

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JANUARY 17, 2022, 7:00 P.M.

1) Call to Order

2) Invocation – Pastor Rick Pilienci, Grace Christian University

If you wish and are able, please stand for the invocation. The Pledge of Allegiance will immediately follow the invocation.

3) Pledge of Allegiance

4) Roll Call

5) Student Recognition

6) Approval of Minutes

From the January 3, 2022 Regular Meeting

7) Approval of Agenda

8) Public Hearings

If you wish to speak to an item during a public hearing you are welcome to do so. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Comments made during a public hearing may become part of the meeting's permanent record. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.

7:01 p.m. To Consider Approval of an Application for an Industrial Facilities Exemption Certificate in the City of Wyoming for Schreiber Foods

9) Public Comment on Agenda Items

This public comment period is reserved for comment on agenda items only. If you wish to speak about an item that is not on the agenda, please hold your comments until the acknowledgement of visitors at the end of the meeting. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.

10) Presentations and Proclamations

a) Presentations

1. Pension & OPEB Actuarial Valuation Reports
2. CALEA Re-Accreditation Report and Recruitment Video

b) Proclamations

11) Petitions and Communications

a) Petitions

b) Communications

12) Reports from City Officers

a) From City Council

b) From City Manager

22-01 Acceptance of a Watermain Easement for 101 Plaster Creek Boulevard SW (L & B Properties, LLC)

22-02 Acceptance of a Non-Motorized Trail Easement for 111 Plaster Creek Boulevard SW (L & B Properties, LLC)

22-03 Acceptance of a Non-Motorized Trail Easement and Temporary Permit for 2450 Buchanan Avenue SW (L & B Properties, LLC)

13) Budget Amendments

14) Consent Agenda

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

- a) To Authorize Members of the City Council to Attend the Wyoming-Kentwood Chamber of Commerce Annual Meeting and Awards Dinner

15) Resolutions

16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts

- b) To Approve Final Payment for the 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue)
- c) To Extend the Bid for Bulk Pick Up and Disposal of Leaves and to Extend the Bid for Grinding and Disposal of Brush to Renewed Earth Inc.
- d) To Accept a Proposal from The Architectural Group, Inc. for Construction Documentation and Administration Services and to Authorize the Mayor and City Clerk to Execute the Contract
- e) To Approve a Change Order for the Purchase of Sodium Hydroxide (Caustic) Drums
- f) For Award of Bid and to Authorize the Mayor and City Clerk to Execute the Contract
 - 1. John Deere Gator

17) Ordinances

- 2-22 To Amend the Code of Ordinances by Adding Chapter 68, Entitled “Stormwater,” to Regulate and Control Stormwater Runoff and Discharges, Protect Floodways, Control Soil Erosion, Protect Drains, Provide for Inspection and Monitoring of Stormwater and Other Discharges, Establish Stormwater Design and Performance Standards, and Provide Penalties for Violations; and by Repealing Articles IV and V of Chapter 86 Entitled “Stormwater” and “Stormwater Discharges” (Final Reading)
- 3-22 To Amend Section 1-27 of the Code of Ordinances Providing for Municipal Civil Infractions, Issuance of Civil Infraction Citations, and Penalties and Consequences for Ordinance Violations (First Reading)

18) Informational Material

19) Acknowledgment of Visitors

This public comment period is an opportunity to share concerns or present topics to the City Council that were not part of this meeting’s agenda. This is not an opportunity for dialog with Council, but Council may make referrals or request staff to follow up. Please provide your name and address when approaching the podium. There is a 3 minute limit per person.

20) Closed Session (as necessary)

21) Adjournment

City of Wyoming
Employees Retirement System
Annual Actuarial Valuation
as of June 30, 2021





December 6, 2021

Retirement Board
City of Wyoming Employees Retirement System
Wyoming, Michigan

Re: City of Wyoming Employees Retirement System Actuarial Valuation as of June 30, 2021

Dear Board Members:

The results of the June 30, 2021 Annual Actuarial Valuation of the City of Wyoming Employees Retirement System are presented in this report.

This report was prepared at the request of the Board and is intended for use by the Retirement System and those designated or approved by the Board. This report may be provided to parties other than the System only in its entirety and only with the permission of the Board. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the System's funding progress and to determine the employer contribution amount for the fiscal year ending June 30, 2023. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The computed contributions shown on page A-2 may be considered as minimum contribution amounts that comply with City ordinance. Users of this report should be aware that contributions made at that level do not guarantee benefit security. Given the importance of benefit security to any retirement system, we suggest that contributions to the System in excess of those presented in this report be considered.

The contribution amounts shown in this report are determined using the actuarial assumptions and methods disclosed in Section C of this report. This report includes risk metrics in the Appendix but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through June 30, 2021. The valuation was based upon information furnished by the City of Wyoming, concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the City of Wyoming.

This report was prepared using assumptions adopted by the Board. All actuarial assumptions used in this report are reasonable for the purposes of this valuation. All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Summary of Valuation Methods and Actuarial Assumptions.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by individuals who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the City of Wyoming Employees Retirement System as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, and with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

James D. Anderson and Richard C. Koch Jr. are Members of the American Academy of Actuaries (MAAA) and meet the Academy's Qualification Standards to render the actuarial opinions contained herein.

The signing individuals are independent of the plan sponsor.

Gabriel, Roeder, Smith & Company will be pleased to review this valuation and report with the Board of Trustees and to answer any questions pertaining to the valuation.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



James D. Anderson, FSA, EA, FCA, MAAA



Richard C. Koch Jr., ASA, EA, MAAA

JDA/RCK:rmn

C0272



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SECTION A

VALUATION RESULTS, COMMENTS, RECOMMENDATIONS AND CONCLUSION

Funding Objective

Per the plan document, the financial objective of the Defined Benefit Plan is to require Employer contributions to the Defined Benefit Plan each year which shall be sufficient to fully fund the actuarial cost of benefits likely to be paid on account of services rendered by participants during the current year and finance the unfunded actuarial cost of benefits likely to be paid on account of services rendered by Participants prior to the current year over a period of years. The contributions shall be computed by the Actuary as level dollar amounts in accordance with generally recognized actuarial principles. The contributions shall be appropriated by Employer and paid to the Defined Benefit Plan.

The annual actuarial valuations determine how well the objective is being met.

Actuarially Determined Contributions

The Retirement System is supported by City contributions, the investment income obtained on System assets and employee contributions (for certain groups). The City contributes actuarially determined contributions to provide the amount needed to meet the funding objective.

City contributions cover both: (i) normal cost; and (ii) financing of Unfunded Actuarial Accrued Liability over a period of future years. Normal cost is the portion of System costs allocated to the current year by the actuarial cost method described in Section C. The Unfunded Actuarial Accrued Liability (UAAL) is the portion of System costs not covered by present System assets and future normal costs.

The contribution requirements for the fiscal year ending June 30, 2023 are presented on page A-2.

Computed Contributions for the Fiscal Year Ending June 30, 2023

City's Contributions for	Other Funds A	Other Funds B	General	Police	Fire	Total
Normal Cost						
Service pensions	12.96 %	12.44 %	14.32 %	16.16 %	15.76 %	14.52 %
Disability pensions	1.61	1.62	1.65	2.64	2.33	2.06
Survivor pensions	0.40	0.37	0.36	0.27	0.27	0.33
Refunds of Member Contributions	0.09	0.16	0.09	0.30	0.33	0.20
Total Normal Cost	15.06	14.59	16.42	19.37	18.69	17.11
Member Contributions (weighted average)	1.38	1.94	1.67	5.59	6.00	3.41
Total Employer Normal Cost %	13.68 %	12.65 %	14.75 %	13.78 %	12.69 %	13.70 %
Total Employer Normal Cost \$	\$ 156,093	\$ 240,109	\$ 237,330	\$ 415,563	\$ 88,963	\$ 1,138,058
Unfunded Actuarial Accrued Liability						
Retired members and beneficiaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Active and vested terminated members	115,807	280,542	230,616	570,989	109,589	1,307,543
Total Unf'd. Actuarial Accr. Liab.	\$ 115,807	\$ 280,542	\$ 230,616	\$ 570,989	\$ 109,589	\$ 1,307,543
City's Projected \$ Requirement	\$ 271,900	\$ 520,651	\$ 467,946	\$ 986,552	\$ 198,552	\$ 2,445,601

Unfunded Actuarial Accrued Liabilities were amortized as a level dollar amount over a closed 18-year period.

Determining Dollar Contributions

The City's Projected Dollar Requirement can be used as the only basis for determining contributions throughout the fiscal year. The method of determining dollar contributions should be reviewed periodically for consistency with reporting.



Determination of Unfunded Accrued Liability as of June 30, 2021

	<u>Other Funds A</u>	<u>Other Funds B</u>	<u>General</u>	<u>Police</u>	<u>Fire</u>	<u>Total</u>
A. Accrued Liability						
1. For retirees and beneficiaries	\$28,294,089	\$30,674,897	\$25,191,229	\$43,433,099	\$15,020,075	\$142,613,389
2. For vested terminated members	1,816,088	2,445,932	2,479,660	1,847,877	765,376	9,354,933
3. For present active members						
a. Value of expected future benefit payments	8,633,042	12,760,495	12,122,468	24,254,825	5,552,324	63,323,154
b. Value of future normal costs	1,074,104	2,071,977	1,555,053	3,561,785	792,038	9,054,957
c. Active member accrued liability: (a) - (b)	7,558,938	10,688,518	10,567,415	20,693,040	4,760,286	54,268,197
4. Total accrued liability	37,669,115	43,809,347	38,238,304	65,974,016	20,545,737	206,236,519
B. Present Assets (Funding Value)	36,294,842	40,687,202	35,620,074	59,729,307	19,315,111	191,646,536
C. Unfunded Accrued Liability: (A.4) - (B)	1,374,273	3,122,145	2,618,230	6,244,709	1,230,626	14,589,983
D. Funding Ratio: (B) / (A.4)	96.4%	92.9%	93.2%	90.5%	94.0%	92.9%
E. Market Value of Assets ⁽¹⁾	\$40,817,712	\$45,814,117	\$40,051,601	\$67,121,004	\$21,724,184	\$215,528,618
F. Funding Ratio: Market Value Basis (E) / (A.4)	108.4%	104.6%	104.7%	101.7%	105.7%	104.5%

⁽¹⁾ Allocation to divisions provided by the City.

Funding Progress Indicators

Testing how well the financial objective is being met can be done in many ways. There is no single all-encompassing test. The following indicators provide measures of funding achievement. **Values related to health insurance premiums are not included in the amounts shown.**

- (1) **The actuarial present value of gains or losses realized in the operation of the Retirement System** - an experience indicator. Gains and losses are expected to cancel each other over a period of years (in the absence of double-digit inflation) but sizable year-to-year fluctuations are common. Further details on the derivation of the gain (loss) are shown on page A-15.

Valuation Date June 30	Dollar Amounts in Thousands	
	Valuation Assets	Experience Indicator
		Experience Gain or (Loss) for Year
2000 (20)*	\$ 103,402	\$ 2,208
2005 (27)*	110,582	(2,668)
2006 (28)*	113,663	(5,307)
2007 (29)*	121,400	5,829
2008 (30)*	129,496	1,161
2009 (31)*	129,667	(4,089)
2010 (32)*	129,277	(3,876)
2011	131,248	(999)
2012 (33)*	129,191	(8,336)
2013 (34)*	130,037	(1,288)
2014 (35)*	139,935	3,949
2015 (36)*	149,882	8,086
2016	154,872	(594)
2017 (37)*	164,083	4,931
2018	172,671	4,097
2019	177,350	268
2020 (38)*	181,047	(820)
2021	191,647	6,082

* Refer to notes on pages A-6 through A-10.

Funding Progress Indicators

- (2) **The ratio of valuation assets to the actuarial present value of credited projected benefits** allocated in the proportion accrued service is to projected total service – an ongoing plan indicator. The ratio is expected to increase in the absence of benefit enhancements. Prior to 6/30/98, the (APVCPB) was computed in accordance with the Pension Benefit obligation information pursuant to GASB Statement No. 5, issued November 1986. Beginning with the 6/30/98 valuation the accrued liability computed for funding purposes is used in place of the (APVCPB), pursuant to GASB Statement No. 25, which supersedes GASB Statement No. 5.
- (3) **The ratio of the unfunded actuarial present value of credited projected benefits to member payroll** – an ongoing plan indicator. In a soundly financed retirement system, the amount of the unfunded actuarial present value of credited projected benefits will be controlled and prevented from increasing in the absence of benefit enhancements. However, in an inflationary environment it is seldom practical to impose this control on dollar amounts which are depreciating in value. The ratio is a relative index of condition where inflation is present in both items. The ratio is expected to decrease in the absence of benefit enhancements.

Valuation Date June 30	Dollar Amounts in Thousands			
	Continuation Tests			
	Actuarial P.V. of Cred. Proj. Benefits**	Funded Ratio	Unf'd. Act. P.V. of Cred. Proj. Benefits	Ratio to Member Payroll
2000 (20)*	\$ 84,081	123.0 %	\$ (19,321)	- %
2005 (27)*	106,174	104.2	(4,408)	-
2006 (28)*	115,225	98.6	1,563	6.8
2007 (29)*	118,313	102.6	(3,087)	-
2008 (30)*	126,166	102.6	(3,330)	-
2009 (31)*	130,793	99.1	1,126	5.5
2010 (32)*	135,611	95.3	6,333	32.4
2011	138,810	94.6	7,562	41.9
2012 (33)*	150,963	85.6	21,771	129.8
2013 (34)*	153,449	84.7	23,412	147.3
2014 (35)*	158,867	88.1	18,932	120.2
2015 (36)*	182,644	82.1	32,762	230.0
2017 (37)*	188,930	86.8	24,847	210.5
2018	192,006	89.9	19,335	169.4
2019	195,661	90.6	18,311	169.2
2020 (38)*	202,000	89.6	20,953	212.7
2021	206,237	92.9	14,590	165.8

* Refer to notes on pages A-6 through A-10.

** Entry-age Actuarial Accrued Liability beginning with the 1998 valuation.

The funded status measure shown above is not appropriate for assessing the sufficiency of System assets to cover the estimated cost of settling the System's benefit obligations, nor for assessing the need for, or amount of, future contributions.

Notes Relating to Funding Progress Indicators

- (1) Includes amendment to Ordinance effective December 1974 (applicable to Police Officers).
- (2) Includes amendment to Ordinance effective July 1, 1977 providing 10-year vesting for Administrative and Supervisory employees.
- (3) Includes amendment to Ordinance providing non-contributory status for Administrative and Supervisory employees, Police Officers and Firefighters.
- (4) Includes amendment to Ordinance providing 10-year vesting and non-contributory status for General employees and an increase in the benefit formulas for General employees and Police Officers. The maximum number of years in the Police Officer formula will be phased-in to 30 years effective July 1, 1988.
- (5) Includes revision of assumed rate of investment return from 5.5% to 6.5%.
- (6) Includes revision of assumed rate of investment return from 6.5% to 7.5%.
- (7) Includes amendment to Ordinance providing 10-year vesting for Firefighters and changes in the benefit formula for all employees.
- (8) Includes change to 2.0% formula factor (from 1.8%) for General members (excluding Dispatchers and Telephone Operators) and Fire Administrative members.
- (9) Includes change from 5-year Final Average Compensation to 3-year Final Average Compensation for General and Fire Administrative members.
- (10) Includes: a) change from 5-year Final Average Compensation to 3-year Final Average Compensation for General members (excluding Dispatchers and Telephone Operators) and Fire members; and b) change to 2.0% formula factor for Fire members.
- (11) Includes: a) change from 10 to 5-year requirement for regular retirement, deferred retirement, non-duty disability and non-duty death benefits for Administrative members in all divisions; and b) increase in formula factor to 2.2% from 2.0% for all Police members and Administrative members in all divisions; to 2.0% from 1.8% for General Dispatchers and Telephone Operators.
- (12) Includes: a) increase in formula factor to 2.2% from 2.0% for all Fire members; increase to 2.1% from 2.0% for General union members; and b) automatic post-retirement increase provision for all Administrative members.

Notes Relating to Funding Progress Indicators

- (13) Includes: a) early retirement eligibility for Administrative members at age 55 with 5 years of credited service; and b) automatic post-retirement increase provision for Police Command members who retire on or after age 60.
- (14) Includes an increase in formula factor to 2.25% from 2.20% for non-supervisory Police members. The increase in the employer contribution rate for Fire members reflects the retirement of two members whose normal cost had been negligible due to their age and service characteristics.
- (15) Includes an increase in formula factor to 2.2% from 2.1% for General members (excluding Dispatchers and Telephone Operators).
- (16) Includes: a) a change in actuarial cost method from individual attained-age to individual entry-age normal cost; b) an increase in the amortization period for unfunded accrued liability or funding credit to 25 years from 10 years (from 26 years for health); and c) a change in actuarial assumptions, all as recommended in an experience study which covered the period from July 1, 1989 to June 30, 1994. The following benefit provision changes were also included:
- The type of final average salary for General Dispatchers and Telephone Operators changes to the highest 3 consecutive years out of the last 5 years from the highest 5 consecutive years out of the last 10 years; and
 - The Duty Disability benefit for the non-supervisory Police members is now subject to Special Rules as described in an amendment to Schedule D, Section 91.40(6)(c) of the Code of the City of Wyoming.
- (17) Includes the following changes in benefit provisions:
- The formula factor for supervisory Police members increases to 2.25% from 2.20%.
 - The Duty Disability benefit for Police members changes to 50% of final average salary at the time of disability until attaining minimum age for normal retirement. Normal retirement benefit calculations shall include the time the member was receiving disability benefits and will be based on the monthly average the member would have earned during the 36 months preceding normal retirement age if the member was actively employed. The previous Duty Disability benefit for Police members had been computed in the same manner as the regular retirement benefit based on credited service (10-year minimum) and final average salary at time of termination.
- (18) Includes the following changes in benefit provisions:
- The formula factor for all Fire and General members (excluding Dispatchers and Telephone Operators) increases to 2.25% from 2.20%.
 - The early retirement reduction factor for General members changes to .002 from .004.

Notes Relating to Funding Progress Indicators

- (19) Includes the following changes in benefit provisions:
- The formula factor for all Fire and Administrative members increases to 2.35% from 2.25%.
 - The early retirement reduction factor for Administrative members changes to .002 from .004.
- (20) Includes the following changes in benefit provisions:
- The formula factor for General Dispatchers and Telephone Operators increases to 2.25% from 2.00%.
 - The formula factor for all other General members increases to 2.35% from 2.25%.
 - The formula factor for Police members increases to 2.35% from 2.25%.
 - The premium for post-retirement health insurance payable to age 60 for Police Command members increases to \$10 per month times years of credited service, not to exceed 30 years from \$8 per month times years of credited service, not to exceed 30 years.
- (21) Includes revised demographic and economic assumptions. These assumption changes were adopted by the Retirement Board at their January 22, 2001 meeting.
- (22) Includes new amortization policy as adopted by the Retirement Board specifically at 18-year open period for pension and 30-year open period for post-retirement health costs.
- (23) Includes an increase in the formula factor for Police Patrol to 2.5% from 2.35% and an increase in the contribution rate for Police Patrol to 1.59% from 0%.
- (24) Includes a change in the asset derivation method from a 4-year smoothed market value to a 5-year smoothed market value, along with a change in the amortization period from 18 years to 10 years for pension.
- (25) Includes revision of assumed rate of investment return from 7.5% to 7.75% and closing the amortization period for pension.
- (26) Includes the following changes in benefit provisions:
- Employer right to rehire retirees (Ordinance No. 7-04).
 - Eliminate the early retirement reduction for benefits payable after age 60 if retired under the 2004 Voluntary Retirement Incentive Plan (Ordinance No. 14-04).
 - Establishment of a Deferred Retirement Option Plan (DROP) (Ordinance No. 15-04).
 - Establish separate trust to provide for the funding of retiree medical benefits (Ordinance No. 16-04).

Notes Relating to Funding Progress Indicators

- (27) Includes the following changes in benefit provisions:
- Changing retirement eligibility for Firefighters from age 55 and 10 years of service to age 50 and 10 years of service.
 - Firefighters must make contributions of 1% of pay.
- (28) Includes the following change in benefit provisions:
- General Administrative members and Firefighters hired after September 6, 2005 will be automatically enrolled in the Defined Contribution plan. They will not participate in this defined benefit plan. As a result, contribution requirements for the General and Fire groups are based on level dollar amortization of unfunded accrued liability. Results for Police continue to be based on level percent of pay amortization.
- (29) Includes the following change in benefit provisions:
- General Non-Administrative members hired after February 6, 2006, Police Command members hired after February 20, 2006, and Police Dispatch members hired after February 7, 2006 will be automatically enrolled in the Defined Contribution plan. They will not participate in this defined benefit plan. Effective July 1, 2007, General Administrative members retiring early after July 1, 2007 will not have their benefit reduced.
- (30) Includes the following changes in benefit provisions:
- The formula factor for Police Patrol increases to 2.7% from 2.5% and the contribution rate for Police Patrol increases to 3.59% from 1.59%.
 - The formula factor for Police Command increases to 2.7% from 2.35% and the contribution rate for Police Command increases to 3.59% from 0%.
 - The formula factor for General Dispatchers and Telephone Operators increases to 2.35% from 2.25%.
 - The automatic post-retirement increases provision is removed for Police Command members retiring after July 1, 2008.
 - Maximum DROP account accumulation period for Police Command members has been reduced to 3 years from 5 years.
 - Police Non-Supervisory members hired after September 4, 2007 will be automatically enrolled in the Defined Contribution plan. They will not participate in this defined benefit plan.
- (31) Includes new amortization policy as adopted by the Retirement Board of 30-year amortization over a closed period.
- (32) The formula factor for Fire increases to 2.7% from 2.35% for a maximum of 30 years, and the member contribution rate increases to 4.00% from 1.00%.
- (33) Includes revised mortality assumptions. These assumption changes were adopted by the Retirement Board. Also includes changes to benefit provisions for non-administrative General members. These changes include reduction of the 2.35% multiplier to 1.95% beginning June 30, 2016.

Notes Relating to Funding Progress Indicators

- (34) Includes the following changes in benefit provisions:
- General Union members will receive 1.95% of FAS effective June 30, 2016 for all future accrued service, unless they elect to contribute 2% of base wages to keep the 2.35% multiplier.
 - General Union members will no longer count overtime pay as pensionable earnings for purposes of determining benefit amounts.
- (35) Includes the following change in benefit provisions:
- General Administrative members will receive 2.15% of FAS effective July 1, 2016 for accrued service through June 30, 2018 unless they elect to contribute 1% of base wages to keep the 2.35% multiplier, and 1.95% of FAS effective July 1, 2018 for all future accrued service thereafter, unless they elect to contribute 2% of base wages to keep the 2.35% multiplier.
- (36) Includes the following changes in benefit provisions and actuarial assumptions:
- The maximum period of accumulation for benefits in a DROP account was decreased from 5 to 3 years.
 - Actuarial assumptions were updated in accordance with the Experience Study for the period July 1, 2010 to June 30, 2014, including:
 - A decrease in the wage inflation assumption from 4.50% to 3.50%;
 - A decrease in the investment rate of return assumption from 7.75% to 7.25%;
 - Updating the mortality tables to the RP-2014 Healthy Annuitant Mortality Table projected to 2020 using the MP-2014 mortality improvement scale; the mortality tables for disabled lives to the RP-2014 Disabled Retirees projected to 2020 using the MP-2014 mortality improvement scale; and the mortality tables for current active employees to the RP-2014 Mortality Tables for Employees projected to 2020 using the MP-2014 mortality improvement scale; and
 - Updating retirement rates for General members.
- (37) Includes the following change in actuarial assumptions:
- The price inflation assumption used was 2.75%. As a result, the COLA rate applied to members eligible for future cost-of-living increases changed from 1.6% annually to 1.1% annually.
- (38) Includes the following changes in actuarial assumptions:
- Actuarial assumptions were updated in accordance with the Experience Study for the period July 1, 2014 to June 30, 2019, including:
 - A decrease in the wage inflation assumption from 3.50% to 3.25%;
 - A decrease in the price inflation assumption from 2.75% to 2.50%;
 - A decrease in the cost-of-living adjustment rate applied to members eligible for future cost-of-living increases from 1.1% to 1.0%;
 - A decrease in the investment rate of return assumption from 7.25% to 7.00%;
 - Updating mortality tables to the Pub-2010 amount-weighted General tables for the General group valuations and the Pub-2010 amount-weighted Safety tables for the Police/Fire groups, in conjunction with the MP-2019 Projection Scale on a fully-generational basis;
 - Updating retirement rates for Police/Fire members;
 - Updating termination rates for General and Police/Fire members; and
 - Updating disability rates for Police/Fire members.

Comments, Recommendations and Conclusion

Comment A: Aggregate experience during the year ending June 30, 2021 was more favorable than assumed, generating an overall experience gain of approximately \$6.1 million as indicated on page A-15. The actuarial gain was approximately 3.0% of the beginning of year Actuarial Accrued Liabilities. The primary source of the gain was due to higher than assumed investment returns. Partially offsetting the investment gain was a loss due to liability for new retirees being higher than expected.

Comment B: The market value of assets and the funding value of assets for each of the employer groups for the June 30, 2021 valuation follow:

	Market Value of Assets	Funding Value of Assets
Other Funds A	\$ 40,817,712	\$ 36,294,842
Other Funds B	45,814,117	40,687,202
General	40,051,601	35,620,074
Police	67,121,004	59,729,307
Fire	21,724,184	19,315,111
Total	\$ 215,528,618	\$ 191,646,536

Comment C: Under Public Act 202 of the State of Michigan, Michigan municipalities are required to report liabilities under uniform assumption guidelines. The recommendations include the following for Fiscal 2022:

- Investment return no higher than 6.85%;
- Assumed wage inflation no lower than 3.0%;
- Mortality assumption that uses a version of the Pub-2010 tables with generational mortality improvement using Scale MP-2020; and
- Amortization period no longer than 17 years for Pension Plans and 27 years for Retiree Health Plans.

We are unable to certify that the current valuation assumptions and/or methods used by the System match or fall in the range of uniform assumptions established by the Treasurer for PA 202 reporting purposes. Therefore, the results in the valuation cannot be suitable for the reporting requirements.

Separate calculations that satisfy PA 202 reporting requirements for Fiscal 2021 were included in the GASB Statements No. 67 and No. 68 valuation provided to the City dated August 25, 2021.

Other Public Act 202 Requirements include:

- The performance of an Experience Study every five years; and
- An actuarial audit every 8 years (effective December 20, 2017).

The next scheduled experience study will be performed in 2025 and cover the period from July 1, 2019 to June 30, 2024. GRS will work with the City to ensure compliance with the actuarial audit requirement.

Comments, Recommendations and Conclusion (Continued)

Comment D: As of June 30, 2021, Actuarial Accrued Liability exceeds valuation assets for all groups. Unfunded Actuarial Accrued Liability (UAAL) was amortized as a level dollar amount over a closed 18 years and added to the computed normal cost.

Comment E: Investment income greater than or less than expected based on the investment return assumption is recognized over a five-year period under the current asset valuation method. Due to favorable investment performance during prior years, unrecognized investment gains exist that are scheduled to be recognized during each of the next four years. Absent future actuarial losses, this is expected to put downward pressure on the required contribution amounts. The System's funded status would be different if based on the Market Value of Assets instead of the Funding Value of Assets. If the City's required contribution shown on page A-2 (\$2,445,601) had been determined using the Market Value of Assets as of June 30, 2021, the result would have been \$0.

Comment F: The Retirement System has been closed to new members since 2008 and has matured considerably. As such, cash flow needs to be monitored to ensure benefit payments (which are currently about 6% of the market value of assets) can be met. At some point in the future as the System contracts in size, investments will need to be liquidated to cover cash flow shortages – a natural progression of a closed plan. Such liquidations can hamper the plan's ability to earn the same rate of return an ongoing (open) plan could earn. Eventually, the economic assumptions will need to be modified to reflect this fact.

