership experience within large organizations. Ed has demonstrated accomplishments as a leader providing strategic/operational direction in Human Resources, compensation and benefits, HRIS systems, budget planning and labor relations, including contract admin/negotiation. He has demonstrated success in Recruitment and Retention, OD/LD, Cultural Change and Diversity, Employee Engagement, HRIS, and Merger and Acquisition Implementation. Ed has negotiated and administered over two dozen Collective Bargaining Agreements for large organizations with Unions such as AFL-CIO, AFT, INA, WNA, CNA, IBEW, and SEIU.

Ed has worked with Human Resource departments to increase efficiency, combine services and related efforts. He also has significant experience in cultural assessments and HR staff surveys.

Ed has served as a subject matter expert providing analysis and problem-solving solutions for Human Resources matters related to Benefits design, Employee Engagement, Cultural Assessment and Impact, Performance Management, Labor Relations, Leadership and staff Development, Change Management, Merger and Acquisition, Human Resources function design and quality improvement, processes and systems.

He was the lead HR advisor role in multiple M&A transitions for HRIS systems to a single platform model with several migrating to completely new HRIS platforms, benefit, compensation, and policy transition oversight.

Selected key clients

- City of Peoria, IL
- Great Lakes Water Authority, IL
- Covenant Health Care System, WI
- All Saints Healthcare System, WI
- Wheaton Franciscan Health Care Services, IL
- Provena Health, IL
- Saint Vincent Health System, PA
- ProHealth, WI



Nina Rajcevic

Senior Consultant, Plante Moran Management Consulting

Summary of experience

As a consultant at Plante Moran, Nina has experience providing consulting services to government and public sector organizations. Her experience includes ERP software needs assessments, system selections and implementations as well as process mapping and optimization activities. Furthermore, Nina has experience specifically within the Human Resources function of many public organizations.

Nina's experience in municipal ERP Needs Assessment engagements include facilitating interviews and process mapping sessions, documenting issues and opportunities, developing report materials and system requirements. During the RFP development and system selection, she has assisted with vendor proposal analysis and facilitated vendor demonstrations. Nina has also assisted with the development of training materials and project management for implementations.

During Nina's time with Plante Moran, she has also been involved with various Human Resources engagements to optimize processes and policies. Her experience includes conducting departmental review sessions to capture key issues and opportunities for improvement. Additionally, she works on mapping detailed current and future-state process maps to standardize business processes within the Human Resources and Payroll functions. Nina has also worked in a project management role for a large audit client, providing support throughout the audit.

Selected key clients

- City of Detroit, MI
- Great Lakes Water Authority, MI
- Valley Metro Transit Agency
- City of West Palm Beach, FL
- Prince William County, VA
- Elk Grove Village, IL
- City of Peoria, IL
- City of Denton, TX
- City of Longview, TX
- Ramsey County, MN
- Baton Rouge Parks Commission (BREC)
- King County Library System, WA

Education

Bachelor of Science in Information Systems and Information Technology and in Marketing
University of Illinois at Urbana-Champaign

Professional training & affiliations

Society for Human Resource Management (SHRM)



Alexis Demchyna

Senior Consultant, Plante Moran Management Consulting

Summary of experience

Alexis is an experienced consultant that specializes in people problems within organizations. Her previous experience in mental health and training in industrial and organizational (IO) psychology has allowed her to excel in objectively assessing human behaviors through the lens of the organization. From talent assessments to organizational surveys, Alexis brings a wealth of knowledge to the Talent and Organizational Development (TOD) Practice. Her primary focus consists of external client engagements that specializes in:

- Organizational development
- Talent assessments
- Culture and climate surveys, including design and quantitative analysis
- Change readiness and support

Alexis' work is rooted within the principles of IO Psychology in order to guide engagements with industry best practices and leverage quantifiable data to govern decisions making process. She has successfully led organizational efforts to increase organizational effectiveness. She earned her bachelor's degree in Psychology from Albion College and earned her master's degree in IO Psychology from Wayne State University.

Project roles

Since joining Plante Moran Alexis conducts internal and external talent assessments. This includes: talent selection, retention, assessment feedback sessions, career development and vocational career development. Alexis assists clients understand the strengths, development, and person-job fit of candidates applying to join the organization. In administering and interpreting assessment data, she provides information to better inform hiring decisions. Heather also provides development feedback and coaching to assist new hires and existing staff to gain self-awareness and increase effectiveness within their role and the organization.