Comment G: Employer contributions were calculated for each of the following five main groupings (subgroups have been included below for informational purposes):

- Other Funds A
 - Motor Pool (MP)
 - Clean Water Plant (CWP)
 - Water Treatment Plan (WTP)
 - Risk
 - Building Inspections (BI)
- Other Funds B
 - Public Works (PW)
 - Parks
 - Housing
- General
- Police
- Fire

Comment H: This report reflects the impact of COVID-19 experience through June 30, 2021. It does not reflect the ongoing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short term. We will continue to monitor these developments and their impact on the System. Actual experience will be reflected in each subsequent funding valuation, as experience emerges.

Comments, Recommendations and Conclusion (Concluded)

Ordinance Compliance: The June 30, 2021 actuarial present value of retirement allowances exceeds the balance in the Reserve for Retired Benefit Payments in total. The Retirement System Ordinance provides for a transfer from the Reserve for Employer Contributions to the Reserve for Retired Benefit Payments to fully fund the retired life liability. Below are the actuarial present values of retirement allowances for each group as of June 30, 2021. This same amount should be shown as a reserve for Retired Benefit Payments in the Retirement System’s accounting.

	Reserve for Retired Benefit Payments as of June 30, 2021	
Other Funds A	\$	28,294,089
Other Funds B		30,674,897
General		25,191,229
Police*		43,433,099
Fire		15,020,075
Total	\$	142,613,389

** The reserve for Police Retired Benefit Payments includes \$124,835 in DROP account balance.*

Conclusion: It is the actuary’s opinion that the required contribution amounts determined by the most recent actuarial valuation are sufficient to meet the System’s funding objective, presuming continued timely receipt of required contributions.

Other Observations

General Implications of Contribution Allocation Procedure or Funding Policy on Future Expected Plan Contributions and Funded Status

Given the plan's contribution allocation procedure, if all actuarial assumptions are met (including the assumption of the plan earning 7.00% on the actuarial value of assets), it is expected that:

- (1) The unfunded actuarial accrued liabilities will be fully amortized after 18 years; and
- (2) The funded status of the plan will increase gradually towards a 100% funded ratio.

Limitations of Funded Status Measurements

Unless otherwise indicated, a funded status measurement presented in this report is based upon the actuarial accrued liability and the actuarial value of assets. Unless otherwise indicated, with regard to any funded status measurements presented in this report:

- (1) The measurement is inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations; in other words, of transferring the obligations to an unrelated third party in an arm's length market value type transaction.
- (2) The measurement is dependent upon the actuarial cost method which, in combination with the plan's amortization policy, affects the timing and amounts of future contributions. The amounts of future contributions will most certainly differ from those assumed in this report due to future actual experience differing from assumed experience based upon the actuarial assumptions. A funded status measurement in this report of 100% is not synonymous with no required future contributions. If the funded status were 100%, the plan would still require future normal cost contributions (i.e., contributions to cover the cost of the active membership accruing an additional year of service credit).
- (3) The measurement would produce a different result if the market value of assets were used instead of the actuarial value of assets, unless the market value of assets is used in the measurement.

Limitation of Project Scope

Actuarial standards do not require the actuary to evaluate the ability of the plan sponsor or other contributing entity to make required contributions to the plan when due. Such an evaluation was not within the scope of this project and is not within the actuary's domain of expertise. Consequently, the actuary performed no such evaluation.

Pension Experience Gain (Loss) Comparative Schedule

(\$ Amounts in Thousands)

	Thousands of Dollars			
	Year Ended June 30			
	2021	2020	2019	2018
(1) UAAL* at start of period	\$20,953	\$18,311	\$19,335	\$24,847
(2) + Employer Normal cost	1,360	1,448	1,534	1,590
(3) + Interest accrual	1,409	1,266	1,328	1,691
(4) - Employer Contributions	3,050	3,173	3,618	4,696
(5) Expected UAAL before changes	20,672	17,852	18,579	23,432
(6) +/- Change from amendments	0	0	0	0
(7) +/- Change in assumptions	0	2,281	0	0
(8) +/- Change in cost method	0	0	0	0
(9) Expected UAAL after changes	20,672	20,133	18,579	23,432
(10) Actual UAAL	14,590	20,953	18,311	19,335
(11) Gain (loss) (9) - (10)	\$ 6,082	\$ (820)	\$ 268	\$ 4,097

* UAAL: *Unfunded Actuarial Accrued Liability.*

Unfunded Actuarial Accrued Liability June 30, 2021

A. Actuarial Accrued Liability	\$	206,236,519
B. Assets allocated to funding		191,646,536
C. Unfunded Actuarial Accrued Liability	\$	14,589,983

City's Computed and Actual Contributions – Comparative Schedule

Fiscal Year	Valuation Date June 30	City Dollar Contributions		City's Recommended % of Payroll Contributions
		Recommended	Actual	
15/16	2014 (35)*	\$3,906,139	\$3,949,470	24.80 %
16/17	2015 (36)*	4,917,556	4,924,584	34.52
17/18	2016	4,628,523	4,696,431	39.40
18/19	2017 (37)*	3,628,289	3,618,125	32.04
19/20	2018	3,140,490	3,172,989	29.06
20/21	2019	3,036,199	3,050,043	29.43
21/22	2020 (38)*	3,228,169		34.19
22/23	2021	2,445,601		29.24

* Refer to notes on pages A-6 through A-10.

Actuarial Balance Sheet June 30, 2021 (Excluding Health Insurance Premiums)

Present Resources and Expected Future Resources

A. Actuarial value of System assets:	
1. Net assets from System financial statements (market)	\$215,528,618
2. Funding value adjustment	<u>(23,882,082)</u>
3. Actuarial value of assets	191,646,536
B. Present value of expected future City Contributions:	
1. For normal costs	7,210,062
2. For unfunded actuarial accrued liability	<u>14,589,983</u>
3. Total	21,800,045
C. Present value of expected future member Contributions	1,844,895
D. Total Present and Expected Future Resources	<u>\$215,291,476</u>

Present Value of Expected Future Benefit Payments

A. To retirants and beneficiaries:	
1. Annual pensions	\$142,613,389
2. Reserve	<u>none</u>
3. Total	142,613,389
B. To vested terminated members	9,354,933
C. To present active members:	
1. Allocated to service rendered prior to valuation date	54,268,197
2. Allocated to service likely to be rendered after valuation date	<u>9,054,957</u>
3. Total	63,323,154
D. Total Present Value of Expected Future Benefit Payments	<u>\$215,291,476</u>

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

Summary of Benefit Provisions Evaluated or Considered (June 30, 2021)

Regular Retirement (no reduction factor for age):

Eligibility –

General: *Other General members age 60 with 10 or more years of credited service.*

Administrative and Contract members age 60 with 5 or more years of credited service.

Emergency Communications Operators members age 55 with 10 or more years of credited service.

Police: Age 50 with 10 or more years of credited service.

Fire: Age 50 with 10 or more years of credited service.

Annual Amount –

General: *Other General members 2.35% of FAS times credited service (1.95% of FAS beginning June 30, 2016 if they elect not to contribute 2% of base wages).*

Administrative and Contract members 2.35% of FAS times credited service (2.15% of FAS beginning July 1, 2016 and 1.95% of FAS beginning July 1, 2018 if they elect not to contribute 1% of base wages beginning July 1, 2016 and 2% of base wages beginning July 1, 2018).

Emergency Communications Operators members 2.35% of FAS times credited service.

Police: *Police Command members 2.70% of FAS times credited service up to 30 years.*

Police Patrol members 2.70% of FAS times credited service up to 30 years.

Fire: 2.70% of FAS times credited service up to 30 years.

Final Average Salary (FAS) – Average of annual compensations for the period of 3 consecutive years producing the highest average and contained within the last 5 years immediately preceding retirement for all units with the exception of Administrative. For Administrative groups, it is the highest 36 consecutive months. Effective July 1, 2016, FAS for 'Other General Members' no longer includes overtime.

DROP

Eligibility – Police Command meeting regular retirement eligibility.

DROP Account – Monthly additions of 100% of regular retirement benefit under option elected at time of DROP accumulated at 4% annual interest. Maximum period of accumulation is 3 years.

Distributions – Lump sum payment of DROP account at time of exit from employment plus direct payment of future monthly retirement benefits under option elected at time of DROP.



Summary of Benefit Provisions Evaluated or Considered (June 30, 2021) (Continued)

Early Retirement (age reduction factor used):

Eligibility –

General: *Other General members* age 55 with 10 or more years of credited service.

Administrative and Contract members age 55 with 5 or more years of credited service.

Annual Amount – Computed in the same manner as regular retirement amount, but for *Other General members* reduced by .002 for each month age at early retirement precedes regular retirement age. For retirements of *Other General members* on or after June 30, 2016 the reduction shall be .001 if the member has 25 or more years of service. For retirements of *Administrative and Contract members* on or after July 1, 2007, there will be no reduction factor unless they became a member of the unit (transferred from another unit) after July 1, 2007 and have less than 25 years of service.

Deferred Retirement (vested benefit):

Eligibility –

General: *Other General members* any age with 10 or more years of credited service.

Administrative and Contract members any age with 5 or more years of credited service.

Emergency Communications Operators members any age with 10 or more years of credited service.

Police: Any age with 10 or more years of credited service.

Fire: Any age with 10 or more years of credited service.

Annual Amount – Accrued regular retirement amount based on credited service and FAS at time of termination, payable beginning at age 60 for General, age 50 for Police and age 50 for Fire.

Duty Disability Retirement:

Eligibility – Total and permanent disability incurred in line of duty with the city for which worker's compensation is being paid.

Annual Amount – Computed in same manner as the regular retirement amount based on credited service and FAS at time of termination. Minimum service credit used is 10 years.

Police and Fire: Normal retirement benefit calculation will be re-adjusted at normal retirement age (50) to include the time the member was receiving disability benefits and will be based on the monthly average the member would have earned during the 36 months preceding normal retirement age if the member was actively employed.

Summary of Benefit Provisions Evaluated or Considered (June 30, 2021) (Continued)

Non-Duty Disability Retirement:

General: *Other General members* total and permanent disability after 10 or more years of credited service.

Administrative and Contract members total and permanent disability after 5 or more years of credited service.

Emergency Communications Operators members total and permanent disability after 10 or more years of credited service. This unit does not have any active members and this no longer applies.

Police: Total and permanent disability after 10 or more years of credited service.

Fire: Total and permanent disability after 10 or more years of credited service.

Annual Amount – Computed in same manner as the regular retirement amount based on credited service and FAS at time of termination.

Duty Death Before Retirement:

Eligibility – Death in line of duty with the city for which worker's compensation is being paid.

Annual Amount – Refund of member's accumulated contributions. Amount to surviving spouse and children computed in same manner as the regular retirement amount based on credited service and FAS at time of death with a minimum of 25% of member's FAS. Additional amount to spouse continues to remarriage or death. Additional amount to children continues to earlier of marriage or attainment of age 18 years.

Non-Duty Death Before Retirement:

Eligibility – Any age with 10 or more years of credited service, 5 or more years of credited service for Administrative members.

Annual Amount – Option A actuarial equivalent of regular retirement amount based on credited service and FAS at time of death for spouse or qualified dependent. Option C for non-spouse benefit, in absence of spouse or with agreement of spouse.

Summary of Benefit Provisions Evaluated or Considered (June 30, 2021) (Concluded)

Member Contributions:

General: *Other General members* 2% of base wages to keep 2.35% multiplier (effective June 30, 2016).

Administrative and Contract members 1% of base wages (effective June 30, 2016) and 2% of base wages (effective June 30, 2018) to keep 2.35% multiplier.

Police: *Police Command* 4.59% of gross pay effective July 1, 2015
5.59% gross of pay effective July 1, 2016

Police Patrol 4.59% of gross pay effective July 1, 2015
5.59% gross of pay effective July 1, 2016

Fire: 4.50% of gross pay effective January 1, 2016
5.00% gross of pay effective July 1, 2016
6.00% gross of pay effective July 1, 2017

City Contributions: Actuarially determined amounts which are sufficient to cover both (i) normal costs of the plan, and (ii) financing of unfunded actuarial accrued liabilities over a selected period of future years.

Automatic Post-Retirement Adjustments: Annual increase for Police Command members (at least 60 years of age who retire after July 1, 1992 and who entered the Police Command Unit on or before July 1, 2008) and Administrative members equal to 40% of the average annual increase in CPI, except in 2007 when contract language specified no increase. Increase is limited to 5% per year.

Defined Contribution Plan: The Defined Benefit plan is closed to new hires. New members are automatically enrolled in the Defined Contribution plan.

Accounting Information Year Ended June 30, 2021

Revenues:

a. Member contributions	\$	332,212
b. City contributions		
1. For pensions		3,050,043
2. For DROP plan contribution		126,251
c. Investment income		
1. Interest and dividends		4,180,013
2. Gain or (loss) on sales (realized and unrealized)		42,207,389
3. Amortization of premiums and discounts		none
4. Other – miscellaneous		17,776
		17,776
d. Total	\$	49,913,684

Expenditures:

a. Benefits paid, including refunds of member contributions	\$	12,494,807
b. DROP plan distributions		182,257
c. Other expenses		649,998
		649,998
d. Total	\$	13,327,062

Reserve Increase:

Total revenues minus total expenditures	\$	36,586,622
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Assets and Reserves June 30, 2021

Assets: (at market value)

a. Cash	\$	2,382,560
b. Receivables		528,674
c. Government issues		38,245,314
d. Corporate bonds		17,430,912
e. Equities		141,454,574
f. Real estate investments		16,191,173
g. Liabilities		(704,589)
		(704,589)
Total	\$	215,528,618

Reserve Accounts:

a. Member contributions	\$	2,792,613
b. Reserve for benefits now being paid		131,910,346
c. Pension Reserve		80,700,824
d. Health Insurance Reserve *		0
e. DROP Plan Reserve		124,835
		124,835
Total	\$	215,528,618

* This amount was used in financing accrued liability for post-retirement health insurance.

Derivation of Smoothed Market Value Based on 20% Recognition of the Difference Between the Market Rate of Return and the Projected Rate of Return

	Year Ended June 30								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
Beginning of Year:									
(1) Market Value	\$153,330,796	\$166,842,164	\$175,302,979	\$178,815,918	\$178,941,996				
(2) Valuation Assets	154,872,346	164,082,938	172,670,775	177,350,053	181,047,037				
End of Year:									
(3) Market Value	166,842,164	175,302,979	178,815,918	178,941,996	215,528,618				
(4) Net Additions to Assets, Excluding Investment Income & Admin. Expense	(4,946,727)	(5,551,804)	(7,111,997)	(8,025,278)	(9,168,558)				
(5) Total Investment Income = (3) - (1) - (4)	18,458,095	14,012,619	10,624,936	8,151,356	45,755,180				
(6) Projected Rate of Return	7.25%	7.25%	7.25%	7.25%	7.00%	7.00%			
(7) Projected Investment Income = (6) x [(2) + .5 x (4)]	11,048,926	11,694,760	12,260,821	12,566,963	12,352,393				
(8) Investment Income in Excess of Projected Income = (5)-(7)	7,409,169	2,317,859	(1,635,885)	(4,415,607)	33,402,787				
(9) Excess Investment Income Recognized This Year (5-year recognition)									
(9a) From This Year	1,481,834	463,572	(327,177)	(883,121)	6,680,557				
(9b) From One Year Ago	(1,579,808)	1,481,834	463,572	(327,177)	(883,121)	\$ 6,680,557			
(9c) From Two Years Ago	(507,963)	(1,579,808)	1,481,834	463,572	(327,177)	(883,121)	\$ 6,680,557		
(9d) From Three Years Ago	2,587,242	(507,963)	(1,579,808)	1,481,834	463,572	(327,177)	(883,121)	\$ 6,680,557	
(9e) From Four Years Ago	1,127,088	2,587,246	(507,967)	(1,579,809)	1,481,833	463,571	(327,177)	(883,123)	\$6,680,559
(10) Total Recognized Investment Gain	3,108,393	2,444,881	(469,546)	(844,701)	7,415,664	5,933,830	5,470,259	5,797,434	6,680,559
(11) Change in Valuation Assets = (4) + (7) + (10)	9,210,592	8,587,837	4,679,278	3,696,984	10,599,499				
End of Year:									
(3) Market Value	166,842,164	175,302,979	178,815,918	178,941,996	215,528,618				
(11) Valuation Assets = (2)+(10)	164,082,938	172,670,775	177,350,053	181,047,037	191,646,536				
(12) Valuation Assets Net HI Reserve	164,082,938	172,670,775	177,350,053	181,047,037	191,646,536				
Rate of Return Based on Smoothed Method	9.3%	8.8%	7.0%	6.8%	11.2%				
Ratio of Market Value to Valuation Assets	101.7%	101.5%	100.8%	98.8%	112.5%				
Market Value Rate of Return	12.2%	8.5%	6.2%	4.7%	26.2%				



Retirants and Beneficiaries June 30, 2021 Comparative Schedule

Year Ended June 30	Added to Rolls		Removed from Rolls		Rolls End of Year	
	No.	Annual Pensions	No.	Annual Pensions	No.	Annual Pensions
1985	7	\$ 31,606	1	\$ 1,374	61	\$ 232,207
1990	12	192,440	3	22,098	98	791,506
1995	23	418,540	6	55,242	154	1,892,941
2000	11	199,220	5	30,242	194	3,023,578
2005	28	657,467	10	153,882	260	4,920,041
2010	22	570,153	11	77,710	295	6,629,097
2011	20	686,316	7	165,129	308	7,150,284
2012	31	1,009,472	7	91,020	332	8,068,736
2013	18	573,312	10	193,959	340	8,448,089
2014	17	490,598	5	84,647	352	8,854,040
2015	24	759,892	12	277,462	364	9,336,470
2016	23	807,589	6	86,335	381	10,057,724
2017	30	691,245	12	231,777	399	10,517,192
2018	16	599,747	13	267,391	402	10,849,548
2019	20	739,196	11	228,443	411	11,360,301
2020	19	770,729	7	109,119	423	12,021,911
2021	35	1,267,280	16	378,977	442	12,910,214

The June 30, 2021 end of year retiree count and total pension amount includes 4 DROP participants with annual benefits of \$256,540.

Retirants and Beneficiaries June 30, 2021 Comparative Schedule

Year Ended June 30	% Incr. in Annual Pensions	No. of Active Per Retired	Pensions as % of Active Payroll	Average Annual Pension	Discounted Value of Pensions	
					Total	Average
1990	27.4 %	3.6	7.3 %	\$ 8,077	\$ 7,943,958	\$ 81,061
1995	23.8	2.3	13.9	12,292	19,800,632	128,576
2000	5.9	2.3	15.1	15,585	31,171,607	160,678
2005	16.3	1.5	23.6	18,923	48,061,939	184,854
2010	8.0	1.1	33.9	22,472	64,018,512	217,012
2011	7.9	0.9	39.6	23,215	69,160,462	224,547
2012	12.8	0.8	48.1	24,303	81,377,089	245,112
2013	4.7	0.7	53.2	24,847	84,667,701	249,023
2014	4.8	0.6	56.2	25,154	88,106,433	250,302
2015	5.4	0.6	65.5	25,650	105,648,228	290,242
2016	7.7	0.4	83.3	26,398	114,414,851	300,301
2017	4.6	0.4	89.1	26,359	116,250,580	291,355
2018	3.2	0.4	95.1	26,989	119,492,579	297,245
2019	4.7	0.3	104.9	27,641	125,447,123	305,224
2020	5.8	0.3	122.0	28,421	132,086,482	312,261
2021	7.4	0.2	146.7	29,209	142,613,389	322,655

The June 30, 2021 end of year retiree count and total pension amount includes 4 DROP participants with annual benefits of \$256,540.

Retirants and Beneficiaries June 30, 2021

Number	Averages			New Retirants During 20/21	
	Attained Age	Retirement Age	Current Annual Pension	Averages	Annual Pension
	Age	Age	Pension	Age	Pension
442	70.0	56.8	\$29,209	54.1	\$43,397

Tabulated by Valuation Divisions

Divisions	No.	Annual Pensions
Other Funds A	93	\$ 2,683,235
Other Funds B	101	2,809,767
General	97	2,266,335
Police	108	3,817,124
Fire	43	1,333,753
Totals	442	\$ 12,910,214

The June 30, 2021 Police retiree count and total pension amount includes 4 DROP participants with annual benefits of \$256,540.

Retirants and Beneficiaries June 30, 2021

Type of Pensions Being Paid	No.	Annual Pensions
Age and Service		
Straight Life Pension - benefit terminating at death of retirant	131	\$ 3,656,593
10-Year Certain	20	595,271
Option A Pension – joint and survivor benefit	147	4,795,917
Option B Pension – modified joint and survivor benefit	57	2,079,657
Survivor Beneficiary	49	902,682
Total Age and Service Pensions	404	\$ 12,030,120
Casualty Pensions		
Duty Disability		
Straight Life	2	\$ 57,784
10-Year Certain	3	115,169
Option A	7	199,917
Option B	4	95,977
Survivor	2	4,329
Non Duty Disability		
Straight Life	2	24,376
10-Year Certain	2	60,510
Option A	1	22,818
Option B	1	33,131
Survivor	10	177,993
Non Duty Death - Spouse	4	88,090
Total Casualty Pensions	38	880,094
Total Pensions Being Paid	442	\$ 12,910,214

The June 30, 2021 Police retiree count and total pension amount includes 4 DROP participants with annual benefits of \$256,540.



Retirants and Beneficiaries June 30, 2021 Tabulated by Attained Age

Attained Age	No.	Annual Pensions
40 - 44	1	\$ 9,628
45 - 49	4	88,215
50 - 54	30	1,303,090
55 - 59	35	1,347,522
60 - 64	60	1,986,059
65	20	680,790
66	27	801,988
67	19	783,420
68	17	383,584
69	22	672,708
70	16	476,538
71	17	473,351
72	26	657,346
73	13	340,616
74	17	392,525
75	3	74,329
76	12	218,905
77	6	146,448
78	11	280,254
79	6	223,482
80	13	283,524
81	9	250,483
82	5	87,231
83	7	147,539
84	8	163,330
85	6	115,288
86	6	96,383
87	4	44,834
88	8	155,284
89	5	95,374
90	2	45,056
91	1	4,620
92	1	12,065
93	1	7,943
94	1	25,743
97	1	15,026
98	2	19,693
Totals	442	\$ 12,910,214

The June 30, 2021 Police retiree count and total pension amount includes 4 DROP participants with annual benefits of \$256,540.



Inactive Vested Members Included in Valuation June 30, 2021

Attained Age	No.	Estimated Deferred Annual Pensions
43	2	\$ 37,309
44	1	12,509
46	1	12,763
47	6	127,464
48	8	192,229
49	2	47,884
50	3	50,885
51	6	101,101
52	2	95,093
53	6	140,378
54	6	138,747
56	3	77,089
57	3	65,857
58	1	36,838
63	1	14,015
66	1	2,853
Totals	52	\$1,153,014

Inactive vested members included in the valuation totaled 52 with estimated deferred pensions of \$1,153,014. The table below includes 12 active members who elected to freeze their defined benefit as of June 30, 2016 and enter the defined contribution plan beginning July 1, 2016.

Active Members June 30, 2021 Tabulated by Valuation Divisions

Valuation Divisions	No.	Annual Payroll
Other Funds A	16	\$1,230,973
Other Funds B	26	1,875,889
General	21	1,726,824
Police Officers	33	3,200,017
Fire	8	765,172
Total Active Members	104	\$8,798,875

Number Added to and Removed from Active Membership

Year Ended June 30	Number Added During Year		Terminations During Year								Active Members End of Year
	A	E	Retirement		Disabled		Died-in- Service		Other Withdrawal		
			A	E	A	E	A	E	A	E	
2002	21	23	13	6.9	2	1.5	0	1.0	8	13.5	446
2003	20	20	9	6.7	1	1.5	0	0.9	10	12.7	446
2004	6	14	6	8.3	0	1.4	1	1.0	7	12.0	438
2005	5	45	17	8.7	1	1.5	0	1.0	27	10.3	398
2006	11	14	4	9.1	1	1.5	1	1.0	8	7.9	395
2007	6	13	8	10.4	0	1.6	1	1.1	4	7.0	388
2008	0	31	13	11.2	1	1.6	1	1.2	16	5.9	357
2009	0	0	11	11.5	1	1.7	1	1.2	11	4.5	333
2010	0	0	15	10.4	0	1.6	0	1.2	6	3.6	312
2011	1	0	14	9.5	3	1.5	0	1.2	14	2.8	282
2012	0	0	24	10.8	0	1.3	0	1.1	5	2.2	253
2013	0	0	8	7.8	1	1.2	0	0.6	10	1.9	234
2014	0	0	9	9.8	1	1.2	0	0.6	2	1.6	222
2015	0	0	11	11.5	2	1.2	0	0.6	4	1.4	205
2016	1	0	17	12.0	1	1.2	0	0.3	22	1.2	166
2017	0	0	6	9.5	1	1.2	0	0.2	1	1.0	158
2018	0	0	7	10.5	1	1.0	0	0.2	2	0.8	148
2019	0	0	11	11.6	1	0.9	0	0.2	0	0.7	136
2020	1	0	13	9.6	0	0.8	0	0.2	4	0.6	120
2021	1	0	13	7.4	3	0.8	0	0.2	1	0.6	104
Last 10 Years	3	0.0	119	100.5	11	10.8	0	4.2	51	12.0	

Active Members June 30, 2021 Comparative Schedule

Valuation Date	Active Members					Total	Valuation Payroll	Average		
	Other Funds A ⁽²⁾	Other Funds B ⁽³⁾	General	Police	Fire			Age	Service	Pay
1995			257	79	25	361	\$ 13,630,668	41.2 yrs.	12.9 yrs.	\$37,758
2000			302	100	39	441	20,073,442	41.1	11.8	45,518
2005			280	88	30	398	20,881,320	43.1	13.6	52,466
2010			217	70	25	312	19,554,838	46.2	17.0	62,676
2011			193	66	23	282	18,038,609	46.9	17.5	63,967
2012			167	63	23	253	16,768,082	47.0	17.6	66,277
2013			155	58	21	234	15,889,933	47.8	18.3	67,906
2014			146	55	21	222	15,749,774	48.4	19.2	70,945
2015	34		101	52	18	205	14,244,381	⁽¹⁾ 48.9	19.9	69,485
2016	25		74	49	18	166	12,075,663	⁽¹⁾ 48.3	20.3	72,745
2017	25	37	32	48	16	158	11,805,804	49.0	21.2	74,720
2018	22	37	30	46	13	148	11,413,503	49.6	21.9	77,118
2019	23	32	25	44	12	136	10,825,148	50.1	22.6	79,597
2020	20	27	22	40	11	120	9,853,023	50.1	23.1	82,109
2021	16	26	21	33	8	104	8,798,875	50.7	23.8	84,605

⁽¹⁾ Valuation payroll was adjusted by a factor of 26/27 due to an extra pay period.

⁽²⁾ Prior to the June 30, 2015 valuation, MP, CWP, and WTP were combined with the General group. For the June 30, 2015 and June 30, 2016 valuations, MP, CWP, and WTP were summarized as three separate groups. Starting with the June 30, 2017 valuation, MP, CWP, WTP, and the Risk groups combined to form the Other Funds A group. Starting with the June 30, 2019 valuation, Building Inspectors were transferred from Other Funds B to Others Funds A.

⁽³⁾ Prior to the June 30, 2017 valuation, Other Funds B was combined with the General group.

Other Funds A Members June 30, 2021 by Nearest Age and Years of Service

Nearest Age	Years of Service to Valuation Date						Totals		
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
35-39				1				1	\$ 73,366
45-49					1			1	88,585
50-54			1	1	2	2	1	7	455,861
55-59					1	2	2	5	487,912
63					1			1	72,683
64							1	1	52,566
Totals			1	2	5	4	4	16	\$ 1,230,973

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 53.8 years

Service: 25.1 years

Annual Pay: \$76,936

Other Funds B Members June 30, 2021 by Nearest Age and Years of Service

Nearest Age	Years of Service to Valuation Date						Totals		
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
40-44				1	2			3	\$ 199,054
45-49				1	3	3		7	465,147
50-54				3	5	3	1	12	920,337
55-59					1	1	2	4	291,351
Totals				5	11	7	3	26	\$ 1,875,889

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 49.8 years
Service: 23.7 years
Annual Pay: \$72,150

General Members June 30, 2021 by Nearest Age and Years of Service

Nearest Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
40-44					1			1	\$ 97,716
45-49					1			1	81,858
50-54				1	3	1	1	6	500,773
55-59				4	4	2	3	13	1,046,477
Totals				5	9	3	4	21	\$ 1,726,824

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 54.5 years

Service: 24.6 years

Annual Pay: \$82,230

Police Officers June 30, 2021 by Nearest Age and Years of Service

Nearest Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
35-39			1					1	\$ 77,474
40-44				1	4			5	482,250
45-49			1		12	4		17	1,627,623
50-54					5	2	1	8	853,449
55-59					1	1		2	159,221
Totals			2	1	22	7	1	33	\$ 3,200,017

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 47.9 years
Service: 23.1 years
Annual Pay: \$96,970

Firefighters June 30, 2021 by Nearest Age and Years of Service

Nearest Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
40-44				1	1			2	\$ 197,715
45-49					2	1		3	295,168
50-54				1				1	91,262
55-59						2		2	181,027
Totals				2	3	3		8	\$ 765,172

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 48.6 years
Service: 23.0 years
Annual Pay: \$95,647

SECTION C

SUMMARY OF VALUATION METHODS AND ACTUARIAL ASSUMPTIONS

Valuation Methods

Entry Age Normal Actuarial Cost Method. Normal cost and the allocation of benefit values between service rendered before and after the valuation date was determined using an individual **entry-age normal cost** valuation method having the following characteristics:

- (i) The annual normal costs for each individual active member, payable from the date of employment to the date of retirement, are sufficient to accumulate the value of the member's benefit at the time of retirement; and
- (ii) Each annual normal cost is a constant percentage of the member's year-by-year projected covered pay.

Financing of Unfunded Actuarial Accrued Liability. Unfunded Actuarial Accrued Liability (UAAL) was amortized as a level dollar amount over a closed period of 18 years.

Asset Valuation Method. The valuation assets are developed using a five-year smoothing technique. The difference between the expected return on assets (using the valuation interest rate assumption) and the actual return on assets is phased-in over a five-year period.

Actuarial Assumptions Used for the Valuation

The actuary calculates the contribution requirements and benefit values of the Retirement System by applying actuarial assumptions to the benefit provisions and people information furnished, using the valuation methods described on page C-1. All actuarial assumptions are based on future expectations, not market measures.

The principal areas of economic and risk assumptions are:

- (i) Long-term rates of investment income likely to be generated by the assets of the Retirement System;
- (ii) Patterns of salary increases to be experienced by members;
- (iii) Rate of mortality among members, retirees and beneficiaries;
- (iv) Rates of withdrawal of active members without entitlement to a deferred retirement benefit;
- (v) Rates of disability among members and their subsequent rates of recovery; and
- (vi) The age and service distribution of actual retirements.

In making a valuation the actuary must project the monetary effect of each assumption, for each distinct experience group, for the next year and for each year over the next half-century or longer.

Once actual experience has occurred and been observed it is unlikely that it will coincide exactly with assumed experience. Each valuation provides a complete recalculation of assumed future experience and takes into account all past differences between assumed and actual experience. The result is a continual series of small adjustments of the computed contribution rate.

From time-to-time it becomes necessary to adjust the package of risk measurements to reflect basic experience trends – but not random year-to-year fluctuations. We will recommend changes whenever we feel they are appropriate.

Assumptions were reviewed and updated based on the 2014-2019 Experience Study, which includes the rationale for these assumptions.

The rate of investment return (an economic assumption) used was 7.00% a year, compounded annually net of expenses. This assumption was first used for the June 30, 2020 valuation and is used to discount the value of future payments. Actual recognized investment return for purposes of the actuarial valuation, based on the mean actuarial value of assets, has been as follows:

Year Ended June 30					5-Year Average
2021	2020	2019	2018	2017	
11.2%	6.8%	7.0%	8.8%	9.3%	8.6%

The rate of price inflation -- a rate of price inflation of 2.50% is consistent with other economic assumptions in this report.

The rates of salary increase (an economic assumption) used are in accordance with the following graded table. These assumptions were first used for the June 30, 2015 valuation. The assumption consists of 3.25% in recognition of wage inflation and a graded allowance for promotion and longevity.

The assumption is used to project current salaries to those upon which pension amounts will be based.

Sample Ages	Present Salary Resulting in Salary of \$1,000		Percent Increase in Salary During Next Year	
	At Age 65 General*	At Age 60 Police-Fire	General*	Police-Fire
	20	\$ 109	\$ 180	7.09 %
25	152	244	6.37	6.25
30	205	328	5.93	5.85
35	272	426	5.62	4.35
40	355	513	5.39	3.45
45	458	608	4.93	3.45
50	577	720	4.39	3.45
55	709	850	3.91	3.35
60	850	1,000	3.41	3.25
65	1,000	---	3.25	3.25

* Includes General, Other Funds A, and Other Funds B members.

Actual valuation payroll has increased at the following rates.

	Year Ended June 30					5-Year Average
	2021	2020	2019	2018	2017	
Increase in pay for members active at both beginning and end of year	3.2 %	2.8 %	2.6 %	2.8 %	1.7 %	2.6 %



The mortality tables (a risk assumption) are used to measure the probabilities of members dying before retirement and the probabilities of each benefit payment being made after retirement. The mortality rates described below were first used for the June 30, 2020 valuation.

General

- **Healthy Pre-Retirement:** The Pub-2010 Amount-Weighted, General, Employee, Male and Female tables, a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Healthy Post-Retirement:** The Pub-2010 Amount-Weighted, General, Healthy Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Disability Retirement:** The Pub-2010 Amount-Weighted, General, Disabled Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.

Sample Attained Ages	Healthy Pre-Retirement		Healthy Post-Retirement		Disabled Retirement	
	Future Life		Future Life		Future Life	
	Expectancy (Years)		Expectancy (Years)		Expectancy (Years)	
	Men	Women	Men	Women	Men	Women
50	39.48	41.68	35.63	38.59	26.07	28.76
55	34.42	36.53	30.73	33.60	22.62	25.33
60	29.48	31.45	26.01	28.73	19.53	22.16
65	24.67	26.47	21.50	23.98	16.66	18.96
70	19.98	21.58	17.23	19.43	13.86	15.62
75	15.39	16.81	13.27	15.15	11.10	12.34
80	10.92	12.21	9.78	11.31	8.54	9.42

Police/Fire

- **Healthy Pre-Retirement:** The Pub-2010 Amount-Weighted, Safety, Employee, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Healthy Post-Retirement:** The Pub-2010 Amount-Weighted, Safety, Healthy Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Disability Retirement:** The Pub-2010 Amount-Weighted, Safety, Disabled Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.

Sample Attained Ages	Healthy Pre-Retirement		Healthy Post-Retirement		Disabled Retirement	
	Future Life		Future Life		Future Life	
	Expectancy (Years)		Expectancy (Years)		Expectancy (Years)	
	Men	Women	Men	Women	Men	Women
50	38.81	41.32	35.67	37.68	34.21	36.32
55	33.68	36.17	30.60	32.56	29.34	31.45
60	28.64	31.08	25.71	27.65	24.67	26.85
65	23.73	26.04	21.09	23.00	20.31	22.52
70	18.98	21.07	16.79	18.59	16.27	18.38
75	14.46	16.28	12.86	14.50	12.52	14.46
80	10.24	11.77	9.42	10.88	9.29	10.88

The rates of retirement (a risk assumption) used to measure the probability of eligible members retiring during the year following attainment of the indicated age were as follows:

Age	Number Retiring Per 100 Eligible		
	General*	Police	Fire
50	-	27.0	27.0
51	-	18.0	18.0
52	-	13.5	13.5
53	-	13.5	13.5
54	-	13.5	13.5
55	20.0	9.0	9.0
56	10.0	9.0	9.0
57	10.0	13.5	13.5
58	10.0	22.5	22.5
59	10.0	27.0	27.0
60	30.0	100.0	100.0
61	20.0	100.0	100.0
62	30.0	100.0	100.0
63	20.0	100.0	100.0
64	20.0	100.0	100.0
65	30.0	100.0	100.0
66	30.0	100.0	100.0
67	40.0	100.0	100.0
68	50.0	100.0	100.0
69	60.0	100.0	100.0
70	100.0	100.0	100.0

** Includes General, Other Funds A, and Other Funds B members.*

The General rates were first used for the June 30, 2015 valuation; Police and Fire rates were first used for the June 30, 2020 valuation.

Rates of separation from active membership (a risk assumption) were as follows (rates do not apply to members eligible to retire and do not include separation on account of death or disability). This assumption measures the probabilities of members remaining in employment.

Sample Ages	Years of Service	Number Separating Within Next Year (Per 100 Members)		
		General*	Police	Fire
ALL	0	15.00	8.00	8.00
	1	10.00	6.00	6.00
	2	8.00	4.50	4.50
	3	7.00	3.00	3.00
	4	6.00	2.00	2.00
25	5 & Over	6.00	3.00	3.00
30		5.50	2.50	2.50
35		4.50	1.50	1.50
40		1.75	0.50	0.50
45		1.00	0.50	0.50
50		1.00	0.50	0.50
55		1.00	0.50	0.50
60		1.00	0.50	0.50
65		1.00	0.50	0.50

* Includes General, Other Funds A, and Other Funds B members.

Rates for General, Police and Fire were first used for the June 30, 2020 valuation.

Rates of disability (a risk assumption) measure the probabilities of active members retiring with a disability benefit.

Sample Ages	% of Active Members Becoming Disabled Within Next Year		
	General *	Police	Fire
20	0.15 %	0.12 %	0.12 %
25	0.18	0.18	0.18
30	0.20	0.30	0.30
35	0.29	0.36	0.36
40	0.42	0.84	0.84
45	0.65	0.96	0.96
50	1.05	1.14	1.14
55	1.84	1.32	1.32
60	3.06	1.44	1.44

* Includes General, Other Funds A, and Other Funds B members.

50% of Fire disabilities are assumed to be duty disabilities.

Rates for General were first used for the June 30, 2001 valuation; Police and Fire rates were first used for the June 30, 2020 valuation.



Miscellaneous and Technical Assumptions

Benefit Service:	Exact fractional service is used to determine the amount of benefit payable.
Cost-of-Living Adjustment:	Annual increase for those eligible assumed to be 1.0% annually.
Data Assumptions:	In the member data provided, it was indicated that a Participant having an Eligible Domestic Relations Order (EDRO) had begun receiving benefits but the Alternate Payee (for the same EDRO) had not yet applied to receive benefits. For purposes of the valuation, it was assumed that the Alternate Payee commenced their portion of the benefit at the same time as the Participant.
Decrement Operation:	Disability and mortality decrements do not operate during the first 5 years of service. Disability and withdrawal do not operate during retirement eligibility.
Decrement Relativity:	Decrement rates are used directly from the experience study, without adjustment for multiple decrement table effects.
Decrement Timing:	Decrements of all types are assumed to occur mid-year.
Eligibility Testing:	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
Marriage Assumption:	100% of males and 100% of females are assumed to be married for purposes of death-in-service benefits.
Normal Form of Benefit:	The assumed normal form of benefit is the straight life form.
Pay Increase Timing:	Beginning of (Fiscal) year. This is equivalent to assuming that reported pays represent amounts paid to members during the year ended on the valuation date.

SECTION D

SUPPLEMENTARY INFORMATION

NOTE: GASB Statements No. 67 and No. 68 are effective for Governmental Retirement Plans for the fiscal year beginning after June 15, 2013 (GASB Statement No. 67) and the fiscal year beginning after June 15, 2014 (GASB Statement No. 68). These statements replace GASB Statements No. 25, No. 27 and No. 50. Please see the corresponding GASB Statements No. 67 and No. 68 reports for relevant accounting figures.

Supplementary Information (\$ Amounts in Thousands)

Schedule of Funding Progress (Excluding Health Insurance)

Actuarial Valuation Date June 30	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (b)-(a)	Funded Ratio (a)/(b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
2012 *	\$ 129,191	\$ 150,963	\$ 21,771	85.6 %	\$ 16,768	129.8 %
2013 *	130,037	153,449	23,412	84.7	15,890	147.3
2014 *	139,935	158,867	18,932	88.1	15,750	120.2
2015 *	149,882	182,644	32,762	82.1	14,244	230.0
2016	154,872	188,855	33,983	82.0	12,076	281.4
2017 *	164,083	188,930	24,847	86.8	11,806	210.5
2018	172,671	192,006	19,335	89.9	11,414	169.4
2019	177,350	195,661	18,311	90.6	10,825	169.2
2020 *	181,047	202,000	20,953	89.6	9,853	212.7
2021	191,647	206,237	14,590	92.9	8,799	165.8

* Revised actuarial assumptions and/or methods and/or changes in benefit provisions.

Supplementary Information (\$ Amounts in Thousands)

Schedule of Employer Contributions (Excluding Health Insurance)

Fiscal Year Ending June 30	Actuarial Valuation Date June 30	Computed Dollar Contribution Based on Projected Valuation Payroll	Actual Required Contribution Based on Actual Payroll	Percentage Contributed
2008	2006	\$3,597	\$3,488	100 %
2009	2007	2,494	2,466	100
2010	2008	2,188	2,280	100
2011	2009	2,936	3,062	100
2012	2010	3,230	3,050	100
2013	2011	3,135	3,298	100
2014	2012	4,157	4,180	100
2015	2013	4,288	4,262	100
2016	2014	3,906	3,949	100
2017	2015	4,918	4,925	100
2018	2016	4,629	4,696	100
2019	2017	3,628	3,618	100
2020	2018	3,140	3,173	100
2021	2019	3,036	3,050	100
2022	2020	3,228	-	-
2023	2021	2,446	-	-

The Retirement System's financial objective provides for periodic employer contributions at actuarially determined rates that are designed to accumulate sufficient assets to pay benefits when due. The normal cost and amortization payment for the year ended June 30, 2021 were determined using an entry age actuarial funding method. Unfunded Actuarial Accrued Liabilities (UAAL) were amortized as a level dollar over a closed period of 18 years.

The Retirement System has been closed to new members since 2008.

Supplementary Information

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	June 30, 2021
Actuarial cost method	Entry Age
Amortization method	Level dollar
Remaining amortization period	18 years closed
Asset valuation method	Open 5-year smoothed market
Actuarial assumptions:	
Investment rate of return	7.00%
Projected salary increases*	3.25% - 7.09%
*Includes wage inflation at	3.25%
Cost-of-living adjustments	Annual increase for those eligible assumed to be 1.0% compounded annually.

Membership of the plan consisted of the following at June 30, 2021, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	442
Terminated plan members entitled to but not yet receiving benefits	52
Active plan members	<u>104</u>
Total	598

APPENDIX

RISK MEASURES

Risk Commentary

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability and the actuarially determined contribution that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. **Investment Risk** – actual investment returns may differ from the expected returns;
2. **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
3. **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees, covered payroll, or other relevant contribution base;
4. **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
5. **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
6. **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

The computed contribution amount in this report may be considered as a minimum contribution rate that complies with the Board's funding policy. The timely receipt of the actuarially determined contributions is critical to support the financial health of the plan. Users of this report should be aware that contributions made at the actuarially determined amounts do not necessarily guarantee benefit security.



Risk Commentary (Concluded)

Plan Maturity Measures

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Ratio of the market value of assets to payroll	24.50	18.16	16.52	15.36
Ratio of actuarial accrued liability to payroll	23.44	20.50	18.07	16.82
Ratio of actives to retirees and beneficiaries	0.24	0.28	0.33	0.37
Ratio of net cash flow to market value of assets	-4.3%	-4.5%	-4.0%	-3.2%

Ratio of Market Value of Assets to Payroll

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 10.0 times the payroll, a return on assets 5% different than assumed would equal 50% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

Ratio of Actuarial Accrued Liability to Payroll

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time. The ratio of liability to payroll may also be used as a measure of sensitivity of the liability itself. For example, if the actuarial accrued liability is 2.5 times the payroll, a change in liability 2% other than assumed would equal 5% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in liability (and also plan sponsor contributions) as a percentage of payroll.

Ratio of Actives to Retirees and Beneficiaries

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

Ratio of Net Cash Flow to Market Value of Assets

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.



City of Wyoming Retiree Health Care Plan

Actuarial Valuation Report

June 30, 2021



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December 13, 2021

Ms. Jodi Yenchar
Finance Director
City of Wyoming
1155 28th Street, S.W.
Wyoming, Michigan 49509

**Re: City of Wyoming Retiree Health Care Plan Actuarial Valuation as of June 30, 2021
Actuarial Disclosures**

Dear Jodi:

The results of the June 30, 2021 Annual Actuarial Valuation of the City of Wyoming Retiree Health Care Plan are presented in this report.

This report was prepared at the request of the City and is intended for use by the City and those designated or approved by the City. This report may be provided to parties other than the System only in its entirety and only with the permission of the Board. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the Actuarially Computed Employer Contributions for the fiscal years ending June 30, 2023 and June 30, 2024. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different. This report is not compliant with GASB Statements No. 74 or No. 75.

The contributions shown in this report were determined using the actuarial assumptions and methods disclosed in Section E of this report.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through June 30, 2021. The valuation was based upon information furnished by the City, concerning Plan benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the City.

Ms. Jodi Yenchar
City of Wyoming
December 13, 2021
Page 2

This report was prepared using assumptions adopted by the Board. All actuarial assumptions used in this report are reasonable for the purposes of this valuation. Additional information about the actuarial assumptions is included in the section of this report entitled Valuation Methods and Actuarial Assumptions.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retiree health care plans. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the City of Wyoming Retiree Health Care Plan as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, and with the Actuarial Standards of Practice issued by the Actuarial Standards Board.


James D. Anderson and Richard C. Koch Jr. are Members of the American Academy of Actuaries (MAAA). These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein.


The signing actuaries are independent of the plan sponsor.

Gabriel, Roeder, Smith & Company will be pleased to review this valuation and report with the Board of Trustees and to answer any questions pertaining to the valuation.

Respectfully submitted,

Gabriel, Roeder, Smith & Company


James D. Anderson, FSA, EA, FCA, MAAA


Richard C. Koch Jr., ASA, EA, MAAA

JDA/RCK:sc
C0272



EXECUTIVE SUMMARY

Executive Summary

Experience Study

Results as of June 30, 2021 reflect the use of a 7.00% investment return assumption along with demographic assumptions and a new asset valuation method adopted by the Board pursuant to the City of Wyoming Employees Retirement System and Retiree Health Care Plan experience study report dated March 9, 2020. The experience study changes are detailed in Comment B on page A-3 and resulted in an increase to computed liabilities and the Actuarially Computed Employer Contribution for all groups - which was offset by favorable premiums and asset experience. Please see page A-3 for more detail.

Actuarially Computed Employer Contribution

We have calculated the Actuarially Computed Employer Contribution for the fiscal years ending June 30, 2023 and June 30, 2024. The Actuarially Computed Employer Contribution for the fiscal year ending June 30, 2023 is \$1,737,271. The Actuarially Computed Employer Contribution is \$1,739,975 for the year ending June 30, 2024. The expected employer retiree health care claims and premium amounts paid during the fiscal years ending June 30, 2023 and June 30, 2024 are estimated to be \$3,559,424 and \$3,742,484, respectively. These amounts reflect the employer portion of the retiree only premium rates for retirees and covered spouses.

For additional details, please see Section B of this report.

Liabilities and Assets

The present value of all benefits expected to be paid to current plan members as of June 30, 2021 is \$71,501,866. The actuarial accrued liability, which is the portion of the \$71,501,866 attributable to service accrued by plan members as of June 30, 2021 is \$68,021,136. The assets currently set aside for OPEB funding valuation purposes as of June 30, 2021 are \$56,574,869 on a funding valuation basis, and \$64,065,688 on a market value basis. OPEB liabilities are currently 83.2% funded on a valuation asset basis, and 94.2% on a market value basis.

SECTION A

VALUATION RESULTS AND COMMENTS

Computation of the Actuarially Computed Employer Contributions for Fiscal Years Ending June of 2023 and 2024

Actuarially Computed Employer Contributions for	Actuarially Computed Employer Contribution					
	Fire	General	Other Funds A	Other Funds B	Police	Total
Normal Cost						
Age & Service Benefits	\$ 29,821	\$ 70,703	\$ 81,326	\$ 93,251	\$ 130,076	\$ 405,177
Death and Disability Benefits	4,707	11,631	12,407	17,763	22,017	68,525
Termination Benefits						
Vested Age & Service Benefits	<u>3,064</u>	<u>15,174</u>	<u>16,359</u>	<u>30,656</u>	<u>13,938</u>	<u>79,191</u>
Total Normal Cost	37,592	97,508	110,092	141,670	166,031	552,893
Unfunded Actuarial Accrued Liabilities	384,978	360,404	(110,092)	(26,022)	575,110	1,184,378
Fiscal Year Ending 2023						
Actuarially Computed Employer Contribution	\$ 422,570	\$ 457,912	\$ -	\$ 115,648	\$ 741,141	\$ 1,737,271
Fiscal Year Ending 2024						
Actuarially Computed Employer Contribution	\$ 419,442	\$ 456,885	\$ -	\$ 123,196	\$ 740,452	\$ 1,739,975

The unfunded actuarial accrued liabilities were amortized as a level dollar amount over a closed period of 18 years for the fiscal year ending June 30, 2023.

The assumptions underlying the liabilities shown above include the health care trend rates shown on page B-2.



Determination of Unfunded Accrued Liability as of June 30, 2021

	Fire	General	Other Funds A	Other Funds B	Police	Total
A. Actuarial Accrued Liability:						
1. For retirees and beneficiaries	\$5,764,229	\$ 7,688,375	\$ 8,821,451	\$ 8,921,499	\$13,574,205	\$44,769,759
2. For vested terminated members	338,963	2,778,951	1,775,763	1,865,757	879,582	7,639,016
3. For present active members:						
a. Value of expected future benefits payments	1,479,020	3,311,436	3,397,670	4,724,149	6,180,816	19,093,091
b. Value of future normal costs	203,979	539,729	725,577	1,062,496	948,949	3,480,730
c. Active members liability: (a) - (b)	1,275,041	2,771,707	2,672,093	3,661,653	5,231,867	15,612,361
4. Total (1.) + (2.) + (3c.)	7,378,233	13,239,033	13,269,307	14,448,909	19,685,654	68,021,136
B. Valuation Assets	3,371,699	9,488,245	15,294,820	14,719,724	13,700,381	56,574,869
C. Unfunded Accrued Liability: (A.4) - (B)	4,006,534	3,750,788	(2,025,513)	(270,815)	5,985,273	11,446,267
D. Percent Funded: (B)/(A.4)	45.7%	71.7%	115.3%	101.9%	69.6%	83.2%
E. Market Value of Assets (MVA)	3,794,840	10,746,280	17,364,495	16,660,820	15,499,253	64,065,688
F. Percent Funded MVA Basis: (E)/(A.4)	51.4%	81.2%	130.9%	115.3%	78.7%	94.2%

The assumptions underlying the liabilities shown above include the health care trend rates on page B-2.

Market value assets of \$64,065,688 are held in GASB qualified trusts. Final determination of whether assets can be considered “plan assets” for GASB purposes should be made through consultation with the City’s auditors.



Comments

Comment A: Overall plan experience was more favorable than expected, since the last valuation. Factors contributing to the favorable experience include, but are not limited to:

- There was a large decrease in the Medicare Advantage rates for post-65 retirees and beneficiaries compared to those provided for purposes of the Medicare Advantage proposal prepared by GRS, dated August 27, 2019. This large decrease is consistent with the current Medicare Advantage environment. It is important to note that large year-to-year reductions in Medicare Advantage premiums are likely temporary;
- Favorable pre-65 claims experience;
- Higher than assumed investment returns; and
- Removing the excise tax load.

Partially offsetting these factors was an increase in liabilities from revising the health care trend assumption, decreasing the interest rate from 7.25% to 7.00% and updating demographic assumptions (See Comment B).

Comment B: At the May 2020 meeting, the Board approved changes to the Plan's actuarial assumptions based on the five-year (July 1, 2014 through June 30, 2019) experience study. The following assumptions and methods were updated:

- The investment return assumption was reduced from 7.25% to 7.00%.
- The wage inflation assumption was reduced to 3.25% (reflects price inflation assumption of 2.50%).
- The assumed mortality rates were updated to Pub-2010 amount-weighted General tables for the General groups and the Pub-2010 amount-weighted Safety tables for the Police/Fire groups, in conjunction with the MP-2019 Projection Scale on a fully generational basis.
- Retirement rates, disability rates and withdrawal patterns of the active population were updated based on experience of the plan.
- One-person and two-person election percentages were updated.
- The implementation of a 5-year asset smoothing method with no corridor (similar to the Retirement System).

In addition to the assumptions above adopted by the Board, the health care cost trend rates have been revised since the previous valuation (see page B-2).

Comment C: The Michigan State Treasurer has established uniform actuarial assumptions as required by Public Act 202 (PA 202) of 2017 for use with the annual Form 5572 (Retirement System Annual Report). The use of the uniform assumptions for reporting purposes is required for the fiscal year ending June 30, 2021. Information necessary to satisfy PA 202 uniform assumption reporting can be found in the June 30, 2021 City of Wyoming Retiree Health Care Plan GASB Statement Nos. 74 and 75 report dated September 9, 2021.

Comments

Comment D: On December 20, 2019, the “Further Consolidated Appropriations Act of 2020,” H.R. 1865, was signed into law. The Act repeals the “Cadillac tax” which was a tax provision from the Affordable Care Act (ACA). As a result, any liability/provision analysis included as part of the prior funding valuation is no longer required. In addition, no further adjustments associated with the “Cadillac tax” are required. The repeal of the “Cadillac tax” leads to the removal of the 1.00% load that was applied as part of the June 30, 2019 funding valuation.

Comment E: This report reflects the impact of COVID-19 experience through June 30, 2021. It does not reflect the ongoing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short term. We will continue to monitor these developments and their impact on the Plan. Actual experience will be reflected in each subsequent funding valuation, as experience emerges.

Comment F: The market value of assets and the funding value of assets for each of the employer groups for the June 30, 2021 valuation follow:

	Market Value of Assets	Funding Value of Assets
Other Funds A	\$ 17,364,495	\$ 15,294,820
Other Funds B	16,660,820	14,719,724
General	10,746,280	9,488,245
Police	15,499,253	13,700,381
Fire	3,794,840	3,371,699
Total	\$ 64,065,688	\$ 56,574,869

SECTION B

RETIREE PREMIUM RATE DEVELOPMENT

Retiree Premium Rate Development

Rate Development

The pre-65 retiree rates were calculated by using paid claims experience and exposure data for the period of July 2018 to June 2021 adjusted for catastrophic claims, plus the load for administration, network access fee, and stop loss premiums. Since the prescription drug claims and the medical claims exhibit different trends and claim payment patterns, we analyzed these claims separately.

The claims data was provided by Priority Health, the City's TPA, for the retired participants of the City of Wyoming's medical benefit program. There is a small portion of participants who are grandfathered into self-insured post-65 plan, but due to lack of credibility we valued these individuals with the fully-insured Medicare rates.

Therefore, for the post-65 retirees, the fully-insured Medicare Advantage premium rate is used as the basis of the initial per capita cost since the rate reflects the demographics of the post-65 retiree group. In a Medicare Advantage Program, the liability is based on the difference between the present value of future claims minus the present value of future reimbursements from CMS. CMS' reimbursement is based on a very competitive bid process and has resulted in recent Medicare Advantage premiums trending at low rates of increase. Previously, a margin has been added to Medicare Advantage rates to recognize that increases in CMS reimbursements may lag behind the trends for healthcare costs. For the near term, we believe this margin is no longer necessary and we will monitor the Medicare Advantage environment and revisit the need for an additional margin at the time of the next valuation.

Age graded and sex distinct premiums are utilized by this valuation. The premiums developed by the preceding process are appropriate for the unique age and sex distribution currently existing. Over the future years covered by this valuation, the age and sex distribution will most likely change. Therefore, our process "distributes" the average premium over all age/sex combinations and assigns a unique premium for each combination. The age/sex specific premiums more accurately reflect the health care utilization and cost at that age. The age-graded premiums are shown below:

Please note that these premiums reflect the medical and prescription drug coverage only. We did not value the dental or vision benefits at this time.