Education

Pursing M.A. Industrial & Organizational Psychology, Wayne State University

B.A. Psychology Albion College

Qualifications



City of West Palm Beach

Ms. Christine Brevik
Assistant City Administrator
401 Clematis Street
West Palm Beach, FL 33401
561.822.1224
cbrevik@wpb.org

Great Lakes Water Authority

Ms. Jennifer Payne
IT Manager
735 Randolph, STE 1800
Detroit, MI 48226
313.267.8358
Jennifer.Payne@glwater.org

Broward County

Mr. David Kahn
Director of Human Resources
115 S Andrews Avenue
Fort Lauderdale, FL 33301
DKAHN@broward.org

Oracle Optimization Project

The objective of the Oracle Optimization Project was to identify areas for improvement associated with Human Resources, Finance, and Procurement areas as follows:

- Identify challenges including people, process and technology with current processes
- Identify opportunities for process improvements to best utilize system capabilities
- Incorporate "best business practices" in operations where feasible
- Improve quality and accessibility of information for decision support and transparency
- Improve operational effectiveness and productivity

A review of the City's IT department was not an objective. However, due to the similar role that IT has in supporting the remainder of the organization, we sought to identify methods in which more effective delivery of service could be reached through improved coordination between IT and the other three departments.

Human Resources Systems Reimplementation Support

The objective of this project was to review how Human Resources systems were being used and improve on processes and efficient use of systems. This included reviewing and rewriting several policies including positions control and recruitment

Human Resources Third Party Assurance

Provided ongoing support and consulting services for several months regarding Human Resources department processes and service. Serving in a Third Party Assurance consulting role during the implementation of a new ERP system. Areas of focus included Recruitment process, Compensation and Benefits, Communication and change management

Fee Proposal



The Fee Proposal has been provided under a separate sealed bid per RFP instructions.

Additional Information



Customer service & client satisfaction—the Plante Moran way

When clients engage Plante Moran as their advisor, they say they can feel the difference almost immediately. Whether it is an innovative approach to problem-solving, our collaborative culture, or solutions borne out of deep industry expertise, our clients benefit from an attentive advisor who brings a caring approach to each engagement.

Here are a few considerations that makes Plante Moran different and help ensure that we provide responsive service to our clients:

- **Low staff turnover:** We have the lowest staff turnover rate of any major accounting firm in the United States. By minimizing turnover, we can provide better staff continuity, which in turn ensures that our teams are organized, prepared, and not slowed down by on-the-job learning.
- **More senior-level involvement:** Our staffing mix involves a high degree of partner and senior manager-level involvement in our engagements. As a result, we bring more experience directly to the field, improving the quality and effectiveness of our interactions with your internal accounting staff and executive management, often generating additional value.
- **Flexibility and experience:** Our deep experience in working with clients of all sizes and ownership structures allows us to acclimate to your organizational environment quickly.
- **Communication:** We believe that communication is the key to a successful relationship. Our clients tell us that we regularly exceed their expectations because we take ownership of that requirement. Regular communication avoids surprises, keeps projects on track, and promotes a healthy relationship.
- **Commitment:** We listen upfront to what you need, and we deliver. On-time and what you requested. We meet the promises we make. This is the number one thing that business executives tell us they want when we ask them what is important when hiring a professional service company, and we strive to meet their needs.

Strong client satisfaction results

At Plante Moran, we know we haven't done our job unless you're confident in our value. We enlist an independent third party to conduct an ongoing survey program that collects feedback from our clients. This tool allows us to identify areas of satisfaction or dissatisfaction so we can reinforce the good and quickly correct any areas of concern. The results of each client satisfaction survey are reviewed by firm management. We're gratified that our clients love us, and we work hard to keep it that way, but as a prospective client, you deserve to see the numbers for yourself.

98%

of clients say we match the **right people and resources** to their specialized needs.

98%

of clients feel we invest time to **build a relationship** with their organization.

97%

of clients believe we are **proactive to their needs.**

What does this mean for you?

One touchpoint

You'll have access to the right experts at the right time.

Lasting relationships

The better we know you, the better we can serve you.