Age	Premium Rates by Age for Medical and Prescription Drugs	
	Male	Female
40	\$ 449.15	\$ 729.83
50	728.06	896.90
60	1,237.37	1,218.39
64	1,504.68	1,420.01
65	289.58	273.13
75	338.81	330.60
85	358.27	362.49

Retiree Premium Rate Development

Health Care Trend Assumption

The health care cost trend rate is the rate of change in per capita health care claims over time as a result of factors such as medical inflation, utilization of health care services, plan design, and technological improvements. It is a crucial economic assumption that is required for measuring retiree health care benefit obligations.

Retiree health care valuations use a health care cost trend assumption (trend vector) that changes over the years. The trend vector used in this valuation begins with a near-term trend assumption and declines over time to an ultimate trend rate. The near-term rates reflect the increases in the current cost of health care goods and services. The process of trending down to a lower ultimate trend relies on the theory that premium levels will moderate over the long-term, otherwise the healthcare sector would eventually consume the entire GDP. It is on this basis that projected premium rate increases continue to exceed wage inflation for the next twelve years, but by less each year until leveling off at an ultimate rate, assumed to be 3.50% in this valuation.

While experience is often the best starting point for future costs, GRS does not rely on a group's experience in setting the near-term trend assumptions since trends vary significantly from year to year and are not credible for most groups. Therefore, professional judgment, trends from GRS' book of business and industry benchmarks (e.g., trend reports from various Pharmacy Benefit Management (PBM) organizations, and national healthcare benefit consulting firms) are used in conjunction with a group's historical experience to establish the trend assumptions.

The combined medical and prescription drug per capita costs are projected to increase as shown in the table below:

Year	Medical and Drug Trend Rates	
	Pre 65 Trend	Post 65 Trend
2022	7.50%	6.25%
2023	7.25%	6.00%
2024	6.75%	5.75%
2025	6.50%	5.50%
2026	6.00%	5.25%
2027	5.75%	5.00%
2028	5.25%	4.75%
2029	5.00%	4.50%
2030	4.50%	4.25%
2031	4.25%	4.00%
2032	3.75%	3.75%
2033 & Later	3.50%	3.50%


Retiree Premium Rate Development

Actuarial Disclosures

The premium rates used in this valuation were developed using proprietary Excel models which in James E. Pranschke's professional judgment provide initial projected costs which are consistent with the purposes of the valuation. We perform tests to ensure that the models, in their entirety, reasonably represent that which is intended to be modeled.

Aging factors used in the premium development models were developed based on information and data from a 2013 study commissioned by the Society of Actuaries entitled "Health Care Costs – From Birth to Death."

James E. Pranschke is a Member of the American Academy of Actuaries (MAAA) and meets the Qualification Standards of the American Academy of Actuaries to certify the per capita retiree health care rates shown above.


James E. Pranschke, FSA, FCA, MAAA

SECTION C

PROJECTION OF RETIREE HEALTH PAYOUTS

Projection of Retiree Health Payouts

Year Ending June 30,	Projection of Retiree Health Payouts
2022	\$ 3,506,821
2023	3,559,424
2024	3,742,484
2025	4,035,338
2026	4,378,521
2027	4,787,959
2028	5,278,054
2029	5,618,503
2030	5,937,122
2031	6,254,006
2032	6,565,876
2033	6,687,939
2034	6,959,163
2035	6,861,468
2036	6,684,078
2037	6,671,445
2038	6,739,273
2039	6,459,622
2040	6,260,425
2041	6,124,994

SECTION D

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

City of Wyoming Retiree Health Care Plan

Fire Non-Command Employees

Summary of Benefits as of June 30, 2021

Plan Participants

Fire Non-Command employees of the City of Wyoming are eligible to receive retiree health care benefits.

Retiree Health Care Benefits

Members hired before 7/1/2005 and retiring before 9/6/2005: \$10 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Members hired before 7/1/2005 and retiring before 10/2/2009: \$15 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Members hired before 7/1/2005 and retiring after 10/1/2009: \$20 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Members retiring after 7/1/2015 and not in PEHP: Retirees will share the cost of health care according to the following schedule:

<u>Years of Service</u>	<u>Retiree Cost Share</u>
Less than 10	Not eligible for retiree health care
10-14	30%
15-18	20%
19+	0%

Members hired after 10/1/2009: Members may participate in City defined contribution Postemployment Health care Plan (PEHP). The City shall contribute 4% of base wages to a defined contribution plan.

Normal Retirement Health Care Eligibility

Age 50 with 10 or more years of service.

Early Retirement Health Care Eligibility

Members are not eligible for early retirement.

Deferred Retirement Health Care Eligibility

Employees retiring under deferred retirement conditions are eligible for retiree health care just as if they had retired at normal retirement. Benefit deferred until normal retirement age.



City of Wyoming Retiree Health Care Plan Fire Non-Command Employees Summary of Benefits as of June 30, 2021 (Concluded)

Duty Death-in-Service Retirement Health Care Eligibility

Spouses of duty death-in-service members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately.

Non-Duty Death-in-Service Retirement Health Care Eligibility

Spouses of non-duty death-in-service members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Duty Disabled Retirement Health Care Eligibility

Duty disabled members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately. Dependents are covered until retiree reaches normal retirement age.

Non-Duty Disabled Retirement Health Care Eligibility

Non-duty disabled members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Health Care Benefits for Spouses and Dependents of Retired Employees

Spouses of retired employees (married to employee at time of termination) are eligible to receive retiree health care benefits. Coverage continues to surviving spouses of deceased retirees. Dependents are not covered as part of the retiree health care plan. Any dependent coverage must be paid by the retiree or surviving spouse.

Non-Medicare and Medicare–Eligible Provisions

Retirees are required to enroll in Medicare Part A & B once eligible. Retiree pays Medicare Part A & B premiums.

Opt-Out Provision

The City does not provide an opt-out benefit for retiree health care benefits; however, retirees may choose to not enroll in retiree health coverage.

This is a brief summary of the City of Wyoming's Retiree Health Care Benefit provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.



City of Wyoming Retiree Health Care Plan

General Employees

Summary of Benefits as of June 30, 2021

Plan Participants

General employees of the City of Wyoming are eligible to receive retiree health care benefits.

Retiree Health Care Benefits

Non-Admin hired before 2/7/2006 and retiring before 2/7/2006: \$10 per month times years of credited service, not to exceed 25 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Non-Admin hired before 2/7/2006 and retiring before 7/2/2009: \$15 per month times years of credited service, not to exceed 25 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Non-Admin hired before 2/7/2006 and retiring after 7/1/2009: \$20 per month times years of credited service, not to exceed 25 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Non-Admin hired before 2/7/2006 and retiring after 7/1/2017 and not in PEHP: Retirees will share the cost of health care according to the following schedule:

<u>Years of Service</u>	<u>Retiree Cost Share</u>
Less than 10	Not eligible for retiree health care
10-14	30%
15-18	20%
19+	0%

Non-Admin hired after 2/6/2006 and not in PEHP: \$20 per month times years of credited service, not to exceed 25 years, payable to age 60. Having at least 10 years of service, beginning at age 60, the City shall contribute 24% toward the cost of the premium for the retiree and retiree's eligible spouse. For each additional year after ten (10) years, the City shall contribute an additional four percent (4%) per year to a maximum City contribution of one hundred percent (100%).

Administrative hired before 7/2/2004 and retiring after 1/30/2015 and not in PEHP: Retirees will share the cost of health care according to the following schedule:

<u>Years of Service</u>	<u>Retiree Cost Share</u>
Less than 10	Not eligible for retiree health care
10-14	30%
15-19	20%
20+	0%



City of Wyoming Retiree Health Care Plan

General Employees

Summary of Benefits as of June 30, 2021

Administrative hired after 7/1/2007 and Non-Admin hired after 6/30/2009: The City shall contribute 4% of base wages to a defined contribution Postemployment Health care Plan (PEHP).

Normal Retirement Health Care Eligibility

Administrative: Age 60 with 5 or more years of service.

Non-Admin: Age 60 with 10 or more years of service.

Early Retirement Health Care Eligibility

Administrative: Age 55 with 5 or more years of service.

Non-Admin: Age 55 with 10 or more years of service.

Deferred Retirement Health Care Eligibility

Employees retiring under deferred retirement conditions are eligible for retiree health care just as if they had retired at normal retirement. Benefit deferred until normal retirement age.

Duty Death-in-Service Retirement Health Care Eligibility

Spouses of duty death-in-service members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately.

Non-Duty Death-in-Service Retirement Health Care Eligibility

Spouses of non-duty death-in-service members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Duty Disabled Retirement Health Care Eligibility

Duty disabled members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately. Eligible dependents are covered until retiree reaches normal retirement age.

Non-Duty Disabled Retirement Health Care Eligibility

Non-duty disabled members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Health Care Benefits for Spouses and Dependents of Retired Employees

Eligible spouses of retired employees (married to employee at time of termination) are eligible to receive retiree health care benefits. Coverage continues to eligible surviving spouses of deceased retirees. Dependents are not covered as part of the retiree health care plan. Any dependent coverage must be paid by the retiree or surviving spouse.



City of Wyoming Retiree Health Care Plan General Employees Summary of Benefits as of June 30, 2021 (Concluded)

Non-Medicare and Medicare–Eligible Provisions

Retirees are required to enroll in Medicare Part A & B once eligible. Retiree pays Medicare Part A & B premiums.

Opt-Out Provision

The City does not provide an opt-out benefit for retiree health care benefits; however, retirees may choose to not enroll in retiree health coverage.

This is a brief summary of the City of Wyoming’s Retiree Health Care Benefit provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.

City of Wyoming Retiree Health Care Plan

Police Non-Dispatchers Employees

Summary of Benefits as of June 30, 2021

Plan Participants

Police employees of the City of Wyoming are eligible to receive retiree health care benefits.

Retiree Health Care Benefit

Police Non-Command hired before 7/1/2005 and retiring before 9/6/2005: \$10 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Police Non-Command hired before 7/1/2005 and retiring after 9/5/2005: \$15 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Police Non-Command hired before 7/1/2005 and retiring after 9/3/2007: \$20 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Police Command hired before 7/1/2005 and retiring before 2/20/2006: \$15 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Police Command hired before 7/1/2005 and retiring after 2/20/2006: \$20 per month times years of credited service, not to exceed 30 years, payable to age 60. After age 60, total premium amount for the lifetime of the retiree and eligible spouse regardless of optional form of retirement benefit selected.

Police Non-Command hired before 9/4/2007 and retiring after 1/30/2015 and Command hired before 7/1/2008 and retiring after 7/1/2015 and not in PEHP: Retirees will share the cost of health care according to the following schedule:

<u>Years of Service</u>	<u>Retiree Cost Share</u>
Less than 10	Not eligible for retiree health care
10-14	30%
15-18	20%
19+	0%

Police Non-Command hired after 9/3/2007 and Police Command hired after 8/31/2008: The City shall contribute 4% of base wages to a defined contribution post-employment health plan (PEHP).

Normal Retirement Health Care Eligibility

Police Non-Command & Police Command: Age 50 with 10 or more years of service.

Early Retirement Health Care Eligibility

Members are not eligible for early retirement.



City of Wyoming Retiree Health Care Plan

Police Non-Dispatchers Employees

Summary of Benefits as of June 30, 2021 (Concluded)

Deferred Retirement Health Care Eligibility

Employees retiring under deferred retirement conditions are eligible for retiree health care just as if they had retired at normal retirement. Benefit deferred until normal retirement age.

Duty Death-in-Service Retirement Health Care Eligibility

Spouses of duty death-in-service members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately.

Non-Duty Death-in-Service Retirement Health Care Eligibility

Eligible spouses of non-duty death-in-service members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Duty Disabled Retirement Health Care Eligibility

Duty disabled members are eligible for retiree health care at any age and service. Benefit is based on a minimum of 10 years of service or the actual service if greater than 10 years of service. Benefit commences immediately. Dependents are covered until retiree reaches normal retirement age.

Non-Duty Disabled Retirement Health Care Eligibility

Non-duty disabled members are eligible for retiree health care at any age with 10 years of service. Benefit is based on years of service. Benefit commences immediately.

Health Care Benefits for Spouses and Dependents of Retired Employees

Eligible spouses of retired employees (married to employee at time of termination) are eligible to receive retiree health care benefits. Coverage continues to eligible surviving spouses of deceased retirees. Dependents are not covered as part of the retiree health care plan. Any dependent coverage must be paid by the retiree or surviving spouse.

Non-Medicare and Medicare-Eligible Provisions

Retirees are required to enroll in Medicare Part A & B once eligible. Retiree pays Medicare Part A & B premiums.

Opt-Out Provision

The City does not provide an opt-out benefit for retiree health care benefits; however, retirees may choose to not enroll in retiree health coverage.

This is a brief summary of the City of Wyoming's Retiree Health Care Benefit provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.



City of Wyoming Retiree Health Care Plan Fire Active Members as of June 30, 2021 by Age and Years of Service

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
40-44				1	1			2
45-49					2	1		3
50-54				1				1
55-59						2		2
Totals				2	3	3		8

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 48.6 years
Service: 23.0 years

City of Wyoming Retiree Health Care Plan General Active Members as of June 30, 2021 by Age and Years of Service

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
35-39			1					1
40-44					1			1
45-49					1			1
50-54				1	3	1	1	6
55-59				4	4	2	3	13
Totals			1	5	9	3	4	22

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 53.8 years
Service: 24.0 years

**City of Wyoming Retiree Health Care Plan
Other Funds A Active Members as of June 30, 2021
by Age and Years of Service**

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
35-39				1				1
40-44			2	1				3
45-49			3		1			4
50-54			2	1	2	2	1	8
55-59			1		1	2	2	6
60-64					1		1	2
Totals			8	3	5	4	4	24

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 51.7 years
Service: 21.4 years

**City of Wyoming Retiree Health Care Plan
Other Funds B Active Members as of June 30, 2021
by Age and Years of Service**

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
35-39			1					1
40-44			2	1	3			6
45-49				1	3	3		7
50-54			1	4	5	3	1	14
55-59					1	1	2	4
Totals			4	6	12	7	3	32

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 48.8 years
Service: 22.0 years

City of Wyoming Retiree Health Care Plan Police Active Members as of June 30, 2021 by Attained Age and Years of Service

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
35-39			1					1
40-44			1	1	4			6
45-49			1		12	4		17
50-54					5	2	1	8
55-59					1	1		2
Totals			3	1	22	7	1	34

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 47.7 years
Service: 22.8 years

City of Wyoming Retiree Health Care Plan Deferred Members as of June 30, 2021 by Attained Age and Years of Service

Fire Deferred Members

Attained Age	Number of Deferred Retirees		
	Male	Female	Totals
40-44	1	0	1
45-49	1	0	1
Totals	2	0	2

General Deferred Members

Attained Age	Number of Deferred Retirees		
	Male	Female	Totals
40-44	1		1
45-49	2	6	8
50-54	1	5	6
55-59	2	1	3
60+	1		1
Totals	7	12	19

Other Funds A Deferred Members

Attained Age	Number of Deferred Retirees		
	Male	Female	Totals
45-49	2	1	3
50-54	3	2	5
55-59	2		2
60+		1	1
Totals	7	4	11

City of Wyoming Retiree Health Care Plan Deferred Members as of June 30, 2021 by Attained Age and Years of Service

Other Funds B Deferred Members

Attained Age	Number of Deferred Retirees		
	Male	Female	Totals
40-44	2		2
50-54	7		7
55-59	2	1	3
Totals	11	1	12

Police Deferred Members

Attained Age	Number of Deferred Retirees		
	Male	Female	Totals
45-49	4	1	5
Totals	4	1	5

The number counts above only include those retirees who are eligible to receive retiree health care coverage through the City’s plan. Additionally, number counts above do not include deferred members covered under a current retiree.

City of Wyoming Retiree Health Care Plan Retired Members as of June 30, 2021 by Attained Age and Years of Service

Fire Retired Members

Attained Age	Number of Retirees		
	Male	Female	Totals
Under 65	7	0	7
65 & Over	18	4	22
Totals	25	4	29

General Retired Members

Attained Age	Number of Retirees		
	Male	Female	Totals
Under 65	5	17	22
65 & Over	17	45	62
Totals	22	62	84

Other Funds A Retired Members

Attained Age	Number of Retirees		
	Male	Female	Totals
Under 65	12	6	18
65 & Over	47	17	64
Totals	59	23	82

Other Funds B Retired Members

Attained Age	Number of Retirees		
	Male	Female	Totals
Under 65	11	6	17
65 & Over	47	18	65
Totals	58	24	82

City of Wyoming
Retired Members as of June 30, 2021
by Attained Age and Years of Service (Concluded)

Police Retired Members

Attained Age	Number of Retirees		
	Male	Female	Totals
Under 65	15	6	21
65 & Over	40	8	48
Totals	55	14	69

The number counts above only include those retirees who are currently receiving retiree health care coverage through the City's plan.

Summary of Reported Financial Information Year Ended June 30, 2021

	2021
Additions	
Contributions	
Employer	\$ 3,940,256
Nonemployer contributing entities - Medicare D	0
Active Employees	0
Other	1,500,000
Total Contributions	\$ 5,440,256
Investment Income	
Net Appreciation in Fair Value of Investments	\$ 12,262,387
Interest and Dividends	1,179,171
Miscellaneous Investment Income	0
Less Investment Expense	(169,604)
Net Investment Income	\$ 13,271,954
Other	\$ 0
Total Additions	\$ 18,712,210
 Deductions	
Benefit Payments	\$ 2,725,410
OPEB Plan Administrative Expense	20,137
Other	0
Total Deductions	\$ 2,745,547
Change in Market Value of Assets	\$ 15,966,663
 Market Value of Assets for OPEB	
Beginning of Year	\$ 48,099,025
End of Year	\$ 64,065,688

Development of Valuation Assets Year Ended June 30, 2021

	2020	2021	2022	2023	2024	2025
Beginning of Year:						
(1) Market Value	\$43,556,729	\$48,099,025				
(2) Valuation Assets	43,556,729	48,542,879				
End of Year:						
(3) Market Value	48,099,025	64,065,688				
(4) Net Additions to Assets, Excluding Investment Income	1,871,411	2,694,709				
(5) Total Investment Income = (3) - (1) - (4)	2,670,885	13,271,954				
(6) Projected Rate of Return	7.25%	7.00%	7.00%			
(7) Projected Investment Income = (6) x [(2) + .5 x (4)]	3,225,702	3,492,316				
(8) Investment Income in Excess of Projected Income = (5)-(7)	(554,817)	9,779,638				
(9) Excess Investment Income Recognized This Year (5-year recognition)						
(9a) From This Year	(110,963)	1,955,928				
(9b) From One Year Ago	0	(110,963)	\$ 1,955,928			
(9c) From Two Years Ago	0	0	(110,963)	\$ 1,955,928		
(9d) From Three Years Ago	0	0	0	(110,963)	\$ 1,955,928	
(9e) From Four Years Ago	0	0	0	0	(110,965)	\$1,955,926
(10) Total Recognized Investment Gain	(110,963)	1,844,965	1,844,965	1,844,965	1,844,963	1,955,926
(11) Change in Valuation Assets = (4) + (7) + (10)	4,986,150	8,031,990				
End of Year:						
(3) Market Value	48,099,025	64,065,688				
(12) Valuation Assets = (2)+(10)	48,542,879	56,574,869				
Rate of Return Based on Smoothed Method	7.0%	10.7%				
Ratio of Market Value to Valuation Assets	99.1%	113.2%				
Market Value Rate of Return	6.0%	26.8%				
 Difference between MVA and FVA	 \$ (443,854)	 \$ 7,490,819				



SECTION E

VALUATION METHODS AND ACTUARIAL ASSUMPTIONS

Entry Age Actuarial Cost Method

The entry age actuarial cost method consists of *two* components:

Normal Cost (the present value of future benefits assigned to members' service rendered in the current year),

PLUS

Amortization of the *Unfunded Actuarial Accrued Liability* (the difference between the present value of future benefits assigned to members' past service and the value of the plan's accumulated assets).

The normal cost was computed as follows:

The series of contributions necessary to accumulate the present value at time of retirement of an employee's health benefits was computed so that each contribution in the series, from entry age to retirement, was a constant percentage of the employee's year-by-year projected covered compensation.

The accrued liability was computed as follows:

Retirees: The discounted value of health benefits likely to be paid for retirees was computed using the investment return, health cost increase and mortality assumptions on the following pages.

Active Employees: The discounted value of health benefits likely to be paid for active employees was computed using the assumptions outlined on the following pages and was reduced by the value of normal costs to be paid for service after the valuation date.

Asset Valuation Method. The valuation assets are developed using a five-year smoothing technique. The difference between the expected return on assets (using the valuation interest rate assumption) and the actual return on assets is phased-in over a five-year period.

Actuarial Assumptions Used for the Valuation

The salary increase assumption used in this actuarial valuation projects annual salary increases of 3.25% plus a percentage based on an age-related scale to reflect merit, longevity and promotional salary increases.

Pay Projections. This assumption is used to project current pays to those upon which future contributions will be based.

As of the valuation date, the Plan provisions specify that new hires do not participate in this retiree health program (they receive instead a 4% contribution into a DC type health plan). Since the plan is closed to new entrants, total payroll is not expected to grow at the 3.25% payroll growth assumption. We have, therefore, used a “level dollar” method for amortizing the unfunded actuarial accrued liability as opposed to a “level percent of pay” method.

Investment return (net of investment expenses). 7.00% per year compounded annually. This rate consists of a real rate of return of 3.75% a year plus a long-term rate of wage inflation of 3.25% a year. This assumption is used to equate the value of payments due at different points in time. In an unfunded program the investment return assumption must be commensurate with potential earnings on the employers’ general asset accounting.

Medicare coverage was assumed to be available for all covered employees on attainment of age 65.

Non-investment administration expenses: None.

Election percentage: 90% of retirees were assumed to receive retiree health care coverage from the City. Of the 90% receiving benefits, 78% of males and 78% of females were assumed to elect two-person coverage, if eligible. For those that elect two-person coverage, it was assumed that 80% of the eligible spouses would elect to continue coverage upon death of the retiree.

Actuarial Assumptions Used for the Valuation (Continued)

The pay increase assumption used in the actuarial valuation projects pay increases based on an age-related scale to reflect merit, longevity, and promotional pay increases as well as wage inflation.

The pay increase assumption for selected ages is shown below:

Sample Ages	Percent Increase in Salary During Next Year	
	General	Police & Fire
20	7.09%	6.25%
25	6.37%	6.25%
30	5.93%	5.85%
35	5.62%	4.35%
40	5.39%	3.45%
45	4.93%	3.45%
50	4.39%	3.45%
55	3.91%	3.35%
60	3.41%	3.25%
65	3.25%	3.25%

Actuarial Assumptions Used for the Valuation (Continued)

The mortality tables (a risk assumption) are used to measure the probabilities of members dying before retirement and the probabilities of each benefit payment being made after retirement. The mortality rates described below were first used for the June 30, 2021 valuation.

General

- **Healthy Pre-Retirement:** The Pub-2010 Amount-Weighted, General, Employee, Male and Female tables, a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Healthy Post-Retirement:** The Pub-2010 Amount-Weighted, General, Healthy Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Disability Retirement:** The Pub-2010 Amount-Weighted, General, Disabled Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.

Sample Attained Ages	Healthy Pre-Retirement		Healthy Post-Retirement		Disabled Retirement	
	Future Life		Future Life		Future Life	
	Expectancy (Years)		Expectancy (Years)		Expectancy (Years)	
	Men	Women	Men	Women	Men	Women
50	39.48	41.68	35.63	38.59	26.07	28.76
55	34.42	36.53	30.73	33.60	22.62	25.33
60	29.48	31.45	26.01	28.73	19.53	22.16
65	24.67	26.47	21.50	23.98	16.66	18.96
70	19.98	21.58	17.23	19.43	13.86	15.62
75	15.39	16.81	13.27	15.15	11.10	12.34
80	10.92	12.21	9.78	11.31	8.54	9.42

Actuarial Assumptions Used for the Valuation (Continued)

Police/Fire

- **Healthy Pre-Retirement:** The Pub-2010 Amount-Weighted, Safety, Employee, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Healthy Post-Retirement:** The Pub-2010 Amount-Weighted, Safety, Healthy Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.
- **Disability Retirement:** The Pub-2010 Amount-Weighted, Safety, Disabled Retiree, Male and Female tables, with a base year of 2010 and future mortality improvements projected using scale MP-2019 on a fully-generational basis.

Sample Attained Ages	Healthy Pre-Retirement		Healthy Post-Retirement		Disabled Retirement	
	Future Life		Future Life		Future Life	
	Expectancy (Years)		Expectancy (Years)		Expectancy (Years)	
	Men	Women	Men	Women	Men	Women
50	38.81	41.32	35.67	37.68	34.21	36.32
55	33.68	36.17	30.60	32.56	29.34	31.45
60	28.64	31.08	25.71	27.65	24.67	26.85
65	23.73	26.04	21.09	23.00	20.31	22.52
70	18.98	21.07	16.79	18.59	16.27	18.38
75	14.46	16.28	12.86	14.50	12.52	14.46
80	10.24	11.77	9.42	10.88	9.29	10.88

Actuarial Assumptions Used for the Valuation (Continued)

A schedule of retirement rates is used to measure the probability of eligible members retiring during the next year. The uniform retirement rates in use for each category are shown below:

Age-Based Retirement Table

Retirement Ages	Percent of Eligible Active Members Retiring within Next Year	
	General*	Police & Fire
50	-	27.0%
51	-	18.0%
52	-	13.5%
53	-	13.5%
54	-	13.5%
55	20.0%	9.0%
56	10.0%	9.0%
57	10.0%	13.5%
58	10.0%	22.5%
59	10.0%	27.0%
60	30.0%	100.0%
61	20.0%	100.0%
62	30.0%	100.0%
63	20.0%	100.0%
64	20.0%	100.0%
65	30.0%	100.0%
66	30.0%	100.0%
67	40.0%	100.0%
68	50.0%	100.0%
69	60.0%	100.0%
70	100.0%	100.0%

** Includes General, Other Funds A, and Other Funds B members.*

The General rates were first used for the June 30, 2015 valuation; Police and Fire rates were first used for the June 30, 2021 valuation.

Actuarial Assumptions Used for the Valuation (Continued)

Disability rates are used in the valuation to estimate the incidence of member disability in future years.

The assumed rates of disablement at various ages are shown below:

Sample Ages	Percent Becoming Disabled within Next Year		
	General*	Police	Fire
20	0.15%	0.12%	0.12%
25	0.18%	0.18%	0.18%
30	0.20%	0.30%	0.30%
35	0.29%	0.36%	0.36%
40	0.42%	0.84%	0.84%
45	0.65%	0.96%	0.96%
50	1.05%	1.14%	1.14%
55	1.84%	1.32%	1.32%
60	3.06%	1.44%	1.44%

** Includes General, Other Funds A, and Other Funds B members.*

50% of Fire disabilities are assumed to be duty disabilities.

Rates for General were first used for the June 30, 2001 valuation; Police and Fire rates were first used for the June 30, 2021 valuation.

Actuarial Assumptions Used for the Valuation (Concluded)

The withdrawal rates are used to estimate the number of employees at each age that are expected to terminate employment before qualifying for retirement benefits. The withdrawal rates do not apply to members eligible to retire, and do not include separation on account of death or disability. The assumed rates of withdrawal applied in the current valuation are based on years of service for members with less than 5 years of service, and based on age for members with 5 or more years of service.

Sample rates of withdrawal from active employment are below:

Sample Ages	Years of Service	% of Active Members Separating within Next Year	
		General*	Police & Fire
ALL	0	15.00%	8.00%
	1	10.00%	6.00%
	2	8.00%	4.50%
	3	7.00%	3.00%
	4	6.00%	2.00%
25	5 & Over	6.00%	3.00%
30		5.50%	2.50%
35		4.50%	1.50%
40		1.75%	0.50%
45		1.00%	0.50%
50		1.00%	0.50%
55		1.00%	0.50%
60		1.00%	0.50%
65		1.00%	0.50%

** Includes General, Other Funds A, and Other Funds B members.*

Rates for General, Police and Fire were first used for the June 30, 2021 valuation.