Innovative solutions

We'll help you achieve your goals today and beyond.

Proposed Exceptions

Plante Moran has contracted with hundreds of local governments based on their procurement ordinances and related unique local requirements. We have reviewed the terms and conditions identified in the City of Fraser's RFP and have identified the following list of items which we would take exception to without having an interactive discussion with the City so both parties can obtain a mutual understanding. Should Plante Moran be fortunate enough to be elevated to a preferred finalist consultant in the City's selection process under this RFP, we would expect to address these items with the City's contracting team. We have additionally provided our standard consulting Professional Services Agreement in the Appendix for reference.

Page	Section / Reference	Proposed Exception	Rationale
12	VIII, first paragraph	<i>Please Modify as Follows:</i> The contract resulting from this request for proposals will be awarded to the responsive proposer that submits a proposal determined by the City Council to be in the best interests of the City. The City reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to re-issue an RFP for all or any part of the solicitation as deemed in the best interests of the City. The City Council shall be the sole judge of the City's best interests. The City anticipates the term of the contract resulting from this RFP to be one (1) year with an option that the City may exercise to renew for one (1) additional year, upon mutual written agreement consistent with the terms of the proposer's proposal as accepted by the City. The City reserves the right to terminate the contract upon terms to be negotiated with the successful proposer, and the proposer shall be paid for all services satisfactorily performed prior to the termination effective date. The City may terminate the contract without notice if the proposer has committed any illegal acts or other misconduct, or acted in a manner deemed by the City Council to be contrary to the best interests of the City, and the proposer shall be paid for all services performed prior to the termination effective date.	Upon termination, Plante Moran would need to be paid for all services performed before the termination effective date.
13	X	<i>Please Modify as Follows:</i> To the fullest extent permitted by law, the proposer shall indemnify and hold harmless the City, its elected and appointed officials, and their consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect, or consequential (including, but not limited to reasonable attorney fees and other reasonable professional fees, as well as court and arbitration costs) arising out of or resulting from the performance	Plante Moran can agree to indemnify the City in proportion to Plante Moran's fault, if any.

Page	Section / Reference	Proposed Exception	Rationale
		of the proposer's work, provided that such claim, damage, loss, or expense is caused in whole or in part by the negligent or intentional acts or omissions of the proposer, or breach of proposer's obligations under the contract or by to the extent caused by the gross negligence or willful misconduct of the proposer in performing its obligations under the contract, or of any person or organization directly or indirectly employed or engaged by the proposer to perform or furnish any of the services proposer's obligations under the contract, or anyone for whose acts the proposer may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. As to any and all claims against the City or any of its consultants, agents, or employees by any employee of proposer, by any person or organization directly or indirectly employed or engaged by the proposer to perform or furnish any of the services, or anyone for whose acts the proposer may be liable, tThe indemnification obligation under this requirement shall not be limited in any way by any limitation on the amount of damages, compensation, or benefits payable by or for proposer under worker's compensation acts, disability benefit acts, or other employee benefit acts.	
15	Appendix A	<i>Please Modify as Follows:</i> The proposer shall, at its own expense and cost, obtain and keep in force during the entire term of the contract insurance coverage in a form satisfactory to the City covering the proposer and all of its agents, employees, or other providers of services and shall name the City, its elected and appointed officials, employees, consultants and agents as an additional insured on a primary and non-contributory basis to the proposer's Commercial General Liability and Professional Liability policies policy. The proposer's certificates or proofs of such insurance coverage should be scanned and inserted here or attached hereafter.	Plante Moran's professional liability insurance is not structured to allow additional insureds.

Appendix



Professional Services Agreement – Consulting Services Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for our consulting services dated <Date> between Plante & Moran, PLLC (referred to herein as “PM”) and the City of Fraser (referred to herein as “the City”).

- 1. Management Responsibilities** – The consulting services PM will provide are inherently advisory in nature. PM has no responsibility for any management decisions or management functions in connection with its engagement to provide these services. Further, the City acknowledges that the City is responsible for all such management decisions and management functions; for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services; and for establishing and maintaining internal controls, including monitoring ongoing activities, in connection with PM’s engagement. The City has designated <Designated Project Supervisor>, <Title of Project Supervisor>, to oversee the services PM will provide.