Supplementary Information

Valuation Date	June 30, 2021
Actuarial Cost Method	Individual Entry Age Normal Cost
Amortization Method	Level Dollar Closed
Remaining Amortization Periods	18 Years
Asset Valuation Method	5-Year Smoothed Market Value
Actuarial Assumptions:	
Discount Rate	7.00% Per Year
Valuation Health Care Cost Trend Rate Medical and Prescription Drug Pre 65	7.50% in 2022, Grading to 3.5% in 2033
Valuation Health Care Cost Trend Rate Medical and Prescription Drug Post-65	6.25% in 2022, Grading to 3.5% in 2033

This information has not been reviewed by the City’s auditor. If there are any items that the auditor changes, please let us know so that we may maintain consistency with the City’s financial statements.

Sample GASB Schedules

Schedule of Funding Progress Rounded to the Nearest \$1,000

Actuarial Valuation Date June 30	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (b)-(a)	Funded Ratio (a)/(b)	Active Member Covered Payroll (c)	Unfunded AAL as a Percentage of Active Member Covered Payroll ((b-a)/c)
2009	\$ 12,061	\$ 59,833	\$ 47,773	20.2	\$22,106	216.1
2011	20,370	71,343	50,973	28.6	18,978	268.6
2013	25,312	100,065	74,753	25.3	17,610	424.5
2015	30,213	151,832	121,618	19.9	15,740	772.7
2017	36,651	152,138	115,487	24.1	12,156	950.1
2019	43,557	73,309	29,753	59.4	11,005	270.4
2021	56,575	68,021	11,446	83.2	8,959	127.8

Schedule of Employer Contributions

Actuarial Valuation Date June 30	Fiscal Year Ending	Actuarially Computed Employer Contribution
2013	6/30/2013	\$ 7,715,174
	6/30/2014	7,688,860
	6/30/2015	7,678,535
2015	6/30/2016	11,069,038
	6/30/2017	10,954,379
	6/30/2018	10,076,828
2017	6/30/2019	10,061,933
	6/30/2020	9,878,994
	6/30/2021	3,432,888
2019	6/30/2022	3,445,217
	6/30/2023	1,737,271
2021	6/30/2024	1,739,975

This information has not been reviewed by the City's auditor. If there are any items that the auditor changes, please let us know so that we may maintain consistency with the City's financial statements.

Miscellaneous and Technical Assumptions

Decrement Operation:	Disability and death-in-service decrements do not operate during the first 5 years of service. Disability and withdrawal do not operate during retirement eligibility.
Decrement Relativity:	Decrement rates are used directly from the experience study, without adjustment for multiple decrement table effects.
Decrement Timing:	Decrements of all types are assumed to occur mid-year.
Eligibility Testing:	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
Future Service:	Members are assumed to earn 1.0 years of service in each future year.
Marriage Assumption:	100% of males and 100% of females are assumed to be married for purposes of death-in-service benefits. Male spouses are assumed to be three years older than the female spouses.
Pay Increase Timing:	Beginning of valuation year. This is equivalent to assuming that reported pays represent amounts paid to member during the year ended on the valuation date.
Pre-60 Opt-Outs:	There are numerous retirees under the age of 60 who are currently opting-out of coverage but are eligible for full City paid coverage upon reaching age 60. For purposes of this valuation, it was assumed that 100% of these pre-60 opt-outs would elect coverage upon reaching age 60.

APPENDIX

GLOSSARY

Glossary

Accrued Service. The service credited under the plan which was rendered before the date of the actuarial valuation.

Actuarial Accrued Liability. The difference between: (i) the actuarial present value of future plan benefits; and (ii) the actuarial present value of future normal cost. Sometimes referred to as "accrued liability" or "past service liability."

Actuarial Assumptions. Estimates of future plan experience with respect to rates of mortality, disability, turnover, retirement, rate or rates of investment income and salary increases. Decrement assumptions (rates of mortality, disability, turnover and retirement) are generally based on past experience, often modified for projected changes in conditions. Economic assumptions (salary increases and investment income) consist of an underlying rate in an inflation-free environment plus a provision for a long-term average rate of inflation.

Actuarial Cost Method. A mathematical budgeting procedure for allocating the dollar amount of the "actuarial present value of future plan benefits" between the actuarial present value of future normal cost and the actuarial accrued liability. Sometimes referred to as the "actuarial funding method."

Actuarial Equivalent. A single amount or series of amounts of equal value to another single amount or series of amounts, computed on the basis of the rate(s) of interest and mortality tables used by the plan.

Actuarial Present Value. The amount of funds presently required to provide a payment or series of payments in the future. It is determined by discounting the future payments at a predetermined rate of interest, taking into account the probability of payment.

Actuarially Computed Employer Contribution. The Actuarially Computed Employer Contribution is the normal cost plus the portion of the unfunded actuarial accrued liability to be amortized in the current period. The Actuarially Computed Employer Contribution is an amount that is actuarially determined in accordance with the requirements so that, if paid on an ongoing basis, it would be expected to provide sufficient resources to fund both the normal cost for each year and the amortized unfunded liability.

Amortization. Paying off an interest-bearing liability by means of periodic payments of interest and principal, as opposed to paying it off with a lump sum payment.

Governmental Accounting Standards Board (GASB). GASB is the private, nonpartisan, nonprofit organization that works to create and improve the rules U.S. state and local governments follow when accounting for their finances and reporting them to the public.

Medical Trend Rate (Health Inflation). The increase in the plan's cost over time. Trend includes all elements that may influence a plan's cost, assuming that enrollments and the plan benefits do not change. Trend includes such elements as, pure price inflation, changes in utilization, advances in medical technology, and cost shifting.

Normal Cost. The annual cost assigned, under the actuarial funding method, to current and subsequent plan years. Sometimes referred to as "current service cost." Any payment toward the unfunded actuarial accrued liability is not part of the normal cost.



Glossary (Concluded)

Other Post-Employment Employee Benefits (OPEB). OPEB are post-employment benefits other than pensions. OPEB generally takes the form of health insurance and dental, vision, prescription drugs or other healthcare benefits.

Reserve Account. An account used to indicate that funds have been set aside for a specific purpose and are not generally available for other uses.

Unfunded Actuarial Accrued Liability. The difference between the actuarial accrued liability and valuation assets. Sometimes referred to as "unfunded accrued liability."

Valuation Assets. The value of current plan assets recognized for valuation purposes.

LAW ENFORCEMENT ACCREDITATION

Wyoming (MI) Police Department

Agency

Wyoming (MI) Police Department
2300 DeHoop Ave SW
Wyoming, MI 49509

Chief Executive Officer

Public Safety Chief
Kimberly S. Koster

Methodology Overview

CALEA serves as the premier credentialing association for public safety agencies and provides accreditation services for law enforcement organizations, public safety communication centers, public safety training academies, and campus security agencies. The standards are promulgated by a board of 21 commissioners, representing a full spectrum of public safety leadership. The assessment process includes extensive self-assessment, annual remote web-based assessments, and quadrennial site-based assessments. Additionally candidate agencies are presented to the Commission for final consideration and credentialing.

CALEA Accreditation is a voluntary process and participating public safety agencies, by involvement, have demonstrated a commitment to professionalism. The program is intended to enhance organization service capacities and effectiveness, serve as a tool for policy decisions and management, promote transparency and community trust, and establish a platform for continuous review.

CALEA Accreditation is the Gold Standard for Public Safety Agencies and represents a commitment to excellence.



Law Enforcement Accreditation

CALEA standards reflect the current thinking and experience of Law Enforcement practitioners and researchers. Major Law Enforcement associations, leading educational and training institutions, governmental agencies, as well as Law Enforcement executives internationally, acknowledge CALEA's Standards for Law Enforcement Agencies© and its Accreditation Programs as benchmarks for professional law enforcement agencies.

CALEA's Founding Organizations:

- **International Association of Chiefs of Police (IACP)**
- **Police Executive ResearchForum (PERF)**
- **National Sheriffs Association (NSA)**
- **National Organization of Black Law Enforcement Executives (NOBLE)**

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EXECUTIVE SUMMARY

Overview:

The Wyoming (MI) Police Department is currently commanded by Kimberly S. Koster. The agency participated in a remote assessment(s), as well as site-based assessment activities as components of the accreditation process. The executive summary serves as a synopsis of key findings, with greater details found in the body of the report.

Compliance Service Review:

CALEA Compliance Services Member(s) Portia Y. Swinson remotely reviewed 147 standards for the agency on 5/24/2019 using Law Enforcement Manual 6.11. These standards included specific time-sensitive issues, as well as all standards applicable to the agency by size and function. If standard issues are found they are listed below.

- 41.2.7 – Mental Health Issues* (LE1) – ISSUE: The agency's directive did not require civilian entry level training. There was no proof supplied for entry level civilians, nor is it clear that all employees receive annual refresher training. AGENCY ACTION NEEDED: It is suggested that the agency revised its directive to require entry level training and the portion covering annual refresher training be clarified to ensure it covers each employee.

CALEA Compliance Services Member(s) Lou Moreto remotely reviewed 91 standards for the agency on 4/24/2020 using Law Enforcement Manual 6.11. These standards included specific time-sensitive issues, as well as all standards applicable to the agency by size and function. If standard issues are found they are listed below.

CALEA Compliance Services Member(s) Nora Ackerley remotely reviewed 133 standards for the agency on 5/5/2021 using Law Enforcement Manual 6.11. These standards included specific time-sensitive issues, as well as all standards applicable to the agency by size and function. If standard issues are found they are listed below.

CALEA Compliance Services Member(s) Virgil Hubbard remotely reviewed 110 standards for the agency on 9/24/2021 using Law Enforcement Manual 6.11. These standards included specific time-sensitive issues, as well as all standards applicable to the agency by size and function. If standard issues are found they are listed below.

- 22.1.5 – Victim Witness Services/Line of Duty Death (LE1) – ISSUE: The agency's written directive only addresses officers. The accreditation standard deals with all personnel who may die or be seriously injured while at work. AGENCY ACTION NEEDED: It is suggested that the agency's written directive address all agency personnel and services provided to their families. AGENCY ACTION TAKEN: The agency revised its written directive (400.D.7 Line of Duty Death) to encompass all agency employees. It is suggested that this standard be reviewed in the next CSM annual review for continued compliance.
- 26.3.6 – Submission to Tests, Procedures – ISSUE: The agency's written directive (400-C3, Internal Affairs/Citizen Complaints) in Bullet C does not address audio or video recordings. In Bullet F, the agency's written directive says that the agency does not utilize the polygraph during an internal affairs investigation, but then also says that an employee may voluntarily submit to a polygraph during an investigation. Consequently, it is possible that a polygraph examination could be conducted during in internal affairs investigation. AGENCY ACTION NEEDED: It is suggested in Bullet C that the agency's written directive on Internal Affairs address the agency's policy on use of audio or video recordings. In Bullet F, it is recommended that the agency's written directive provide that the polygraph may be used during an internal affairs investigation, but only upon the voluntary request of the employee. AGENCY ACTION TAKEN: The agency revised its written directive (400.C.3 Internal Affairs/Citizen Complaints) to address audio or video recordings of investigations, and the directive was also revised to provide for the use of polygraph examinations during an internal affairs investigation if voluntarily requested by an employee. It is suggested that this standard be reviewed in the next CSM annual review for continued compliance.

Site-Based Assessment Review:

From 11/1/2021 to 11/3/2021, Mike Yaniero, Robert Grant visited the agency following a consultation with the chief

executive officer regarding critical issues impacting the organization since the last assessment. These issues were identified as:

- Recruitment - The current pandemic throughout the nation continues to bring challenges to law enforcement agencies including the Wyoming Department of Public Safety. As with most Law Enforcement Agencies in the United States right now, the agency has struggled to fill vacant positions with qualified quality candidates. The recruitment process is under the responsibility and guidance of the Community Services Unit however, they just created the new “Recruitment Team” consisting of a sergeant and seven officers. The current pandemic throughout the nation continues to bring challenges to law enforcement agencies including the Wyoming Department of Public Safety. The agency is currently reviewing strategies in an effort to engage officer candidates personally, which is central to the recruitment and retention efforts. The strategies to retain officers is central to the philosophy of community policing and to the achievement and advancement of public safety by building relationships and solving problems on a local, neighborhood level.
- Use of Force - Wyoming Department of Public Safety recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that, police officers shall use only that force that appears reasonably necessary to effectively bring an incident under control while protecting the lives of the officer or another. The agency has made a strong commitment to training officers in a wider array of options focusing on de-escalation. These options include Crisis Intervention Training, annual De-escalation training, and Mental Health training. These efforts are part of the on-going efforts to reduce force and employ de-escalation in officer’s day-to-day activities.
- Internal Affairs - The agency has a part-time Internal Affairs Unit and the agency directives are consistent and compliant with appropriate CALEA standards. The agency requires all complaints to be investigated under the authority of the Chief of Police. Records of all complaints are maintained in the Internal Affairs office and IApro, the agencies internal affairs computer system. A directive is in place that meets the standard, the system was implemented in 2012 when the agency purchased software (IApro) to effectively track and document key behavior items documented in the Personnel Early Warning System General Order. The team discussed the current indicator and encouraged the agency to analyze them in an effort to engage officers whose performance that could be problematic and who may be in need of some intervention in order to improve services given the agency’s commitment to excellence.
- Patrol - The city is divided into five zones. The Wyoming Police Department is conscience of ensuring that the city receives the most effective and efficient law enforcement service that it deserves, but also bears in mind the workload of the police department personnel in doing so. Additional staff would allow the agency to increase the number of patrol officers and dedicate more resources to problem solving and pro-active strategies aimed at crime reduction. As the City grew from a small community to mid-size city, demographics changed, the workload of the police officers, and support personnel have now exceeded the ability of the current staffing level to implement much in the way of proactive preventive policing and engage the community in the way the citizens have been accustomed. As the Wyoming Department of Public Safety faces the challenges of the community growth, the agency’s commitment to community policing strategies are essential to continuing effective public safety services within this changing environment.
- Crime Analysis - The Wyoming Police Department recognized that there are a finite number of officers on the street and so they must perform as efficiently as possible to address the problems that matter to the community due to the growth in both commercial and residential parts of the town. The City continues to grow and the growth in the region has impacted the agency’s ability to provide quality services. Striking the right balance of having enough officers and support staff to provide the services expected by the citizens of Wyoming is a difficult task that requires an understanding of the factors that relate to staffing a Department of Public Safety. Instead of merely responding to crimes after they are committed, the agency is working fundamentally to expand their mission to include preventing crimes from happening in the first place. In light of the staffing challenges that the agency is facing, expanding the crime analysis function as an overall part of the community policing philosophy is

essential to reduce crime and disorder through community partnerships, problem solving, and the delegation of greater decision-making authority to patrol officers and their sergeants at the beat level.

During the Site-Based Assessment Review, the assessment team conducted 31 interviews regarding the topical areas previously defined. The interviews were with agency members and members of the community. The approach not only further confirmed standards adherence, but also considered effectiveness measures, process management and intended outcomes.

CHIEF EXECUTIVE OFFICER PROFILE

Kimberly S. Koster

With more than two decades of law enforcement experience, Chief Koster began her career with Wyoming as a school resource and community policing officer. In this position, she worked with neighborhood groups and organized community events to bridge gaps and build solidarity among neighbors.

She worked her way up through the ranks to detective, sergeant, lieutenant and, most recently, captain, a position she held since 2010. In this role, she assisted with the formation of the Public Safety Department through the administrative consolidation of police and fire services, created a new staffing model, facilitated dispatch operation transitions and led a collaborative effort in the development of the department's five-year strategic plan.

With a commitment to training, she graduated with Class 251 of the FBI National Academy. She also attended the Leadership Institute training hosted by Grand Rapids Police Department and the Police and Staff Command training hosted by Northwestern University.

Chief Koster received her associates degree from Grand Rapids Junior College, her bachelor's degree in criminal justice from Grand Valley State University and her master's degree in criminal justice administration from Ferris State University.

COMMUNITY PROFILE

The City of Wyoming Michigan covers approximately 25 square miles and is home to over 75,000 residents.

Wyoming celebrates it's diverse population which includes a large Hispanic culture. Today, Wyoming is Michigan's 16th largest community with west Michigan's third largest industrial tax base. There are seven school districts, Grace Christian University, a balance of older and modern homes, retail variety and an abundance of parkland. All this takes place in a region that is proud, independent, and growing while still competitive. The median household income is \$54,328 and 85% of the residents are high school graduates or higher.

The largest employer in the city is the Metro Health Hospital. In 2007, Metro Hospital moved from downtown Grand Rapids to the City of Wyoming. With that move, the hospital created Metro Health Village which is a 150 acre medical campus that provides state-of-the-art medical treatment. In 2016, Metro Hospital partnered with the University of Michigan and is now known as the University of Michigan Health System, Metro Health.

AGENCY HISTORY

Established in 1848, a four-man constabulary, elected each April, maintained law and order in Wyoming Township until December 12, 1941. The Wyoming Township Police Department was founded December 12, 1941. The Department was staffed with three full-time police officers. The three officers were constables at the time of the organization of the Police Department. Wyoming remained a township until it became an incorporated city in 1959. Consequently, the Wyoming Township Police Department became the City of Wyoming Police Department with 17 sworn police officers. As the city continued to grow, so did the police department. By the year 2000, the Wyoming Police Department employed over 100 sworn police officers. Due to economic issues and the loss of state shared revenue, the city was forced to reduce the police department's authorized strength to 88 sworn officers. In 2014, in an effort to remain fiscally responsible while providing high quality public service, the Wyoming Police Department and Wyoming Fire Department were merged into the Wyoming Department of Public Safety. The merger saw the consolidation of administration between the two departments but the police officers and firefighters were not cross trained to perform the duties of the other. In 2021, the department was authorized to increase it's strength to 93 sworn officers. With hiring processes underway, it is anticipated that these positions will be filled by the 3rd quarter of 2021.

AGENCY STRUCTURE AND FUNCTION

The Wyoming Department of Public Safety is led by Public Safety Chief Kim Koster and Deputy Public Safety Chief Kip Snyder. The department is divided into three bureau's - Fire Services Bureau led by Fire Chief Bennett, Administrative Services Bureau led by Capt. Timothy Pols, and the Police Services Bureau led by Capt. Eric Wiler. All three bureau commanders report to the Public Safety Chief. The Fire Services Bureau is further broken down into full time firefighters, part time firefighters, and paid-on-call firefighters. The Administrative Services Bureau is comprised of the Administrative Services Division, which includes a lieutenant, sergeant, and 6 civilian office specialists, and the Investigative division, which includes a lieutenant, three sergeants, and 9 detectives. The Police Services Bureau is comprised of the patrol division and support services division. There are two lieutenants that oversee the patrol division and a lieutenant that oversees the support services division. Each division is comprised of sergeant's, officers, and civilians. Currently, the Wyoming Department of Public Safety has 93 sworn police officers and 20 civilian members.

AGENCY SUCCESSES

Our greatest asset at the Wyoming Department of Public Safety is the people we employ. Both sworn and civilian, you will not find a more dedicated and talented team of people. In a recent employee survey, this was a common denominator. Our staff reports that they care for one another like family and that they feel supported, both personally and professionally. They also expressed confidence in the character and abilities of their co-workers which impacts their safety when performing their jobs. The quality of our personnel is illustrated by the fact that our citizens show frequent appreciation for their work in many different ways. We receive very few citizen complaints on an annual basis which is another testament to the commitment that our officers and civilian staff have made to treat all people with dignity, respect, fairness, and compassion. Maintaining a police culture like the one we have at WYPD is something that every person is responsible for and it is definitely one of our greatest accomplishments.

Although we continue to experience the impact of COVID-19, we can look back over the last year and a half with a good amount of satisfaction in the way we responded. As an agency, we were quick to employ a continuity of operations plan and today we are still maintaining mitigation strategies that have kept our staff relatively healthy and able to serve. With social distancing, masking, disinfecting, contact tracing and quarantining, we have seen minimal impact to our staffing levels. During the most precarious times, we were able to adjust our service model and ensure that our citizens were receiving the best service possible under the safest conditions available.

The staffing level of our agency has been a continuous challenge for almost two decades. However, over the last two years, we have been able to increase our authorized staffing level from 86 to 92. This was done through department-wide, collaborative presentations to our City Council, including ride-alongs and job shadows. Most recently, the City Council approved a City Income Tax ballot initiative that, if approved in May of 2022, would provide revenue to hire ten more police officers and twenty-seven firefighters. Our current staffing level provides enormous challenges today considering the fact that we experienced a record number of homicides in 2020 along with a significant increase in stolen vehicles and violent crime. We are currently in the process of acquiring LPR-type surveillance technology that could aid us in solving and reducing some of those crimes. We have also increased our crime analysis capabilities by assigning and training one of our community service officers to the task.

Over the last several years, our staffing levels have also had an impact on our ability to adequately address our community's need for traffic enforcement. Our plan to develop a traffic enforcement unit is contingent upon the passage of the ballot initiative. Currently, our Community Services Unit has difficulty keeping up with the traffic-related citizen complaints. When conducting citizen surveys, traffic is routinely their number one concern. Through a grant awarded by General Motors, we have been able to invest in portable speed limit signs that can be strategically placed in areas where our residents are reporting speeding vehicles. These signs display a driver's speed and may help to deter some drivers from speeding.

We are fortunate to have partnerships with many other law enforcement agencies as well as other social service agencies. We provide workspace to personnel from juvenile probation, state parole and child protective services. We also participate in a county-wide drug team (KANET), a combined auto theft team (CATT), and a Metro Fraud and Identity Theft Team (MFITT). Two of our detectives are assigned to work with Children's Advocacy Center regarding child sexual abuse cases and we have two sergeants assigned to the Internet Crimes Against Children Task force (ICAC) that is operated by the Michigan State Police. These partnerships, and many more, are force multipliers for us and give us access to information and resources that are vital to addressing some of the threats we face as a community. Our community officers have forged partnerships with organizations like 70x7 which work at reducing recidivism by reintroducing offenders back into society and providing them with life skills to be successful.

Like most other police agencies across the country, we are challenged by social issues that cannot be solved solely through enforcement. For example, the opioid crisis is something we deal with on a consistent, daily basis. Our officers are equipped with Narcan and quite often are able to revive individuals who overdose, but there is little more that can be done to solve the problem other than a referral to a voluntary treatment program. Homelessness and the mental health crisis are two more issues that we have yet to successfully address as a society, therefore our police officers are often tasked with providing temporary solutions to these problems. In addition to working with community partners (e.g., churches), we have developed very positive working relationships with other city departments (e.g., inspections,

community services) and we often collaborate to find solutions to complex issues.

WYDPS has a strong history of accountability and transparency. For instance, our use of in-car cameras goes back a number of years (+/-15) and we obtained our first CALEA accreditation in 2012. We have also conducted Citizens Police Academies for almost two decades. In 2020, we made a significant investment in body-worn cameras. This has been a tremendous asset for us, not only for evidentiary purposes, but for the ability to review an incident in entirety and provide it publicly when our response or tactics are questioned. We worked cooperatively with both of our POLC union groups and were able to obtain agreement on the implementation and policy surrounding the use of the cameras. Our first year of implementation has had very positive outcomes.

WYDPS was staffed at 103 sworn police officer in the mid-1990's. Because many of the officers that were hired during that time are reaching retirement age, we are finding ourselves searching for replacements in what is a very competitive environment. Although we have been successful in hiring ten new police officers in 2021, we anticipate the trend to continue for another couple of years. In order to stay competitive, we have just recently obtained approval to begin a Police Academy Sponsorship program. This, along with our newly formed Recruitment Team, will help us to continue attracting high quality candidates. We are also hoping that this will increase opportunities for us to recruit minority candidates that could provide a reflection of our own community.

As stated in the previous paragraph, there are a number of police officers who are approaching retirement. Many of our command officers are among those who will be retiring in the next few years. We recognize that now is the time to begin some serious succession planning. In July of 2020, our Captain of Administrative Services retired which provided an opportunity to make some promotions and assignment changes. Our Records Manager also resigned to move back to her home state and our Forensic Science Unit Manager left for a teaching position. To say that we've had some movement within the organization is an understatement. In response to all of these changes, I promoted Captain Kip Snyder to a Deputy Chief position. This allowed us to promote two new captains who could be mentored for the next two and half years before the Deputy Chief Snyder retires. This allowed for the promotion of two new lieutenants and two new sergeants. We were also able to promote from within on the Forensic Science Unit and we hired a former employee for the Records Manager position. While there are numerous challenges and learning curves when people take on new positions and responsibilities, the changes are exciting as we look forward to new ideas and a leadership team that is eager to serve. While there might be some growing pains, we are positioning ourselves for success in the future by investing our time, energy and resources into developing our next generation of leaders.

We continue to make training a major priority. Our work schedule is very conducive to training because all of our officers are scheduled to work every Thursday. This provides opportunities for half of the department to be in training without having to expend overtime funds. Training at WYPD is comprehensive and progressive. We provide in-service training on relevant topics and we frequently send officers to specialized training courses. We participate in a training consortium which allows us to obtain training at a reduced cost. Our range is well-equipped and we recently upgraded our use-of-force simulator. Approximately 1/3 of our staff has participated in Crisis Intervention Training and we recently brought in a speaker, Dr. Rik Stevens, to facilitate conversations on the issue of cultural competency. In the wake of the George Floyd incident, we reviewed our practices and policies and created a "Duty to Intervene" policy to solidify our commitment to accountability. We also created a tactical bicycle unit that was found to be very effective when we assisted a neighboring jurisdiction who experienced a riot in 2020 as well as many other protests that have occurred in their city.

Keeping up with technology is a challenge. We are currently pursuing an electronic reporting system that will allow citizens to self-report certain types of crime. We are also planning to research and implement an electronic daily as well as a scheduling software program.

FUTURE ISSUES FOR AGENCY

Our challenges are like many other law enforcement agencies. In 2020, we were hit with a pandemic, experienced civil unrest and had to deal with a contentious U.S. Presidential election. These are challenges that we still face as we find ourselves policing in a society where there seems to be more discord than cohesiveness. Recruiting people to the law enforcement profession is challenging, to say the least, and we are experiencing a number of retirements due to the hiring surge we saw in the early 1990s. This leaves us in a position where we need more qualified and suitable candidates than the recruitment pool may contain. Other surrounding agencies are in the same position which leads to a competitive environment where benefits can be often be the deciding factor. Because we can no longer offer a pension, we may see some of our candidates choosing an agency that does. We are considering creative ways (e.g., tuition reimbursement, signing bonuses, sponsorships) to stay competitive.

Increasing the diversity of our candidate pool is a high priority which will require more engagement with our youth. This has been a challenge during the pandemic as many of our events, such as our Metro High School Police Academy, have been put on hold. Our School Resource Officers (SROs) and Community Service Officers (CSOs) are an important piece to recruiting young people into this field.

Over the last five years, we have seen a steady increase in violent crime. In 2020, we experienced 65% more violent crimes than were reported in 2015. We saw a record number of homicides this year, eight in total, and our “shots fired” calls more than doubled over the previous year. Despite continued growth in our city’s population, our authorized staffing level has remained at 88 since 2004 when the department experienced layoffs. We have requested additional personnel, a total of 13, which would require the City Council to approve a ballot initiative in order increase revenue through a millage or city income tax. Additional staff would allow us to increase our number of patrol officers and dedicate more resources to problem solving and pro-active strategies aimed at crime reduction. We are an agency with a longstanding commitment to community policing, but we have started to trend toward reactive policing.

Keeping pace with technology is a continuous challenge. Every major case involves a cell phone or computer that may contain evidence. In 2021, we added our second Detective Sergeant to the Internet Crimes Against Children Task Force (ICAC), however it will be imperative that our equipment and capabilities meet the challenge.

YEAR 1 REMOTE WEB-BASED ASSESSMENT

Compliance Services Member: Portia Y. Swinson

On 5/24/2019, the Year 1 Remote Web-based Assessment of Wyoming (MI) Police Department was conducted. The review was conducted remotely and included 147 standards from the CALEA® Standards for Law Enforcement Manual. The following standards were reviewed and the findings are denoted:

Standards	Findings
1 Law Enforcement Role and Authority	
1.1.1 Oath of Office (LE1) (MMMM)	Compliance Verified
1.1.2 Code of Ethics* (LE1) (MMMM)	Compliance Verified
1.1.4 Consular Notification (MMMM)	Compliance Verified
1.2.4 Search and Seizure (LE1) (MMMM)	Compliance Verified
1.2.8 Strip/Body Cavity Search (LE1) (MMMM)	Compliance Verified
1.2.9 Biased Policing* (LE1) (MMMM)	Compliance Verified
2 Agency Jurisdiction and Mutual Aid	
2.1.1 Geographical Boundaries (MMMM)	Compliance Verified
3 Contractual Agreements for Law Enforcement Services	
3.1.2 Employee Rights (MMMM)	Compliance Verified
4 Use of Force	
4.1.2 Use of Deadly Force (LE1) (MMMM)	Compliance Verified
4.1.3 Warning Shots (LE1) (MMMM)	Compliance Verified
4.2.1 Reporting Uses of Force* (LE1) (MMMM)	Compliance Verified
4.2.2 Written Use of Force Reports and Administrative Review* (LE1) (MMMM)	Compliance Verified
4.2.4 Analyze Reports* (LE1) (MMMM)	Compliance Verified
4.3.3 Annual/Biennial Proficiency Training* (LE1) (MMMM)	Compliance Verified
11 Organization and Administration	
11.1.1 Description of Organization (LE1) (MMMM)	Compliance Verified
11.3.3 Notify CEO of Incident with Liability (LE1)	Compliance Verified
12 Direction	
12.1.1 CEO Authority and Responsibility (LE1)	Compliance Verified
12.1.3 Obey Lawful Orders (LE1)	Compliance Verified
15 Planning and Research, Goals and Objectives, and Crime Analysis	
15.1.1 Activities of Planning and Research	Compliance Verified

Standards	Findings
15.2.1 Annual Updating/Goals and Objectives* (LE1)	Compliance Verified
17 Fiscal Management and Agency Property	
17.2.2 Functional Recommendations to Budget*	Compliance Verified
17.4.1 Accounting System*	Compliance Verified
17.4.2 Cash Fund/Accounts Maintenance* (LE1)	Compliance Verified
21 Classification and Delineation of Duties and Responsibilities	
21.2.1 Classification Plan (N/A O O O)	Compliance Verified
21.2.4 Workload Assessment*	Compliance Verified
22 Personnel Management System	
22.1.1 Salary Program	Compliance Verified
22.2.3 Fitness and Wellness Program	Compliance Verified
22.4.3 Annual Analysis*	Compliance Verified
26 Disciplinary Procedures and Internal Investigations	
26.1.1 Code of Conduct (LE1)	Compliance Verified
26.1.2 Employee Awards	Compliance Verified
26.1.3 Harassment (LE1)	Compliance Verified
26.2.5 Annual Statistical Summaries; Public Availability*	Compliance Verified
31 Recruitment and Selection	
31.2.2 Annual Analysis	Compliance Verified
31.2.3 Equal Employment Opportunity Plan	Compliance Verified
31.5.7 Emotional Stability/Psychological Fitness Examinations (LE1)	Compliance Verified
33 Training and Career Development	
33.1.1 Training Committee	Compliance Verified
33.5.1 Annual In-Service Training Program* (LE1) (M M M M)	Compliance Verified
33.5.2 Shift Briefing Training	Compliance Verified
34 Promotion	
34.1.1 Agency Role, Authority and Responsibility (LE1)	Compliance Verified
34.1.2 Promotional Process Described	Compliance Verified
34.1.5 Eligibility Lists	Compliance Verified
35 Performance Evaluation	
35.1.2 Annual Evaluation* (LE1)	Compliance Verified
35.1.9 Personnel Early Intervention System* (LE1)	Compliance Verified

Standards	Findings
40 Crime Analysis and Intelligence	
40.2.3 Criminal Intelligence Procedures* (LE1)	Compliance Verified
41 Patrol	
41.1.2 Shift Briefing	Compliance Verified
41.2.2 Pursuit of Motor Vehicles* (LE1)	Compliance Verified
41.2.3 Roadblocks and Forcible Stopping* (LE1)	Compliance Verified
41.2.7 Mental Health Issues* (LE1)	Standard Issue
<p>Notes: ISSUE: The agency's directive did not require civilian entry level training. There was no proof supplied for entry level civilians, nor is it clear that all employees receive annual refresher training. AGENCY ACTION NEEDED: It is suggested that the agency revised its directive to require entry level training and the portion covering annual refresher training be clarified to ensure it covers each employee.</p>	
41.3.8 In-Car Audio/Video/Body-Worn (LE1)	Compliance Verified
42 Criminal Investigation	
42.1.1 On-Call Schedule	Compliance Verified
42.2.4 Investigative Task Forces	Compliance Verified
42.2.8 Interview Rooms (LE1)	Compliance Verified
43 Vice, Drugs, and Organized Crime	
43.1.2 Records, Storage and Security	Compliance Verified
44 Juvenile Operations	
44.1.3 Annual Program Review*	Compliance Verified
44.2.5 Community Youth Programs	Compliance Verified
45 Crime Prevention and Community Involvement	
45.1.1 Crime Prevention Activities*	Compliance Verified
45.2.1 Community Input Process*	Compliance Verified
45.2.2 Citizens Survey*	Compliance Verified
46 Critical Incidents, Special Operations, and Homeland Security	
46.1.3 Command Function* (LE1)	Compliance Verified
46.1.8 Equipment Inspection*	Compliance Verified
46.1.9 All Hazard Plan Training* (LE1)	Compliance Verified
46.1.10 Active Threats* (LE1)	Compliance Verified
46.1.12 Crowd Control Response Training	Compliance Verified
46.2.7 Special Events Plan (LE1)	Compliance Verified
53 Inspectional Services	
53.1.1 Line Inspections	Compliance Verified

Standards	Findings
54 Public Information	
54.1.2 Policy Input	Compliance Verified
54.1.4 Public Information Officer Training	Compliance Verified
55 Victim/Witness Assistance	
55.1.2 Review Need/Services*	Compliance Verified
61 Traffic	
61.3.4 School Crossing Guards*	Compliance Verified
70 Detainee Transportation	
70.1.7 Procedures, Escape* (LE1)	Compliance Verified
70.4.1 Vehicle Safety Barriers	Compliance Verified
70.4.2 Rear Compartment Modifications (LE1)	Compliance Verified
71 Processing and Temporary Detention	
71.2.1 Training of Personnel* (LE1)	Not Applicable by Function
71.4.3 Inspections* (LE1)	Not Applicable by Function
72 Holding Facility	
72.1.1 Training User Personnel* (LE1)	Not Applicable by Function
72.1.2 Access, Nonessential Persons	Not Applicable by Function
72.2.1 Minimum Conditions	Not Applicable by Function
72.3.1 Fire, Heat, Smoke Detection System, Inspections*	Not Applicable by Function
72.3.2 Posted Evacuation Plan	Not Applicable by Function
72.3.3 Sanitation Inspection*	Not Applicable by Function
72.4.1 Securing Weapons (LE1)	Not Applicable by Function
72.4.2 Entering Occupied Cells	Not Applicable by Function
72.4.3 Key Control	Not Applicable by Function
72.4.4 Facility Door Security	Not Applicable by Function
72.4.5 Security Checks	Not Applicable by Function
72.4.6 Security Inspections*	Not Applicable by Function
72.4.7 Tool and Culinary Equipment	Not Applicable by Function
72.4.8 Alerting Control Point	Not Applicable by Function
72.4.9 Panic Alarms* (M M M M)	Not Applicable by Function
72.4.10 Procedures, Escape	Not Applicable by Function
72.4.11 Report, Threats to Facility*	Not Applicable by Function

Standards	Findings
72.5.1 Detainee Searches	Not Applicable by Function
72.5.2 Intake	Not Applicable by Function
72.5.3 Sight and Sound Separation (LE1)	Not Applicable by Function
72.5.4 Segregation	Not Applicable by Function
72.5.5 Procedure, Outside Detainees	Not Applicable by Function
72.5.6 Procedure, Exceeding Capacity	Not Applicable by Function
72.5.7 Identification, Released Detainees	Not Applicable by Function
72.6.1 Procedure, Medical Assistance	Not Applicable by Function
72.6.2 First Aid Kit*	Not Applicable by Function
72.6.3 Posted Access to Medical Service	Not Applicable by Function
72.6.4 Dispensing Pharmaceuticals	Not Applicable by Function
72.7.1 Procedure, Detainee Rights	Not Applicable by Function
72.8.1 Monitoring of Detainees (M M M M)	Not Applicable by Function
72.8.2 Audio/Visual Surveillance	Not Applicable by Function
72.8.3 Supervision, Opposite Gender	Not Applicable by Function
72.8.4 Receiving Mail/Packages	Not Applicable by Function
72.8.5 Visiting	Not Applicable by Function
73 Court Security	
73.1.1 Role, Authority, Policies* (LE1)	Not Applicable by Function
73.2.1 Facilities, Equipment, Security Survey*	Not Applicable by Function
73.3.1 Weapon Lockboxes (LE1)	Not Applicable by Function
73.3.2 Use of Restraints	Not Applicable by Function
73.4 Identification, Availability, Operational Readiness	
73.4.1 Identification, Availability, Operational Readiness	Not Applicable by Function
73.4.2 External Communications (LE1)	Not Applicable by Function
73.4.3 Duress Alarms*	Not Applicable by Function
73.5.1 Training*	Not Applicable by Function
73.5.2 Detainee Searches	Not Applicable by Function
73.5.3 Detainee Property Security	Not Applicable by Function
73.5.4 Segregation	Not Applicable by Function
73.5.5 Procedure for Medical Assistance	Not Applicable by Function
73.5.6 First Aid Kit*	Not Applicable by Function
73.5.7 Access of Nonessential Persons	Not Applicable by Function

Standards	Findings
73.5.8 Minimum Conditions*	Not Applicable by Function
73.5.9 Fire Alarm System*	Not Applicable by Function
73.5.10 Evacuation Plan	Not Applicable by Function
73.5.11 Pest Control Inspection*	Not Applicable by Function
73.5.12 Securing Weapons (LE1)	Not Applicable by Function
73.5.13 Entering Occupied Cells	Not Applicable by Function
73.5.14 Key Control	Not Applicable by Function
73.5.15 Facility Door Security	Not Applicable by Function
73.5.16 Cell Security Checks	Not Applicable by Function
73.5.17 Facility Security Inspections*	Not Applicable by Function
73.5.18 Designated Control Point (LE1)	Not Applicable by Function
73.5.19 Panic Alarms*	Not Applicable by Function
73.5.20 Escape Procedures	Not Applicable by Function
73.5.22 Posted Access to Medical Service	Not Applicable by Function
73.5.23 Audio/Visual Surveillance	Not Applicable by Function
73.5.24 Supervision of Opposite Gender	Not Applicable by Function
74 Legal Process	
74.2.1 Procedure, Civil Process	Compliance Verified
81 Communications	
81.2.6 Calls for Service Information Victim/Witness Calls (LE1)	Compliance Verified
81.2.9 Alternative Methods of Communication	Not Applicable by Function
81.3.2 Alternate Power Source* (LE1)	Compliance Verified
82 Central Records	
82.1.6 Computer File Backup and Storage* (LE1)	Compliance Verified
83 Collection and Preservation of Evidence	
83.1.1 24-Hour Availability (LE1)	Compliance Verified
83.2.2 Photography, Video and Audio Evidence	Compliance Verified
84 Property and Evidence Control	
84.1.2 Storage and Security (LE1)	Compliance Verified
84.1.6 Inspections and Reports* (LE1)	Compliance Verified

Response from Agency Regarding Findings:

CEO Feedback not provided.

YEAR 2 REMOTE WEB-BASED ASSESSMENT

Compliance Services Member: Lou Moreto

On 4/24/2020, the Year 2 Remote Web-based Assessment of Wyoming (MI) Police Department was conducted. The review was conducted remotely and included 91 standards from the CALEA® Standards for Law Enforcement Manual. The following standards were reviewed and the findings are denoted:

Standards	Findings
1 Law Enforcement Role and Authority	
1.2.1 Legal Authority Defined (LE1) (MMMM)	Compliance Verified
1.2.7 Use of Discretion (MMMM)	Compliance Verified
2 Agency Jurisdiction and Mutual Aid	
2.1.2 Concurrent Jurisdiction (OOOO)	Not Applicable by Function
2.1.3 Written Agreements for Mutual Aid (OOOO)	Compliance Verified
2.1.4 Requesting Assistance: Federal LE/National Guard (MMMM)	Compliance Verified
3 Contractual Agreements for Law Enforcement Services	
3.1.1 Written Agreement for Services Provided (LE1) (MMMM)	Compliance Verified
4 Use of Force	
4.1.1 Use of Reasonable Force (LE1) (MMMM)	Compliance Verified
4.1.5 Rendering Medical Aid Following Police Actions (LE1) (MMMM)	Compliance Verified
4.2.3 Removal from Line of Duty Assignment (LE1) (MMMM)	Compliance Verified
11 Organization and Administration	
11.5.1 Temporary/Rotating Assignments	Compliance Verified
12 Direction	
12.2.2 Dissemination and Storage (LE1)	Compliance Verified
15 Planning and Research, Goals and Objectives, and Crime Analysis	
15.1.2 Organizational Placement/Planning and Research	Compliance Verified
17 Fiscal Management and Agency Property	
17.1.1 CEO Authority and Responsibility	Compliance Verified
17.2.1 Budget Process and Responsibility Described	Compliance Verified
17.3.1 Requisition and Purchasing Procedures	Compliance Verified
17.4.3 Independent Audit	Compliance Verified
22 Personnel Management System	
22.1.2 Leave Program	Compliance Verified

Standards	Findings
22.1.3 Benefits Program (LE1)	Compliance Verified
22.1.6 Clothing and Equipment	Compliance Verified
22.1.7 Employee Assistance Program	Compliance Verified
22.1.8 Employee Identification (LE1)	Compliance Verified
22.1.9 Military Deployment and Reintegration (LE1)	Compliance Verified
22.2.4 Off-Duty Employment	Compliance Verified
22.2.5 Extra-Duty Employment (LE1)	Not Applicable by Function
22.4.1 Grievance Procedures (LE1)	Compliance Verified
22.4.2 Coordination/Control of Records	Compliance Verified
26 Disciplinary Procedures and Internal Investigations	
26.1.7 Termination Procedures	Compliance Verified
26.2.3 CEO Direct Accessibility	Compliance Verified
26.3.2 CEO, Notification (LE1)	Compliance Verified
26.3.7 Relieved from Duty	Compliance Verified
31 Recruitment and Selection	
31.4.1 Selection Process Described (LE1)	Compliance Verified
31.5.1 Background Investigations (LE1)	Compliance Verified
31.5.2 Training	Compliance Verified
31.5.3 Truth Verification	Not Applicable by Function
31.5.4 Conducted by Certified Personnel	Not Applicable by Function
31.5.5 Use of Results	Not Applicable by Function
31.5.6 Medical Examinations	Compliance Verified
33 Training and Career Development	
33.1.3 Outside Training Reimbursement	Compliance Verified
33.5.3 Accreditation Process Orientation (LE1)	Compliance Verified
33.5.4 Accreditation Manager Training	Compliance Verified
33.6.2 Tactical Team Training Program (LE1)	Compliance Verified
33.7.1 Non-sworn Orientation	Compliance Verified
33.8.1 Training for Career Development Personnel Training	Compliance Verified
35 Performance Evaluation	
35.1.8 Rater Evaluation	Compliance Verified
41 Patrol	

Standards	Findings
41.1.1 Shift/Beat Assignment	Compliance Verified
41.1.3 Special-Purpose Vehicles	Compliance Verified
41.1.4 Agency Service Animals	Not Applicable by Function
41.1.5 Police Service Canines (LE1)	Compliance Verified
41.2.7 Mental Health Issues* (LE1)	Compliance Verified
41.3.4 Authorized Personal Equipment	Compliance Verified
41.3.5 Protective Vests (LE1)	Compliance Verified
41.3.6 Protective Vests/Pre-Planned, High Risk Situations (LE1)	Compliance Verified
42 Criminal Investigation	
42.2.3 Communication with Patrol Personnel	Compliance Verified
42.2.6 Informants (LE1)	Compliance Verified
42.2.7 Cold Cases	Compliance Verified
43 Vice, Drugs, and Organized Crime	
43.1.1 Complaint Management (LE1)	Compliance Verified
43.1.3 Confidential Funds	Compliance Verified
44 Juvenile Operations	
44.1.1 Juvenile Operations Policy (LE1)	Compliance Verified
44.1.2 Policy Input, Others	Compliance Verified
44.2.4 School Services Program	Compliance Verified
45 Crime Prevention and Community Involvement	
45.3.1 Program Description	Not Applicable by Function
45.3.2 Training	Not Applicable by Function
45.3.3 Uniforms	Not Applicable by Function
46 Critical Incidents, Special Operations, and Homeland Security	
46.1.11 Personnel Identification	Compliance Verified
46.2.2 Tactical Team Selection	Compliance Verified
46.2.3 Tactical Team Equipment	Compliance Verified
46.2.4 Crisis Negotiator Selection	Compliance Verified
46.2.6 VIP Security Plan	Compliance Verified
46.3.2 Hazmat Awareness (LE1)	Compliance Verified
54 Public Information	
54.1.1 Activities	Compliance Verified

Standards	Findings
54.1.3 Media Access (LE1)	Compliance Verified
55 Victim/Witness Assistance	
55.2.6 Next-of-Kin Notification	Compliance Verified
61 Traffic	
61.1.10 DUI Procedures (LE1)	Compliance Verified
61.1.11 License Reexamination Referrals	Compliance Verified
61.1.12 Parking Enforcement	Compliance Verified
61.4.1 Motorist Assistance (LE1)	Compliance Verified
61.4.2 Hazardous Roadway Conditions (LE1)	Compliance Verified
70 Detainee Transportation	
70.1.1 Pre-Transport Prisoner Searches (LE1)	Compliance Verified
70.1.2 Searching Transport Vehicles (LE1)	Compliance Verified
70.1.4 Interruption of Transport	Compliance Verified
70.1.5 Prisoner Communication	Compliance Verified
74 Legal Process	
74.1.1 Information, Recording (LE1)	Compliance Verified
74.3.2 Arrest Warrants Require Sworn Service	Compliance Verified
81 Communications	
81.2.11 Misdirected Emergency Calls (LE1)	Compliance Verified
81.2.13 First Aid Over Phone (LE1)	Not Applicable by Function
81.3.1 Communications Center Security (LE1)	Compliance Verified
82 Central Records	
82.3.1 Master Name Index	Compliance Verified
82.3.6 ID Number and Criminal History	Compliance Verified
83 Collection and Preservation of Evidence	
83.3.2 Evidence, Laboratory Submission (LE1)	Compliance Verified
84 Property and Evidence Control	
84.1.4 Security of Controlled Substances, Weapons for Training (LE1)	Compliance Verified
84.1.8 Property Acquired through the Civil Process	Compliance Verified

Response from Agency Regarding Findings:

I am extremely proud of the forward progress we continue to make as a law enforcement agency. When I became the Public Safety Director in May of 2018, I inherited a very professional organization with an impressive history of accreditation success. At that time, I made several promotions and assignment changes throughout the organization which ultimately led to an accreditation team with very little experience in managing the process. Two years later, I am

amazed at the progress we have made in terms of maintaining and proving our compliance with the accepted standards of best practice.

I have found the yearly reviews to be very helpful in keeping us focused and, in one instance, we were able to quickly correct a compliance issue with a standard related to training that had not yet been provided to our civilian staff. The assessors have been an outstanding resource throughout the process. As a result, our understanding and communication with our staff about the spirit of the standards has improved. I am confident that we will continue to reap the benefits of being accredited by CALEA for years to come and am grateful for the efforts extended by the CALEA staff to make this possible. As stated in the beginning, I am extremely proud of the work we have done as an entire organization whose members have ALL embraced the challenge to prove that we are one of the very best.

We look forward to future reviews and appreciate any feedback provided.

Chief Kimberly Koster

YEAR 3 REMOTE WEB-BASED ASSESSMENT

Compliance Services Member: Nora Ackerley

On 5/5/2021, the Year 3 Remote Web-based Assessment of Wyoming (MI) Police Department was conducted. The review was conducted remotely and included 133 standards from the CALEA® Standards for Law Enforcement Manual. The following standards were reviewed and the findings are denoted:

Standards	Findings
1 Law Enforcement Role and Authority	
1.1.2 Code of Ethics* (LE1) (MMMM)	Compliance Verified
1.2.2 Legal Authority to Carry/Use Weapons (MMMM)	Compliance Verified
1.2.3 Compliance with Constitutional Requirements (LE1) (MMMM)	Compliance Verified
1.2.5 Arrest with/without Warrant (LE1) (MMMM)	Compliance Verified
1.2.6 Alternatives to Arrest (MMMM)	Compliance Verified
1.2.9 Biased Policing* (LE1) (MMMM)	Compliance Verified
1.2.10 Duty to Intervene (LE1) (MMMM)	Compliance Verified
4 Use of Force	
4.1.4 Use of Authorized Less Lethal Weapons (LE1) (MMMM)	Compliance Verified
4.1.5 Rendering Medical Aid Following Police Actions (LE1) (MMMM)	Compliance Verified
4.1.6 Vascular Neck Restrictions (LE1) (MMMM)	Compliance Verified
4.1.7 Choke Holds (LE1) (MMMM)	Compliance Verified
4.2.1 Reporting Uses of Force* (LE1) (MMMM)	Compliance Verified
4.2.2 Written Use of Force Reports and Administrative Review* (LE1) (MMMM)	Compliance Verified
4.2.4 Analyze Reports* (LE1) (MMMM)	Compliance Verified
4.2.5 Assault on Sworn Officer Review* (MMMM)	Compliance Verified
4.3.1 Authorization: Weapons and Ammunition (LE1) (MMMM)	Compliance Verified
4.3.2 Demonstrating Proficiency with Weapons (LE1) (MMMM)	Compliance Verified
11 Organization and Administration	
11.2.1 Direct Command, Component	Compliance Verified
11.3.2 Supervisory Accountability	Compliance Verified
11.3.4 Police Action Death Investigations	Compliance Verified
11.4.3 Accreditation Maintenance	Compliance Verified
11.4.5 Electronic Data Storage	Compliance Verified
12 Direction	

Standards	Findings
12.1.4 Functional Communication/Cooperation	Compliance Verified
12.2.1 The Written Directive System (LE1)	Compliance Verified
15 Planning and Research, Goals and Objectives, and Crime Analysis	
15.1.3 Multiyear Plan	Compliance Verified
15.1.4 Succession Planning	Compliance Verified
15.2.2 System for Evaluation/Goals and Objectives	Compliance Verified
17 Fiscal Management and Agency Property	
17.4.2 Cash Fund/Accounts Maintenance* (LE1)	Compliance Verified
17.5.2 Operational Readiness (LE1)	Compliance Verified
21 Classification and Delineation of Duties and Responsibilities	
21.1.1 Job Analysis	Agency Elected 20%
21.2.2 Job Description Maintenance and Availability* (LE1) (M M M M)	Compliance Verified
21.2.3 Position Management System	Compliance Verified
22 Personnel Management System	
22.1.4 Personnel Support Services Program	Compliance Verified
22.2.1 Physical Examinations	Compliance Verified
22.2.2 General Health and Physical Fitness (LE1)	Compliance Verified
22.3.1 Agency Role	Compliance Verified
22.3.2 Ratification Responsibilities	Compliance Verified
22.4.3 Annual Analysis*	Compliance Verified
26 Disciplinary Procedures and Internal Investigations	
26.1.4 Disciplinary System (LE1)	Compliance Verified
26.1.6 Appeal Procedures	Compliance Verified
26.2.1 Complaint Investigation (LE1)	Compliance Verified
26.2.4 Complaint/Commendation Registering Procedures (LE1)	Compliance Verified
26.2.5 Annual Statistical Summaries; Public Availability*	Compliance Verified
26.3.3 Investigation Time Limits (LE1)	Compliance Verified
26.3.4 Informing Complainant	Compliance Verified
26.3.5 Statement of Allegations/Rights (LE1)	Compliance Verified
26.3.8 Conclusion of Fact	Compliance Verified
31 Recruitment and Selection	
31.1.1 Agency Participation	Compliance Verified

Standards	Findings
31.2.1 Recruitment Plan (LE1)	Compliance Verified
31.2.2 Annual Analysis	Compliance Verified
31.3.3 Maintaining Applicant Contact	Compliance Verified
31.4.5 Notification of Ineligibility	Compliance Verified
31.4.7 Selection Criteria (LE1) (MMMM)	Not Applicable by Function
31.4.8 Sworn Appointment Requirements (M M M M)	Not Applicable by Function
33 Training and Career Development	
33.1.2 Training Attendance Requirements	Compliance Verified
33.1.5 Remedial Training (LE1)	Compliance Verified
33.1.6 Employee Training Record Maintenance (LE1)	Compliance Verified
33.2.1 Academy Administration and Operation	Not Applicable by Function
33.2.2 Academy Facilities	Not Applicable by Function
33.2.3 Outside Academy, Role	Not Applicable by Function
33.4.1 Recruit Training Required (LE1)	Compliance Verified
33.4.2 Recruit Training Program (LE1)	Not Applicable by Function
33.4.4 Limited Function Alternate Training Requirements (LE1) (M M M M)	Not Applicable by Function
33.7.2 Non-Sworn Pre-Service and In-Service Training	Compliance Verified
33.8.2 Skill Development Training Upon Promotion (LE1)	Compliance Verified
35 Performance Evaluation	
35.1.1 Performance Evaluation System	Compliance Verified
35.1.6 Unsatisfactory Performance	Compliance Verified
35.1.9 Personnel Early Intervention System* (LE1)	Compliance Verified
40 Crime Analysis and Intelligence	
40.1.1 Crime Analysis Procedures	Compliance Verified
41 Patrol	
41.2.2 Pursuit of Motor Vehicles* (LE1)	Compliance Verified
41.2.3 Roadblocks and Forcible Stopping* (LE1)	Compliance Verified
41.2.6 Missing Children (LE1)	Compliance Verified
41.2.7 Mental Health Issues* (LE1)	Compliance Verified
41.3.9 License Plate Recognition Systems	Not Applicable by Function
42 Criminal Investigation	
42.1.3 Case File Management (LE1)	Compliance Verified

Standards	Findings
42.2.10 Show-ups	Compliance Verified
43 Vice, Drugs, and Organized Crime	
43.1.4 Equipment, Authorization and Control	Compliance Verified
43.1.5 Covert Operations (LE1)	Compliance Verified
44 Juvenile Operations	
44.2.1 Handling Offenders (LE1)	Compliance Verified
44.2.2 Procedures for Custody (LE1)	Compliance Verified
44.2.5 Community Youth Programs	Compliance Verified
46 Critical Incidents, Special Operations, and Homeland Security	
46.1.1 Planning Responsibility (LE1)	Compliance Verified
46.1.4 Operations Function (LE1)	Compliance Verified
46.1.9 All Hazard Plan Training* (LE1)	Compliance Verified
46.1.11 Personnel Identification	Agency Elected 20%
46.2.5 Search and Rescue	Not Applicable by Function
53 Inspectional Services	
53.2.1 Staff Inspections*	Agency Elected 20%
55 Victim/Witness Assistance	
55.2.2 Assistance, Threats	Compliance Verified
55.2.5 Assistance, Suspect Arrest	Compliance Verified
61 Traffic	
61.1.1 Selective Enforcement Activities*	Compliance Verified
61.1.4 Informing The Violator (LE1)	Compliance Verified
61.1.7 Stopping/Approaching (LE1)	Compliance Verified
61.2.2 Collision/Crash Scene Duties	Compliance Verified
61.3.3 Escorts (LE1)	Compliance Verified
70 Detainee Transportation	
70.1.8 Notify Court of Security Risk (LE1)	Compliance Verified
70.2.1 Detainee Restraint Methods (LE1)	Compliance Verified
70.3.1 Sick, Injured, Disabled	Compliance Verified
71 Processing and Temporary Detention	
71.1.1 Designate Rooms or Areas (LE1)	Not Applicable by Function
71.2.1 Training of Personnel* (LE1)	Not Applicable by Function

Standards	Findings
71.3.1 Procedures (LE1)	Not Applicable by Function
71.3.2 Immovable Objects	Not Applicable by Function
71.3.3 Security in Designated Temporary Detention Processing and Testing Rooms/Areas (LE1)	Not Applicable by Function
71.4.1 Physical Conditions (LE1)	Not Applicable by Function
71.4.2 Fire Prevention/Suppression (LE1)	Not Applicable by Function
71.4.3 Inspections* (LE1)	Not Applicable by Function
81 Communications	
81.1.1 Agreements, Shared/Regional Facility	Compliance Verified
81.1.2 Operations Meet FCC Requirements	Compliance Verified
81.2.8 Local/State/Federal CJI Systems	Compliance Verified
81.2.10 Emergency Messages (LE1)	Compliance Verified
82 Central Records	
82.1.1 Privacy and Security (LE1)	Compliance Verified
82.1.4 Crime Reporting	Compliance Verified
82.1.5 Report Accounting System	Compliance Verified
82.2.2 Reporting Requirements (LE1)	Compliance Verified
82.2.5 Reports by Phone, Mail or Internet	Compliance Verified
83 Collection and Preservation of Evidence	
83.2.4 Equipment and Supplies (LE1)	Compliance Verified
83.2.6 Report Preparation (LE1)	Compliance Verified
84 Property and Evidence Control	
84.1.1 Evidence/Property Control System (LE1)	Compliance Verified
84.1.3 Temporary Security (LE1)	Compliance Verified
84.1.6 Inspections and Reports* (LE1)	Compliance Verified
91 Campus Law Enforcement	
91.1.1 Risk Assessment and Analysis* (LE1)	Not Applicable by Function
91.1.2 Out of Agency Budget Coordination	Not Applicable by Function
91.1.3 Campus Background Investigation (LE1)	Not Applicable by Function
91.1.4 Campus Security Escort Service (LE1)	Not Applicable by Function
91.1.5 Emergency Notification System (LE1)	Not Applicable by Function
91.1.6 Behavioral Threat Assessment (LE1)	Not Applicable by Function

Standards	Findings
91.1.7 Security Camera Responsibilities* (LE1)	Not Applicable by Function
91.1.8 Emergency Only Phones and Devices* (LE1)	Not Applicable by Function
91.1.9 Administrative Investigation Procedures (LE1)	Not Applicable by Function
91.2.1 Agency Role and Responsibilities (LE1)	Not Applicable by Function
91.2.2 Personnel Assigned to Medical Centers	Not Applicable by Function
91.2.3 First Responses Responsibilities	Not Applicable by Function
91.3.1 Agency Role and Responsibilities* (LE1)	Not Applicable by Function
91.4.1 Position Responsible for Clery Act* (LE1)	Not Applicable by Function

Response from Agency Regarding Findings:

CEO Feedback not provided.