The City represents and warrants that any and all information that it transmits to Plante Moran will be done so in full compliance with all applicable federal, state, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). The City shall not disclose personal data of data subjects who are entitled to certain rights and protections afforded by applicable federal, state, and foreign privacy and data protection laws (“Personal Data”) to PM without prior notification to PM. The City shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

- 2. Nature of Services** – PM’s project activities will be based on information and records provided to PM by the City. PM will rely on such underlying information and records and the project activities will not include audit or verification of the information and records provided to PM in connection with the project activities.

The project activities PM will perform will not constitute an examination or audit of any the City financial statements or any other items, including the City’s internal controls. Additionally, this engagement will not include preparation or review of any tax returns or consulting regarding tax matters. If the City requires financial statements or other financial information for third-party use, or if the City requires tax preparation or consulting services, a separate engagement letter will be required. Accordingly, the City agrees not to associate or make reference to PM in connection with any financial statements or other financial information of the City. In addition, PM’s engagement is not designed and cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, PM will inform you of any such matters that come to PM’s attention.

- 3. Project Deliverables** – At the conclusion of PM’s project activities and periodically as PM progresses, PM will review the results of its work with the City and provide the City with any observations related to PM’s services that PM believes warrant the City’s attention. PM also will provide the City with copies of analyses or other materials that PM may develop in the course of this engagement upon the City’s request. PM will not issue a written report as a result of this engagement and the City agrees that the nature and extent of the work product that PM will provide, as outlined in this agreement, are sufficient for the City’s purposes.
- 4. Interactive Analyses and Visualizations** – In instances where PM expressly agrees in the accompanying engagement letter to provide interactive analyses or visualization tools (collectively, “Electronic Documents”) to the City, such Electronic Documents will be provided in a format determined to be acceptable to both parties. the City acknowledges and agrees that the City’s ability to access such Electronic Documents may require software programs that PM does not develop, license, or support, and the City shall be solely responsible for the costs to obtain, use, or support any such required software. PM makes no representation or warranty with respect to such software or the continuing functionality of such software relative to the Electronic Documents and disclaims any and all express or implied warranties if any, associated with such software, its merchantability, and/or its fitness for any particular use by the City.

If and to the extent provided by PM, Electronic Documents are provided solely for the purpose of supporting the project deliverables and are to be used only as expressly described in and authorized by the project deliverables. PM disclaims any responsibility for any use of the Electronic Documents that is not expressly provided for in and authorized by the project deliverables. Further, the City acknowledges that the City is solely responsible for evaluating the adequacy and accuracy of any results generated through the use of Electronic Documents. PM will have no responsibility to support or update the Electric Documents for any events or circumstances that occur or become known subsequent to the date of their corresponding project deliverables.

The City acknowledges that PM may utilize proprietary works of authorship that have not been created specifically for the City and were conceived, created, or developed prior to, or independent of, this engagement including, without limitation, computer programs, methodologies, algorithms, models, templates, software configurations, flowcharts, architecture designs, tools, specifications, drawings, sketches, models, samples, records, and documentation (collectively, “PM Intellectual Property”). The City agrees and acknowledges that PM Intellectual Property is and shall remain solely and exclusively the property of PM.

Upon payment for the engaged services, to the extent that PM incorporates PM Intellectual Property into the Electronic Documents (which PM shall do only as expressly provided for in the accompanying engagement letter), PM grants to the City a limited royalty-free, nonexclusive, right and license to use such incorporated PM Intellectual Property for internal purposes only and in the original format. The City agrees not to copy, publish, modify, disclose, distribute, decompile, reverse engineer, or create derivative works based on PM Intellectual Property. Notwithstanding the foregoing, in no event will PM be precluded from developing for itself or for others, works of authorship which are similar to those included in the project deliverables.

If and to the extent PM shares information obtained from third-party data sources with the City, the City agrees not to (i) disclose or redistribute any such third-party data to third parties without the express written consent of PM; or (ii) attempt to extract, manipulate, or copy any embedded or aggregated third-party data from the Electronic Documents for any purpose.

- 5. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of the City, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to the City. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use, and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of the City.

In the interest of facilitating PM’s services to the City, PM may communicate or exchange data by internet, email, facsimile transmission or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM’s obligations under applicable laws and professional standards, the City recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM’s use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM’s possession.