YEAR 4 REMOTE WEB-BASED ASSESSMENT

Compliance Services Member: Virgil Hubbard

On 9/24/2021, the Year 4 Remote Web-based Assessment of Wyoming (MI) Police Department was conducted. The review was conducted remotely and included 110 standards from the CALEA® Standards for Law Enforcement Manual. The following standards were reviewed and the findings are denoted:

Standards	Findings
1 Law Enforcement Role and Authority	
1.1.3 Agency's Role in Criminal Justice Diversion Programs (OOOO)	Compliance Verified
2 Agency Jurisdiction and Mutual Aid	
2.1.2 Concurrent Jurisdiction (OOOO)	Agency Elected 20%
4 Use of Force	
4.3.4 Prerequisite to Carrying Lethal/Less Lethal Weapons (LE1) (MMMM)	Compliance Verified
4.3.5 Firearms Range (MMMM)	Compliance Verified
11 Organization and Administration	
11.3.1 Responsibility/Authority (LE1)	Compliance Verified
11.4.1 Administrative Reporting Program	Compliance Verified
11.4.2 Accountability for Agency Forms	Compliance Verified
11.4.4 Computer Software Policy	Compliance Verified
12 Direction	
12.1.2 Command Protocol (LE1)	Compliance Verified
17 Fiscal Management and Agency Property	
17.5.1 Inventory and Control	Compliance Verified
22 Personnel Management System	
22.1.5 Victim Witness Services/Line of Duty Death (LE1)	Standard Issue
<p>Notes: ISSUE: The agency's written directive only addresses officers. The accreditation standard deals with all personnel who may die or be seriously injured while at work. AGENCY ACTION NEEDED: It is suggested that the agency's written directive address all agency personnel and services provided to their families. AGENCY ACTION TAKEN: The agency revised its written directive (400.D.7 Line of Duty Death) to encompass all agency employees. It is suggested that this standard be reviewed in the next CSM annual review for continued compliance.</p>	
22.1.10 Bonding/Liability Protection (M M M M)	Compliance Verified
26 Disciplinary Procedures and Internal Investigations	
26.1.5 Role and Authority of Supervisors	Compliance Verified
26.1.8 Records	Compliance Verified

Standards	Findings
26.2.2 Records, Maintenance and Security (LE1)	Compliance Verified
26.3.1 Complaint Types	Compliance Verified
<p data-bbox="108 271 571 306">26.3.6 Submission to Tests, Procedures</p> <p data-bbox="108 315 1477 795">Notes: ISSUE: The agency's written directive (400-C3, Internal Affairs/Citizen Complaints) in Bullet C does not address audio or video recordings. In Bullet F, the agency's written directive says that the agency does not utilize the polygraph during an internal affairs investigation, but then also says that an employee may voluntarily submit to a polygraph during an investigation. Consequently, it is possible that a polygraph examination could be conducted during in internal affairs investigation. AGENCY ACTION NEEDED: It is suggested in Bullet C that the agency's written directive on Internal Affairs address the agency's policy on use of audio or video recordings. In Bullet F, it is recommended that the agency's written directive provide that the polygraph may be used during an internal affairs investigation, but only upon the voluntary request of the employee. AGENCY ACTION TAKEN: The agency revised its written directive (400.C.3 Internal Affairs/Citizen Complaints) to address audio or video recordings of investigations, and the directive was also revised to provide for the use of polygraph examinations during an internal affairs investigation if voluntarily requested by an employee. It is suggested that this standard be reviewed in the next CSM annual review for continued compliance.</p>	Standard Issue
31 Recruitment and Selection	
31.1.2 Assignment/Recruitment	Compliance Verified
31.3.1 Job Announcements	Compliance Verified
31.3.2 Notification Expectations	Compliance Verified
31.4.2 Job Relatedness	Compliance Verified
31.4.3 Uniform Administration	Compliance Verified
31.4.4 Candidate Information	Compliance Verified
31.4.6 Records	Compliance Verified
33 Training and Career Development	
33.1.4 Lesson Plan Requirements	Compliance Verified
33.1.7 Training Class Records Maintenance	Compliance Verified
33.2.4 Outside Academy, Agency Specific Training	Compliance Verified
33.3.1 Instructor Training	Not Applicable by Function
33.4.3 Field Training Program (LE1) (M M M M)	Compliance Verified
33.6.1 Specialized Training	Compliance Verified
33.8.3 Career Development Program	Compliance Verified
33.8.4 Educational Incentives	Compliance Verified
34 Promotion	
34.1.3 Job Relatedness	Compliance Verified
34.1.4 Promotional Announcement	Compliance Verified
34.1.6 Promotional Probation	Compliance Verified

Standards	Findings
35 Performance Evaluation	
35.1.4 Evaluation Criteria	Compliance Verified
35.1.5 Evaluation Components	Compliance Verified
35.1.7 Employee Consultation	Compliance Verified
40 Crime Analysis and Intelligence	
40.2.1 Criminal Intelligence Data Collection	Compliance Verified
40.2.2 Intelligence Analysis Procedures	Compliance Verified
41 Patrol	
41.2.1 Responding Procedures (LE1)	Compliance Verified
41.2.4 Notification Procedures (LE1)	Compliance Verified
41.2.5 Missing Persons (LE1)	Compliance Verified
41.3.1 Patrol Vehicles Lights, Sirens	Compliance Verified
41.3.2 Equipment Specification/Replenishment (LE1)	Compliance Verified
41.3.3 Occupant Safety Restraints	Compliance Verified
41.3.7 Mobile Data Access	Compliance Verified
42 Criminal Investigation	
42.1.2 Case-Screening System	Compliance Verified
42.1.4 Accountability, Preliminary/Follow-Up Investigations	Compliance Verified
42.1.5 Habitual/Serious Offenders	Compliance Verified
42.2.1 Preliminary Investigations Steps (LE1)	Compliance Verified
42.2.2 Follow-Up Investigations Steps	Compliance Verified
42.2.5 Deception Detection Examinations	Compliance Verified
42.2.9 Line-ups	Compliance Verified
44 Juvenile Operations	
44.2.3 Custodial Interrogation and Interviews (LE1)	Compliance Verified
45 Crime Prevention and Community Involvement	
45.1.2 Community Involvement and Organizing Community Groups	Compliance Verified
45.1.3 Prevention Input	Compliance Verified
46 Critical Incidents, Special Operations, and Homeland Security	
46.1.2 All Hazard Plan (LE1)	Compliance Verified
46.1.5 Planning Function (LE1)	Compliance Verified
46.1.6 Logistics Function (LE1)	Compliance Verified

Standards	Findings
46.1.7 Finance/Administration Function (LE1)	Compliance Verified
46.2.1 Special Operations Activities	Compliance Verified
46.2.8 Event Deconfliction Process	Compliance Verified
46.3.1 Providing Awareness Information	Compliance Verified
55 Victim/Witness Assistance	
55.1.1 Victim/Witness Assistance	Compliance Verified
55.2.1 Initial Assistance	Compliance Verified
55.2.3 Assistance, Preliminary Investigation	Compliance Verified
55.2.4 Assistance, Follow-Up Investigation	Compliance Verified
61 Traffic	
61.1.2 Uniform Enforcement Procedures (LE1)	Compliance Verified
61.1.5 Uniform Enforcement Policies (LE1)	Compliance Verified
61.1.6 Enforcement Practices	Compliance Verified
61.1.8 Speed-Measuring Devices	Compliance Verified
61.1.9 Impaired Driver Enforcement Program	Compliance Verified
61.2.1 Crash Scene Response Reporting and Investigation	Compliance Verified
61.3.1 Traffic Engineering	Compliance Verified
61.3.2 Direction/Control Procedures (LE1)	Compliance Verified
61.4.3 Towing (LE1)	Compliance Verified
61.4.4 Traffic Safety Materials	Compliance Verified
70 Detainee Transportation	
70.1.3 Procedures, Transporting by Vehicle	Compliance Verified
70.1.6 Procedures, Transport Destination (LE1)	Compliance Verified
70.3.2 Hospital Security and Control	Compliance Verified
70.3.3 Special Situations	Compliance Verified
70.5.1 Prisoner ID and Documentation	Compliance Verified
74 Legal Process	
74.1.2 Execution/Attempt Service, Recording	Compliance Verified
74.1.3 Warrant/Wanted Person Procedures	Compliance Verified
74.3.1 Procedure, Criminal Process	Compliance Verified
81 Communications	
81.2.1 24 Hour, Toll-Free Service (LE1)	Compliance Verified

Standards	Findings
81.2.2 Continuous, Two-Way Capability (LE1)	Compliance Verified
81.2.3 Recording Information (LE1)	Compliance Verified
81.2.4 Radio Communications Procedures (LE1)	Compliance Verified
81.2.5 Access to Resources (LE1)	Compliance Verified
81.2.7 Recording and Playback (LE1)	Compliance Verified
81.2.12 Private Security Alarms	Not Applicable by Function
81.3.3 Mobile/Portable Radios	Compliance Verified
82 Central Records	
82.1.2 Juvenile Records (LE1)	Compliance Verified
82.1.3 Records Retention Schedule	Compliance Verified
82.2.1 Field Reporting System (LE1)	Compliance Verified
82.2.3 Case Numbering System (LE1)	Compliance Verified
82.2.4 Report Distribution	Compliance Verified
82.3.2 Index File	Compliance Verified
82.3.3 Traffic Records System	Compliance Verified
82.3.4 Traffic Citation Maintenance (LE1)	Compliance Verified
82.3.5 Operational Component Record	Compliance Verified
83 Collection and Preservation of Evidence	
83.2.1 Guidelines and Procedures (LE1)	Compliance Verified
83.2.3 Fingerprinting	Compliance Verified
83.2.5 Procedures, Seizure of Electronic Equipment	Compliance Verified
83.3.1 Collecting from Known Source	Compliance Verified
84 Property and Evidence Control	
84.1.5 Records, Status of Property (LE1)	Compliance Verified
84.1.6 Inspections and Reports* (LE1)	Compliance Verified
84.1.7 Final Disposition	Compliance Verified

Response from Agency Regarding Findings:

CEO Feedback not provided.

SITE-BASED ASSESSMENT

1/5/2022

Planning and Methodology:

The City of Wyoming Michigan, in Kent County, is adjacent to and southwest of Grand Rapids has grown to be the 14th largest city in the state. While manufacturing in Wyoming and the surrounding area has declined in recent years, the area has experienced a growth in medical and technology jobs and has a diverse economy. The largest employer in the city is the Metro Health Hospital. In 2007, Metro Hospital moved from downtown Grand Rapids to the City of Wyoming. With that move, the hospital created Metro Health Village, which is a 150-acre medical campus that provides state-of-the-art medical treatment. In 2016, Metro Hospital partnered with the University of Michigan and is now known as the University of Michigan Health System, Metro Health.

From the team's interaction, it is apparent that the Wyoming Department of Public Safety values community partnerships. As stated by their partners and reiterated by Chief Koster, this department will continue to commit itself to the goal of providing the best service possible. These values are evident within the community as well, which was reinforced by City Manager Curtis Holt. The City conducted an annual community-wide stakeholder survey during 2021 to encourage both employees and citizens to provide feedback. Surveys are available on the web site, posted on a number of social media sites, and sent as part of the water bill. The results concluded that respondents indicated they felt safe in their community. Sixty percent (84%) of respondents indicated they felt either "very safe" (42%) or "somewhat safe" (42%) walking in the City. Eighty-six percent (86.62) of respondents described their level of satisfaction as satisfied or very satisfied. Sixty-eight percent (68%) of respondents indicated they had interacted with the police officers and 85% indicated that they had a positive experience. In addition, the survey also indicated that 92% of the respondents rated the officer's attitudes and behavior as adequate, good, or excellent.

The community partners emphasized their satisfaction with the services and the officer/citizen communication of the Department of Public Safety. Throughout this assessment, comments we received concerning agency personnel and practices were positive, stressing cooperation, quality service, and professionalism. Assessors spoke to: Director Dave Kok of the Grand Rapids Community College Police Academy, Director Billy Wallace of the Grand Valley State Police Academy, Pastor Ken Stulz of Grand Rapid First Baptist Church, Dave Greyanus, Vice Principal Josh Baumbach of the Wyoming High School, Principal Jim Alston of Kelloggsville High School, Traci Burri a community watch Captain, Jason Cramer of Kent County, Jenn Fanso of ICI Nation Church, Antwan Brown of 70 x 7 Life Recovery, Lawrence Yerrick of Walmart, Abby Taylor of Ramblewood Property Management, Steve Karrip of the Division Avenue Business Association, Prosecutor Chris Becker of Kent County, Commission Robert Wormack of Kent County, Jennifer Robinson of Kent County Dispatch, Doris Perez of the Godfrey Listeners Group, Brianna Pena of Sabo PR Communication, and Joe Hogan a media partner.

Dr. Rik Stevenson from the University of Florida has collaborated to develop a cultural competency program in order to bridge the gap between neighborhoods in the community to begin a conversation of how to better serve the entire community. Every police officer in the agency is participating in this program. The goal is to understand the various cultures in multiethnicity and multicultural communities, so the agency can be more effective. Dr. Stevenson discussed the need to create a "different lane of communication" in identifying how police can best address policing problems in their communities and change the perception of police in the whole community, particularly in challenged neighborhoods. This is one example of how the agency is committed to providing quality service to the entire the community that they serve.

The onsite process allowed the assessment team ample time to interact with agency as well as engage with community members. We were able to obtain an overall sense of the service that Wyoming Department of Public Safety is

providing the community. The assessment team had an opportunity to interview agency personnel of all ranks and positions during prearranged interviews due to the virtual assessment. All staff encounters were positive and obviously proud of the Department of Public Safety. The assessors were impressed with the professionalism and dedication of all the personnel they were in contact with during the on-site assessment period. Assessors also spoke with; Chief Koster, Deputy Chief Kip Snyder, Captain Eric Wiler, Captain Tim Pols, Lt. Brian Look, Lt. Kirt Zuiderveen, Lt. Dan Mahoney, Lt. Mark Easterly Sgt. Walter, Sgt. Robert August, Sgt. Chris Deboer, Sgt. David Hunt, Sgt.. Ross Eagan, Sgt. Bob Robinson, Lt. Joe Steffes, Officer Shad McGinnis, Officer Chad Lynn, Officer Tiffany Curtic, Officer Arianny Munoz, Officer Jason Caster, Julia Carmody, Kate Gardner, Paul Smith, City Attorney Scott Smith, Chaplain Rick Pilieci, Police Cadet Rot Pettit, and City Manager Curtis Holt.

In this unusual time of the pandemic, where site-based assessment activities are not in the best interest of public safety or the entities involved, CALEA has developed an alternative to the “site-based” segment of the assessment process. Realizing this is not the optimum approach, it has been created to accomplish the task of completing the assessment process and moving agencies forward within the established accreditation model. It should be noted great value is placed on the interaction of CALEA Site-Based Assessors with agency personnel and community members; however, there will be times that necessitate alternative solutions for continuity of services. The assessment was a virtual assessment.

Here are some key issues the team identified during the on-site:

1. During the previous off-site interview, the CSM identified three standards with issues. These standards included 22.1.5, 26.3.6, and 41.2.7. The agency staff worked closely with the CSMs to address three standards that required some revision of the existing written directives, which were corrected prior to the on-site.
2. In recent decades, the number of interactions between people with mental illnesses and the agency has increased significantly. In order to address these interactions effectively, the agency has a partnership with the Kent County Mental Health Provides (Network 180) for a co-responder program. The program supplies a mental health worker to respond to crisis calls and provide services for the officers. In order to enhance the abilities of officers to respond to this population and give them the skills and knowledge necessary to interact adaptively with people with mental illnesses, the agency has emphasized Crisis Intervention Training. The Crisis Intervention Training is a multi-faceted program designed to engage individuals and families who have been touched by a mental illness crisis or some other traumatic event.
3. Over the last five years as with many cities, the agency has seen a steady increase in violent crime. In 2020, the agency reported a 65% increase in violent crimes than were reported in 2015. In addition, the number of homicides eight (8) is the highest ever recorded within the City, and reports of (shots fired calls) more than doubled over the previous year. The majority of crime issues are general crimes, predominately crimes related to auto thefts and robberies. In addition, most likely related to opioid abuse, the agency has seen a significant increase in child abuse/neglect cases. Strategically, the agency has adopted the concepts of Community Oriented Policing that emphasizes working proactively with the community or stakeholders, including the neighborhood associations, the schools, Department of Protective Services, the local child advocacy center, and the general public. The goal of this philosophy is to promote and maintain longstanding partnerships, which encourage community engagement to address the causes of crime, the fear of crime and other problematic quality of life related issues.
4. Wyoming, like other communities is on the front line of addressing this nationwide crisis brought on by the presence of opioids. The police officers are often the first to arrive on the scene of an overdose. They encounter and respond to the consequences of addiction every day. They see the toll the crisis is taking on communities, and they have a critical role to play in influencing how communities address it. To prevent death due to fentanyl and its analogues, the agency has been working with Kent County Drug Task Force (KANET) to explore efforts with DEA and other law enforcement partners to track the presence of fentanyl in an effort to address opioids in the community. The agency in order to reverse otherwise fatal overdoses, has equipped and trained officers in the use of naloxone.
5. Recruiting has been one of the most significant challenges for Wyoming Department of Public Safety. The agency endeavors for a sworn workforce that represents the available workforce in the service community regarding ethnic, race and gender composition. As with most law enforcement agencies in the United States right now, the department

has struggled to fill vacant positions with qualified quality candidates. The agency is currently reviewing strategies in an effort to engage officer candidates personally, which is central to the recruitment and retention efforts. The strategies to retain officers is central to the philosophy of community policing and to the achievement and advancement of public safety by building relationships and solving problems on a local, neighborhood level. The team discussed the annual analysis of the recruitment plan and emphasized the need to use the analysis process as a means to evaluate trends in an effort to make meaningful contributions agency's commitment to improve their recruitment efforts as well as increasing diversity.

6. Strategic planning at the community level is considering the likelihood of continued growth in both commercial and residential parts of the town. The city continues to grow and the growth in the region has affected the agency's ability to provide quality services. Striking the right balance of having enough officers and support staff to provide the services expected by the citizens of the City of Wyoming is a difficult task that requires an understanding of the factors that relate to staffing a law enforcement agency. Despite continued growth in the city's population, the authorized staffing level has remained at 88 since 2004 when the department experienced layoffs. The agency requested additional personnel, a total of 13 additional officers, which would require the City Council to approve a ballot initiative in order to increase revenue through a millage or city income tax. Additional staff would allow the agency to increase the number of patrol officers and dedicate more resources to problem solving and pro-active strategies aimed at crime reduction. As the City grew from a small community to mid-size city, demographics changed, the workload of the police officers, and support personnel have now exceeded the ability of the current staffing level to implement much in the way of proactive preventive policing and engage the community in the way the citizens have been accustomed. As the Wyoming Department of Public Safety faces the challenges of the community growth, the agency's commitment to community policing strategies are essential to continuing effective public safety services within this changing environment.

Upon review of the agency, the assessment team noted that the Wyoming Department of Public Safety continues to strive for excellence in its day-to-day operations. The agency's command level staff demonstrate leadership, professionalism, and commitment to the community they serve. The staff was open to the assessment team's comments, an example of the Departments continued pursuit for excellence. The Wyoming Department of Public Safety succeeds because of the strength of its employees. The dedicated personnel that the assessment team had the opportunity to meet and interact with not only presented themselves in a professional manner, but also took great pride in their Department of Public Safety.

Recruitment

The Wyoming Department of Public Safety advertises their job using the city website, the Department of Public Safety's website, social media, and city hall posting wall. Recruiting has been one of the most significant challenges for Wyoming Department of Public Safety. The City of Wyoming is located in a competitive area where several agencies are seeking to hire the most highly qualified applicants for law enforcement positions. Currently, the Wyoming Department of Public Safety is currently budgeted for ninety-three (93) officers, and they currently have ninety-two (92) of the positions filled.

With the recent current events, the agency expects ongoing criticism of law enforcement in general and more specifically the perception of the police officer on the street is that a wrong move in an arrest or a use-of-force incident will greatly influence the recruitment and retention of the law enforcement. Recognizing the area's competition for qualified candidates, the agency worked on a collaborative effort between the police, the human resources department, and the agency's external partners.

The samples of recruiting materials and job announcements are professionally presented and demonstrate a number of positive aspects of the agency. The department tracks the progress of candidates. The agency is currently reviewing strategies to engage officers personally, which is their central focus of the recruitment and retention efforts. The plan to retain officers is central to the philosophy of community policing which supports the achievement and advancement of public safety by building relationships and solving problems on a local, neighborhood level. The hiring and retention of police officers remains a challenge for the Wyoming Department of Public Safety as it is across the country. A 2019

national survey of government human resources departments found that 32 percent had struggled to fill police positions, more than any other field. According to a June 2021 study conducted by the Police Executive Research Forum, there has been a 45% increase in the retirement rate and a nearly 20% increase in resignations from officers in 2020-2021 compared to the previous year.

The current pandemic throughout the nation continues to bring challenges to law enforcement agencies including the Wyoming Department of Public Safety. As with most Law Enforcement Agencies in the United States right now, the agency has struggled to fill vacant positions with qualified quality candidates. The agency's Recruitment process is well articulated in policy, and they have identified the importance and necessity to have the best-qualified personnel being selected in their recruiting and selection process. The recruitment process is under the responsibility and guidance of the Community Services Unit however, they just created the new "Recruitment Team" consisting of a sergeant and seven officers. The new Team will be actively involved in the recruiting process. The agency is currently reviewing strategies in an effort to engage officer candidates personally, which is central to the recruitment and retention efforts. The strategies to retain officers is central to the philosophy of community policing and to the achievement and advancement of public safety by building relationships and solving problems on a local, neighborhood level. Over the past two years, the pandemic has impacted the agency's ability to actively engage with the possible recruits for job fairs. The Unit/Team endeavors to attend as many job and career fairs, colleges/universities in the region in addition to recruiting from their high schools as well. The staff is quite extensively involved in their local University, the Grace Christian University, which located only a short distance away from the agency. In addition, the agency regularly engages with the Kent County Career Technical Center in an effort to actively recruit quality candidates.

The agency's demographics do not mirror those of the available workforce. The agency utilizes a demographic analysis that encompasses Greater Grand Rapids Michigan Area. The sworn staff composition for Caucasian (85%) is higher than the available workforce (76%) and higher than the service population (62%). The sworn staff composition for African American (2%) is lower than the available workforce (5%) and is lower than the service population (5%). The sworn staff composition for Hispanic minorities (3%) is slightly lower than the available workforce (15%) and equal to the service population (23%). The sworn staff composition for "Other" minorities (0%) is lower than the available workforce (4%) and lower than the service population (7%) respectively. The sworn staff for women (11%) is slightly lower than (13%) national average as cited by the National Center for Women and Policing in a 2001 report for comparison. The City of Wyoming is an equal opportunity employer, and as such is committed to ensuring that all qualified individuals are given an equal opportunity for employment regardless of race, religion, color, creed, ancestry, age, national origin, marital status, physical or mental disability, political affiliation or beliefs, sex or sexual orientation, so long as any disability does not prevent the individual from carrying out the essential duties of the position. One of the current challenges is that currently the agency only hires applicants that are certified or eligible for certification within the State of Michigan. In order to address this challenge, the agency has created the police cadet that will not only enhance their minority representation, but also maintain the high standards the agency has established.

The department selected 12 applicants in 2021 and in the past three years have selected 17 candidates. All candidates must be currently certified or successfully complete academy training. The Michigan Commission on Law Enforcement Standards (MCOLES) licenses all police officers in the state of Michigan and all officers must complete a police recruit training program approved by MCOLES or demonstrate prior training and experience that equates to the required mandatory training. The agency's directive on the selection process for sworn personnel requires that applicants must be either MCOLES certified, currently MCOLES certifiable, or that they will be certifiable within a specified period of time after the testing date. Once a candidate completes the training, they are assigned to a field-training program. The State of Michigan has established minimum guidelines for the agency in the retention and disposition of selection materials including background investigations. The Wyoming Police Department's Field Training Officer (FTO) Program consists of one month in house training and then four months on the street with three different Field Training Officers throughout a four-month time period.

The agency does have a recruitment plan in place to guide. In general, while the plan met the applicable standards (31.2.2) the objectives for the plan were very vague and difficult to measure. The team questioned the annual analysis

of the recruitment efforts and need to use the analysis process to evaluate trends identified in these reports to make meaningful contributions in the diversity of the agency. In order to improve the agency's efforts, a video has been created professionally with up-to-date information. In addition, the agency is exploring efforts to conduct some out-of-state recruiting.

Standards Issues:

This section does not apply

Suggestions

The team discussed the agency's recruitment plan (31.2.2) and its on-going efforts to achieve a more representative workforce. In general, while the plan met the applicable standards the objectives for the plan were difficult to measure. The team questioned the annual analysis of the recruitments efforts and need to use the analysis process to evaluate and measure these goals in these reports to make meaningful contributions in the diversity of the agency. The team encouraged the agency to collaborate with the community members in the development and the implementation to develop a plan in order to achieve a representative work force especially in the minority community. In addition, the team suggested possible incentive for agency personnel for example, possibly offering existing personnel a "day off" from work if they refer a potential candidate or a "week off" from work if their referred person is actually hired by the agency

Use of Force

Wyoming Department of Public Safety recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that police officers shall use only that force that appears reasonably necessary to effectively bring an incident under control while protecting the lives of the officer or another.

The Department Policy and Code of Conduct specifically forbids officers from employing unnecessary force or the threat of force in the discharge of duties as is reasonable in the given circumstances. Lethal force is restricted to the apprehension of felons who in the course of their crime threaten the use of deadly force, or when the officer believes there is immediate danger that the person whose arrest is sought will cause death or serious bodily harm if apprehension is delayed.