Both the City and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform the City in a timely manner of such request and to cooperate with the City should the City attempt, at the City’s cost, to limit such access. This provision will survive the termination of this agreement. PM’s efforts in complying with such requests will be deemed billable to the City as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM’s record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon the City’s written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. The City acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM’s workpapers, without regard to whether access had been granted with respect to any prior requests.

6. **Consent to Disclosures to Service Providers** – In some circumstances, PM may use third-party service providers to assist PM with its services, including affiliates of PM within or outside the United States. In those circumstances, PM will be solely responsible for the provision of any services by any such third-party service providers and for the protection of any information provided to such third-party service providers. PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for the City. In order to enable these third-party service providers to assist PM in this capacity, the City, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of the City's information, including tax return information, to such third-party service providers, including affiliates of PM outside of the United States, if and to the extent such information is relevant to the services such third-party service providers may provide and agrees that PM's disclosure of such information for such purposes shall not constitute a breach of the provisions of this agreement. The City's consent shall be continuing until the services provided for this engagement agreement are completed.
7. **Third-Party Data** – PM may reference third-party data sources in performing the services described in the engagement letter. Third-party data may include publicly available data, commercially available data licensed to PM, or information obtained from other sources. PM will use its judgment, discretion, best efforts, and good faith in evaluating the use of third-party data sources, but does not warrant or guarantee the accuracy, completeness, or timeliness of any data obtained from third-party data sources and disclaims any liability arising out of or relating to the use of data from third-party data sources. The City acknowledges that any commercially available third-party data sources referenced by PM are licensed to PM and PM's ability to share information obtained from commercially available third-party data sources is often restricted by the terms of use granted to PM by the licensor and, unless expressly set forth in the accompanying engagement letter, PM makes no representation or warranty that the City will have access to data obtained from third-party data sources. If and to the extent PM shares information obtained from third-party data sources with the City, the City agrees not to disclose or redistribute any such third-party data to third parties without the express written consent of PM. This agreement does not convey to the City a sublicense to any third-party data source unless expressly agreed to in writing and signed by a duly authorized representative of PM. However, nothing herein shall prevent the City from directly contracting with or obtaining a license from any third-party data source if the City determines, in its sole discretion, that any such direct contract or license to be in its best interest.
8. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on the City personnel providing PM staff the assistance necessary to satisfy the City responsibilities under the scope of services. This assistance includes availability and cooperation of those the City personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's Fee Quotes, those Fee Quotes will be adjusted for the additional time PM incurs as a result.
- In any circumstance where PM's work is rescheduled, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of PM's work. Because rescheduling its work imposes additional costs on PM, in any circumstance where PM has provided Fee Quotes, those Fee Quotes may be adjusted for additional time PM incurs as a result of rescheduling its work.
- PM will advise the City in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.
9. **Payment Terms** – PM's invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's consulting work. the City agrees that in the event that work is suspended, for non-payment or other reasons, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.
10. **Fee Adjustments** – Any fee adjustments for reasons described in this agreement will be determined based on the actual time expended by PM staff at the hourly rates stated in this agreement, plus all reasonable and necessary travel and related costs PM incurs, and included as an adjustment to PM's invoices related to this engagement. The City acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.
11. **Force Majeure** – Neither party shall be deemed to be in breach of this engagement agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war or other violence, or epidemic (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.

- 12. Exclusion of Certain Damages** – Except to the extent finally determined to have resulted from PM’s gross negligence or willful misconduct, the liability of PM and any of PM’s officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved allied third party service providers (collectively, “PM Persons”) for any and all claims, losses, costs, and damages of any nature whatsoever is limited so that the total aggregate liability of the PM and/or the PM Persons with respect to and arising out of the services provided hereunder shall not exceed the total fees paid to PM for the services provided in connection with this engagement agreement. It is agreed that these limitations on PM’s and the PM Persons’ maximum liability are reasonable in view of, among other things, the nature, scope, and limitations of the services PM is to provide, and the fees PM is to receive under this engagement. In no event shall the PM or the PM Persons be liable, whether a claim be in tort, contract, or otherwise, for any consequential, indirect, lost profit, punitive, exemplary, or other special damages. The exclusion of certain damages as set forth in this Section apply to any and all liabilities or causes of action against PM and/or the PM Persons, however alleged or arising, unless and to the extent otherwise prohibited by law. This provision shall survive the termination of this engagement.

In the event this engagement agreement expressly identified multiple phases of services, the total aggregate liability of PM shall be limited to no more than the total amount of fees received by PM for the particular phase of services alleged to have given rise to any such liability.

- 13. Defense, Indemnification, and Hold Harmless** – As a condition of PM’s willingness to perform the services provided for in the engagement letter, the City agrees to defend, indemnify, and hold PM and the PM Persons harmless against any claims by third parties for losses, claims, damages, or liabilities, to which PM or the PM Persons may become subject in connection with or related to the services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of PM, or one of the PM Persons. This defense, indemnity, and hold harmless obligation includes the obligation to reimburse PM and/or the PM Persons for any legal or other expenses incurred by PM or the PM Persons, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities.
- 14. Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving the City but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, the City agrees to compensate PM for the affected PM staff’s time at such staff’s current hourly rates, and to reimburse PM for all of PM’s out-of-pocket costs incurred associated with PM’s response unless otherwise reimbursed by a third party.
- 15. Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM’s services will cease and PM’s engagement will be deemed to have been completed. The City will be obligated to compensate PM for all time expended and to reimburse PM for related costs PM incurs through the date of termination of this engagement.
- 16. Time Limits** – Except for actions to enforce payment of PM’s invoices and without limiting any claims for indemnification hereunder, any claim or cause of action arising under or otherwise relating to this engagement must be filed within two years from the completion of the engagement without regard to any statutory provision to the contrary.
- 17. Entire Agreement** – This engagement agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this agreement, signed by all of the parties.
- 18. Severability** – If any provision of this engagement agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
- 19. Conflicts of Interest** – PM’s engagement acceptance procedures include a check as to whether any conflicts of interest exist that would prevent PM’s acceptance of this engagement. No such conflicts have been identified. The City understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with interests of the City.
- 20. Agreement Not to Influence** – the City and PM each agree that each respective organization and its employees will not endeavor to influence the other’s employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. The City agrees that PM employees are not “contract for hire.” PM may release the City from these restrictions if the City agrees to reimburse PM for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to two hundred hours of billings at the hourly rate stated in this agreement for the PM employee.

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21. **Signatures** – Any electronic signature transmitted through DocuSign or manual signature on the engagement letter transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.
 22. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this agreement, or any dispute arising from or relating to this agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement – Consulting Services

We look forward to working with you.
Please contact us with any questions.



Mark Warner
Engagement Partner

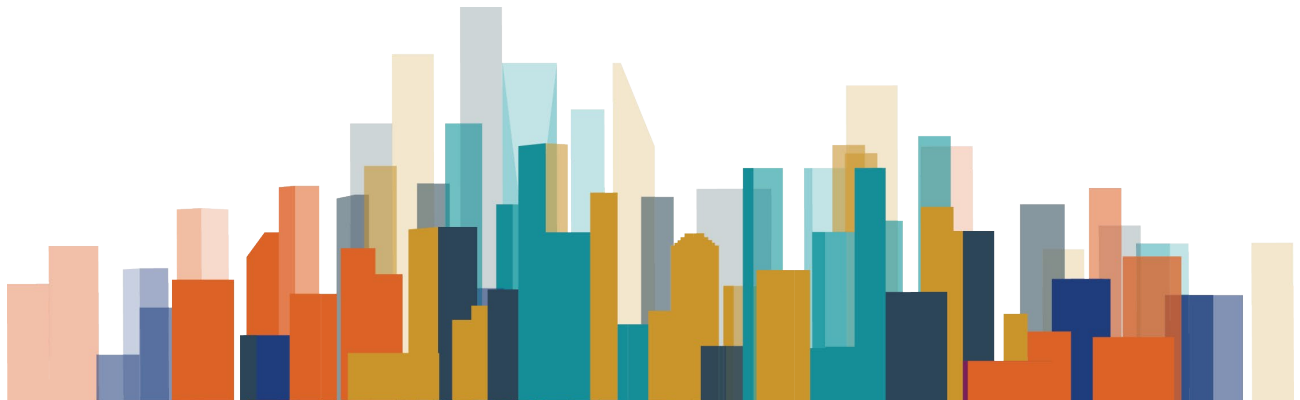
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