It is the policy of the Wyoming Department of Public Safety that sworn personnel are permitted to use the minimum amount of force necessary to accomplish lawful objectives, to affect an arrest and overcome any resistance offered. The use of excessive force regardless of provocation or action of an offender will result in certain and severe disciplinary action, and may result in criminal prosecution. Use of deadly force is only authorized under the following circumstances: An officer may use deadly force only when the officer reasonably believes that the action is reasonable and necessary in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical harm. The agency policy prohibits the discharge of a firearm as a warning. The agency met all applicable standards related to use of force, however the assessors discussed best practices relating to their current policy in their effort to improve the contributions to the strategic and tactical operations of the agency as it relates to de-escalation of potential use of force events.

The agency has a detailed policy defining specific types of weapons and ammunition approved for use by department personnel. Each issued weapon is inspected by the firearms instructor during annual firearms training to ensure the weapon is safe and does not need repairs. Shotguns and patrol rifles are required to be stored in the locked system of the agency-issued vehicle or in the department armory. Policy prohibits personnel from carrying a weapon, lethal or less lethal, until proficiency skills have been demonstrated, including safe weapon handling, and a qualification course has to be completed. Firearms training and qualification is mandatory for all sworn employees. If an officer fails to qualify, they are required to work with the firearms instructor until they can achieve the proficiency requirement. Supervisors ensure compliance with the policy for employees under their supervision. All sworn employees must

qualify and receive in-service training on the agency's use-of-force policies annually. The types and specifications of all lethal/less than lethal weapons and ammunition approved for the officer's use, on and off duty, are clearly detailed in the general orders. Less than lethal weapons approved for use include energy conducted weapon (ECW), chemical agents, and impact weapons (collapsible baton).

The agency requires all employees to comply with the Michigan Mental Health Code when interacting with individuals who display symptoms of mental illness. The agency recognizes that mental illness is not a criminal offense and officers are not permitted to take an individual into custody suffering from mental illness unless the individual commits a chargeable offense, is a threat to themselves or others or there is a court order mandating that the individual be taken into custody. Officers receive initial mental health training in the basic academy and civilians receive initial mental health training from the agency. Triennial training covers agency written directives and state law. When possible, a member of the Community Mental Health will provide training during annual in-service training.

The agency has a unique crisis assistance program to assist citizens who experience some type of behavioral crisis call. The agency has a partnership with the Kent County Mental Health partner for a co-responder program. The program supplies a mental health worker to respond to crisis call and provide services for the officers. In order to enhance the abilities of officers to respond to this population and give them the skills and knowledge necessary to interact adaptively with people with mental illnesses, the agency has emphasized Crisis Intervention Training. The Crisis Intervention Training is a multi-faceted program designed to engage individuals and families who have been touched by a mental illness crisis or some other traumatic event. These efforts are part of the on-going efforts to reduce force and employ de-escalation in officer's day-to-day activities.

Each officer is required to fill out a report if involved in a use of force incident. In the year 2018, there were one-hundred and eighty-two Use of Force Reports, which resulted in ninety-five arrests. Of those reports, there were eighteen injuries to suspects and fifteen injuries to officers. Those injuries that were only reported as superficial or minor in nature. There were four incidents in which deadly force was reported, one resulting in the death of the offender and no other injuries. The death of the offender was investigated by an independent agency and referred to the state prosecutor for review. The investigation justified the use of force. An ECW were used in nineteen arrests and a baton was used in one arrest. The only other use of force used in the arrests was soft or hard hand techniques. In 2018, there was three complaints for excessive force. The complaints were investigated and addressed. There were no discernible pattern or trends identified during the annual analysis.

In the year 2019, there were one-hundred and fifty Use of Force Reports, which resulted in eighty-eight arrests. There was one incident reported in which deadly force was reported, no injuries were reported. An ECW was in fourteen of those reports. Of those reports, there were fourteen injuries to a suspect and eighteen injuries to an officer. The injuries were only reported as superficial or minor in nature. The only other use of force in the nine arrests was soft or hard hand techniques. There were no discernible pattern or trends identified during the annual analysis.

In the year 2020, there were one-hundred and seventy-three Use of Force Reports, which resulted in sixty-two arrests. Of those reports, there were eighteen officers and twenty suspects that received an injury. The injuries were reported as superficial or minor in nature. There were no incidents in which deadly force was reported. An ECW was used in ten arrests and a baton in one arrest respectively. The only other use of force in the arrests was soft or hard hand techniques. There were no discernible pattern or trends identified during the annual analysis. In 2020, there were two complaints for excessive force. The complaints were investigated and addressed. The analysis indicated a dramatic increase in violent crime as a probable cause of the increase. From the previous year, the agency has reported increases in murder (60%), shootings with persons injured, (82%), shootings with property damage only (105%), report of shots fired in the area (158%), assault with a weapon (8%), domestic assault (7%), and stolen vehicles (35%). The analysis attributed the increase in the display of firearms in relation to the increase in these crimes.

The agency has made a strong commitment to training officers in a wider array of options focusing on de-escalation. These options include Crisis Intervention Training, annual De-escalation training, and Mental Health training. In order

to improve these efforts, the agency should optimize the analysis process by increasing the number of factors to evaluate trends in these reports. An improved Use of Force analysis would make a more meaningful contribution to both the strategic and tactical operations of the agency. The team discussed some best practices, which included a wide array of options to include crisis recognition and response, tactical communications, and operational safety tactics in order to avoid the need for use of force.

Standards Issues:

This section does not apply.

Suggestions

In light of the agency's commitment to de-escalation, a more comprehensive Use of Force Analysis can improve the ability to enable officers to use a wide array of options including training, tactics, and policy modification in addressing police use of force in the community. In addition, the team discussed some best practices, which included a wide array of options to include crisis recognition and response, tactical communications, and operational safety tactics in order to avoid the need for use of force..

Internal Affairs

The agency has a part-time Internal Affairs Unit and the agency directives are consistent and compliant with appropriate CALEA standards. The agency requires all complaints to be investigated under the authority of the Chief of Police. Records of all complaints are maintained in the Internal Affairs office and IApro, the agency's internal affairs computer system. Information is made available to the public on procedures to be followed in registering complaints and the agency compiles annual statistical summaries, which are made available to the public. The Chief is notified immediately upon receipt of a complaint.

All formal investigations are administered through the Internal Affairs Office and an officer is assigned to conduct the investigation. The officer is required to report directly to the Captain who in turn reports to the Chief. Line supervisors are responsible for investigating complaints of minor infractions. Investigations shall be completed within sixty days unless extended by the Chief. Complainants are notified of the results of investigations upon conclusion and each investigation requires a conclusion of fact. There were no incidents in the three-year period requiring an employee to submit to tests, examinations, line-ups, or instruments for the detection of deception. There were thirty-two (32) external complaints and twenty-one (21) internal complaints during the three-year period 2018-2020. Three (3) external complaints and fourteen (14) internal complaints were sustained over the three-year period. No trends were identified except for policy and procedure violations.

None of the dispositions required remedial training and there was no policy modification as a result of the investigations. None of the complaints required an extension of the sixty-daytime period to investigate. The system appears to be effective for the Wyoming Police Department. The agency maintains detailed records regarding citizen complaints and discipline. Employees are notified of their rights and responsibilities upon notification of a complaint.

The Ethics and Conduct Unit is responsible for the Personnel Early Warning Systems (PEWS) function. A directive is in place that meets the standard, the system was implemented in 2012 when the agency purchases software (IApro) to effectively track and document key behavior items documented in the Personnel Early Warning System General Order. The team discussed the current indicator and encouraged the agency to analyze them in an effort to identify officer likely to engage in performance that is genuinely problematic and who may be in need of some official intervention. The Software program coordinates and formally tracks citizen complaints, use of force incidents, internal affairs complaints, disciplinary actions, and traffic crashes.

Standards Issues:

This section does not apply.

Suggestions

In general, while the evaluation of the Personnel Early Warning System (PEWS) of the met the applicable standards, the team discussed increasing the number of trends reflected in the annual evaluation. In order to optimize the PEWS, the system must be constantly evaluated to effectively identify the appropriate variables in the early identification of and intervention in the behavior of problem officers, helping to reduce liabilities, preserve the officer's career, and to improve services.

Patrol

The city is divided into five zones. The Wyoming Police Department is conscience of ensuring that the city receives the most effective and efficient law enforcement service that it deserves, but also bears in mind the workload of the police department personnel in doing so. The patrol officers are responsible for preventative patrol, responding to citizen's calls for service, initial investigations of crimes, offenses and incidents, arrest of offenders, traffic direction and control, collection and preservation of evidence, and development of relationships between citizens and the police department. Two lieutenant commands the Patrol Division; there are four shifts consisting of a sergeant, and six to seven officers when fully staffed. The Patrol Division also currently has four K-9 Officers and a sergeant that supplements the patrol division.

The agency's patrol officers work ten hours shifts with an overlap to ensure coverage during periods of heavy call volume. The officers work five days, then are off two and then work five days and are off three days. One of those rotations is worked on day shift and the other on the evening shift. The agency has three school resource officers are in three of the four high schools. The Principal Josh Bambach of Wyoming High Schools described the partnership with the agency and how the officers create a positive and safe environment for the students. The department has four Community Officers, which expands the ability of the department to meet with the community without diminishing preventive patrol time and accommodate community requests and special events. These efforts focus on quality of life concerns, crime prevention and outreach projects in an effort to build a stronger connection with the community and rapidly address concerns.

The agency has a restrictive pursuit policy. Supervisors play a very active role in the pursuit, from authorizing it to continue, to evaluating the pursuit at its conclusion. The policy states the norm in that pursuits can be engaged when the officer knows or has reasonable grounds to believe the occupants of the vehicle being pursued has been or is involved in a serious violent felony or is driving in a manner that would cause an imminent threat to the life of any person. The agency does not have a large number of pursuits; however, each pursuit is properly documented and reviewed per agency directive. Pursuits are closely monitored by supervisors who have authority and responsibility for terminating pursuits, but if a supervisor is not readily available, officers are responsible for terminating pursuits as per policy guidelines. If a pursuit does occur, the incident must be reported and it starts with the Officer(s) involved. The report is then reviewed by the Supervisor, to the Lt., and then Capt. At this point, it is determined the course of action that will be taken if any. They do not use the Stop Stick on moving vehicles, only on stationary vehicles and they do not use the Pitt Maneuver. The agency reported an increase from 2019 to 2020, mostly as a result of the violent crime. The review of the pursuits were all within policy.

The agency has in-car cameras and body worn cameras. Officer have has in-car cameras since approximately 2009 and recently issued body cameras less than a year ago. All sworn personnel are issued with and are required to wear their body worn camera when their duties are expected to include enforcement activity or interaction with the public. Administrative personnel are also assigned body cameras, but they only need to wear them if they are in the public. Retention of all the data is three years.

The Wyoming Police Department's Crisis Intervention Program (CIT) has been in place for over ten years. Approximately 35% of their officers are CIT trained and the agency has a partnership with the Kent County to conduct CIT training sessions biannually. This program has improved the skill the officers need to de-escalation situations. The agency participates in an interdisciplinary group of police departments, public community mental health officials, and

representatives from local hospitals (Kent County CIT Advisory Group) which works to address connecting citizens to services and actively listening to their concerns. It is obvious that that agency is providing the necessary leadership necessary to address these difficult problems, thereby reducing the burden on their officers while improving the quality of life in their communities. The Wyoming Police Department handled 595 mental health calls in 2020, and addition due to the opioid crisis the agency has seen a 31% increase since 2018 in the use of naloxone to reverse overdoses.

In 2020, the agency responded to 40,038 calls for service, 1,905 traffic crashes and conducted 3,426 traffic stops. Over the last five years, the city has seen a steady increase in violent crime. In 2020, the agency reported a 65% increase in violent crimes than were reported in 2015. In addition, the number of homicides eight (8) is the highest ever recorded within the City, and reports of (shots fired calls) more than doubled over the previous year. As the City grew from a small community to mid-size city, demographics changed, the workload of the police officers, and support personnel have now exceeded the ability of the current staffing level to implement much in the way of proactive preventive policing and engage the community in the way the citizens have been accustomed. As the Wyoming Department of Public Safety faces the challenges of the community growth, the agency's commitment to community policing strategies are essential to continuing effective public safety services within this changing environment.

During the discussions with both the agency and community members, it is evident that the Wyoming Police Department helps community members mobilize support and resources to solve problems and enhance their quality of life. Community members discussed the on-going efforts to collaboratively address their concerns, contribute advice, and take action to address these concerns. These efforts have been effective in creating a constructive partnership with the community that generates energy, creativity, a better understanding, and a more engaged citizenry.

Standards Issues:

This section does not apply.

Suggestions

This section does not apply.

Crime Analysis

The agency recently implemented a Strategic Crime Analysis over crime concerns to address increases in crime over the past several years. The unit is concerned with operational strategies and seeks solutions to on-going problems. It provides information for resource allocation purposes, including patrol scheduling in high crime locations. The purpose is to identify unusual crime activities over certain levels or at different seasonal times, identify unusual community conditions, provide police service more effectively and efficiently by matching demands for service with service delivery.

The collection of criminal information drawn from both internal and external sources. Internal sources come from various avenues such as field interviews, records, Observer Tips, criminal intelligence bulletins, etc. External sources come from social media platforms, regional police meetings, agencies such as the Law Enforcement Information Network and other state and federal agencies. The agency has developed this strategy in order to prevent crime through methods other than apprehension. This goal lends itself particularly well to assistance from crime analysis. For example, members of the police department are conducting a crime prevention campaign about residential burglary and would like to target their resources in the areas that need it the most. Crime analysis can assist in planning community education and patrol response tailored to the problem by providing spatial analysis of residential burglary, analysis of how, when, and where the burglaries occurred, and analysis of what items were stolen. This information could be used to develop crime prevention suggestions such as closing and locking a garage door.

The Wyoming Police Department recognized that there are a finite number of officers on the street and so they must perform as efficiently as possible to address the problems that matter to the community due to the growth in both commercial and residential parts of the town. The city continues to grow and the growth in the region has impacted the agency's ability to provide quality services. Striking the right balance of having enough officers and support staff to

provide the services expected by the citizens of Wyoming is a difficult task that requires an understanding of the factors that relate to staffing a Department of Public Safety. Instead of merely responding to crimes after they are committed, the agency is working fundamentally to expand their mission to include preventing crimes from happening in the first place. With the addition of the crime analysis process, the agency is committed to creating a performance management tool based on the goal of continuous improvement. As the Wyoming Department of Public Safety faces the challenges of the community growth, the agency's commitment to community policing strategies are essential to continuing effective public safety services within this changing environment.

The analysis of the crime data relies on valid, current and reliable data. The data needs to be collected and recorded in a manner that it will eventually assist the police agency in delegating resources where they are needed. The agency is committed to focusing on data that needs to be retrieved by the best known practices so it will be easier to conduct the analysis in a way to show the crime trends by way of the number of occurrences, the nature of the crime, the location of the incident, date and time it occurred and the modes operandi for each of the occurrences.

The WPD has identified that the dissemination of the crime data for both intelligence and proactive purposes needs to be an agency wide endeavor. The agency is committed to sharing the data with every component of the police department in an effort to maximize officer performance.

Standards Issues:

This section does not apply.

Suggestions

The agency could be the driving force behind establishing a “regional” crime sharing group where the departments in the areas of Wyoming (Grand Rapids and surrounding police agencies) can, on a weekly basis, communicate by email, phone, video calls and share their weekly crime incidents.

Summary:

Number of Interviews Conducted: 31

Assessors' Names: Mike Yaniero, Robert Grant

Site-Based Assessment Start Date: 11/01/2021

Site-Based Assessment End Date: 11/03/2021

Mandatory (M) Compliance	295
Other-Than-Mandatory (O) Compliance	57
Standards Issues	3
Waiver	0
(O) Elect 20%	4
Not Applicable	107
Total:	463

Percentage of applicable other-than-mandatory standards:

93.443 %

COMMUNITY FEEDBACK AND REVIEW

Public Information Session

Due to the extraordinary current events and the alternative to the “site-based” segment of the assessment process, the public hearing was conducted virtually on November 2 at 5:30 p.m. using a Zoom platform. There were no attendees for the public information session.

Telephone Contacts

A public telephone call-in session was held from 3:00 p.m. until 4:00 p.m. on Tuesday, November 2, 2021. The team received no phone calls.

Correspondence

The team is not aware of any correspondences about the agency.

Media Interest

The team is not aware of any media contact.

Public Information Material

The agency posted a public notice of the public hearing on the Agency’s Websites, Facebook page, and posted at the Department of Public Safety Headquarters. In addition, the agency also sent a press release to the local media.

Community Outreach Contacts

Due to the alternative assessment process, the assessment team had an opportunity to interview agency personnel of all ranks and positions only during prearranged interviews. All staff encounters were positive and obviously proud of the Wyoming Department of Public Safety. The community partners emphasized their satisfaction with the services and the officer/citizen communication of the Department of Public Safety.

STATISTICS AND DATA TABLES

Overview

The following information reflects empirical data submitted by the candidate agency specifically related to CALEA Standards. Although the data does not confirm compliance with the respective standards, they are indicators of the impact of the agency’s use of standards to address the standards' intent

Traffic Warnings & Citations - Reaccreditation Year 1

Data Collection Period: 1/1/2018 - 12/31/2018

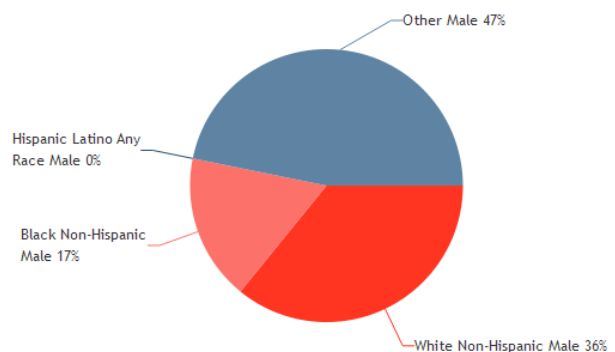
Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male		985	985
Black Non-Hispanic Male		476	476
Hispanic Latino Any Race Male			
Other Male		1286	1286
White Non-Hispanic Female		523	523
Black Non-Hispanic Female		351	351
Hispanic Latino Any Race Female			
Other Female		799	799
TOTAL	0	4420	4420

Reaccreditation Year 1 Notes:

The City of Wyoming's district court tracks statistics for traffic citations and provides that information to the Department of Public Safety. The district court enters the statistics for the following races: White, Black, Asian, American Indian, and Unknown. Since Hispanic is an ethnicity and not a race, the district court categorizes Hispanic in the unknown race field. However, the unknown race field is frequently used when an officer does not immediately know the persons race or the person is mixed race. Additionally, the Wyoming Department of Public Safety does not track the race/gender of verbal warnings.

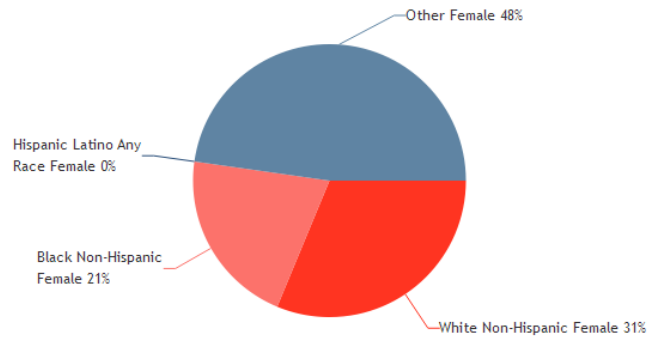
Male Warnings

Male Citations



Female Warnings

Female Citations



Legend

White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

Traffic Warnings & Citations - Reaccreditation Year 2

Data Collection Period: 1/1/2019 - 12/31/2019

Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male		347	347
Black Non-Hispanic Male		125	125
Hispanic Latino Any Race Male			
Other Male		842	842
White Non-Hispanic Female		211	211
Black Non-Hispanic Female		86	86
Hispanic Latino Any Race Female			
Other Female		627	627
TOTAL	0	2238	2238

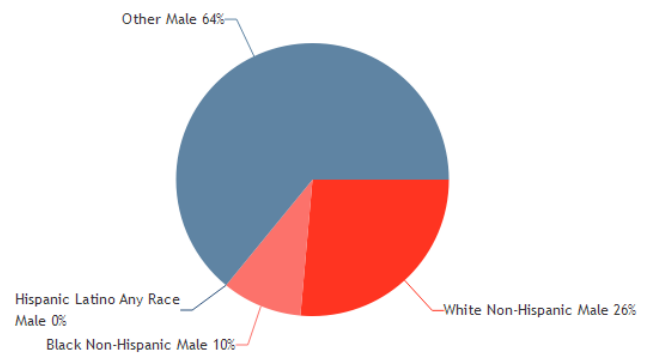
Reaccreditation Year 2 Notes:

The City of Wyoming's district court tracks statistics for traffic citations and provides that information to the Department of Public Safety. The district court enters the statistics for the following races: White, Black, Asian, American Indian, and Unknown. Since Hispanic is an ethnicity and not a race, the district court categorizes Hispanic in the unknown race field. However, the unknown race field is frequently used when an officer does not immediately know the persons race or the person is mixed race. Additionally, the Wyoming Department of Public Safety does not track the race/gender of verbal warnings.

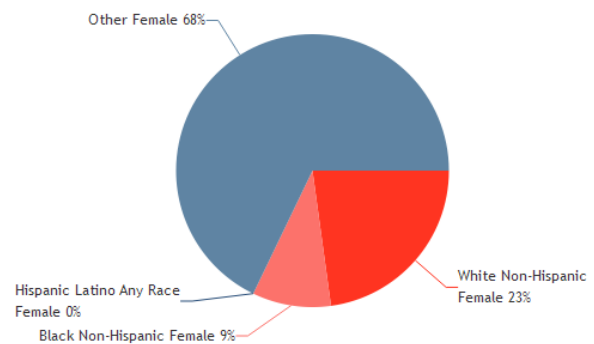
Male Warnings

Female Warnings

Male Citations



Female Citations



Legend

White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

Traffic Warnings & Citations - Reaccreditation Year 3

Data Collection Period: 1/1/2020 - 12/31/2020

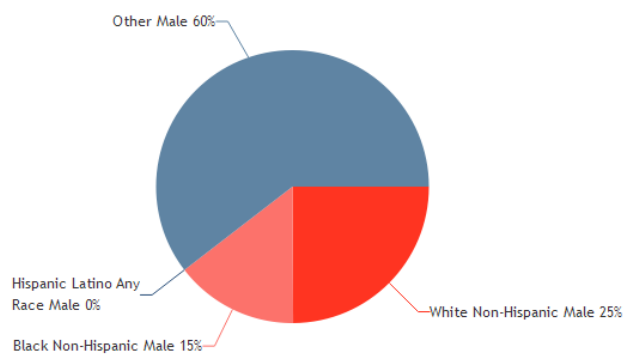
Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male		298	298
Black Non-Hispanic Male		175	175
Hispanic Latino Any Race Male			
Other Male		723	723
White Non-Hispanic Female		170	170
Black Non-Hispanic Female		105	105
Hispanic Latino Any Race Female			
Other Female		415	415
TOTAL	0	1886	1886

Reaccreditation Year 3 Notes:

The City of Wyoming's District Court tracks statistics for traffic citations and provides that information to the Department of Public Safety. The District Court enters the statistics for the following races: White, Black, Asian, American Indian, and Unknown. Since Hispanic is an ethnicity and not a race, the district court categorizes Hispanic in the unknown race field. However, the unknown race field is frequently used when an officer does not immediately know the persons race or the person is mixed race. Additionally, the Wyoming Dept. of Public Safety does not track race/gender of verbal warnings.

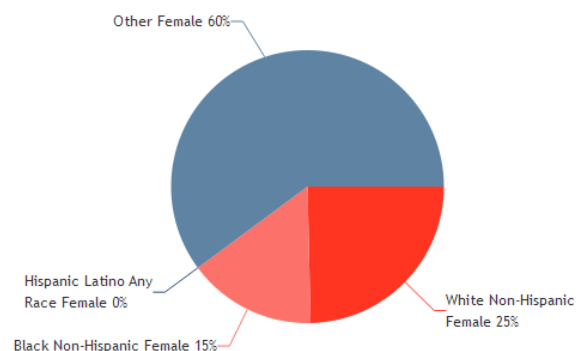
Male Warnings

Male Citations



Female Warnings

Female Citations



Legend

White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

Traffic Warnings & Citations - Reaccreditation Year 4

Data Collection Period: 1/1/2021 - 10/18/2021

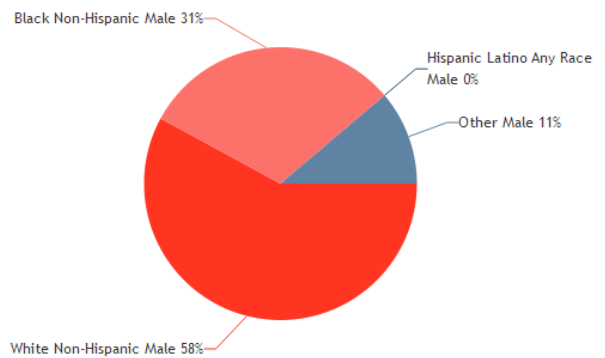
Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male		538	538
Black Non-Hispanic Male		287	287
Hispanic Latino Any Race Male			
Other Male		104	104
White Non-Hispanic Female		291	291
Black Non-Hispanic Female		152	152
Hispanic Latino Any Race Female			
Other Female		220	220
TOTAL	0	1592	1592

Reaccreditation Year 4 Notes:

The City of Wyoming's District Court tracks statistics for traffic citations and provides that information to the Department of Public Safety. The District Court enters the statistics for the following races: White, Black, Asian, American Indian, and Unknown. Since Hispanic is an ethnicity and not a race, the District Court categorizes Hispanic in the unknown race field. However, the unknown race field is frequently used when an officer does not immediately know the persons race or the person is mixed race. Additionally, the Wyoming Dept. of Public Safety does not track race/gender of verbal warnings.

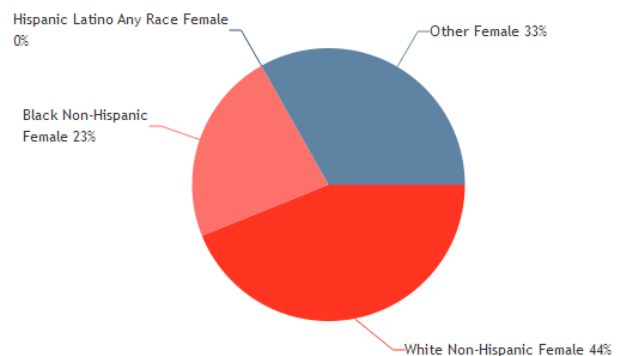
Male Warnings

Male Citations



Female Warnings

Female Citations



Legend

White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

Biased Based Profiling

Year 1 Data Collection Period: 1/1/2018-12/31/2018

Year 2 Data Collection Period: 1/1/2019-12/31/2019

Year 3 Data Collection Period: 1/1/2020-12/31/2020

Year 4 Data Collection Period: 1/1/2021-10/18/2021

Complaints from:	Year 1	Year 2	Year 3	Year 4
Traffic Contacts	0	1	2	0
Field Contacts	1	0	3	2
Asset Forfeiture	0	0		0

Reaccreditation Year 1 Notes:

There were no internal affairs complaints of biased policing in 2018. There was one supervisory inquiry where the citizen complained he was stopped on his bicycle because of his race. The investigation was unfounded as the officer had legal authority to stop the citizen and acted professionally.

Reaccreditation Year 2 Notes:

There was one internal affairs complaint of biased policing in 2019. The complaint of biased policing was thoroughly investigated and the investigation was reviewed by the City Attorney. The allegation of biased policing was unfounded and the officers actions exonerated. There were no supervisory inquiries involving biased policing.

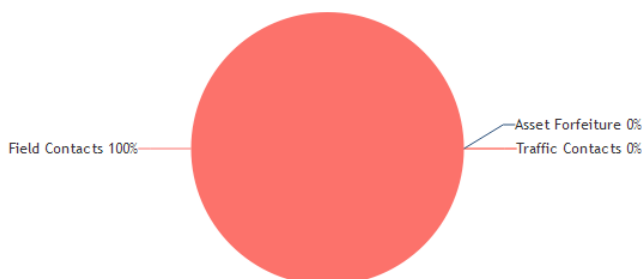
Reaccreditation Year 3 Notes:

There was one internal affairs complaint of biased policing in 2020. This complaint originated from a traffic stop whereby the complainant contacted the Michigan Dept. of Civil Rights without first contacting the police department. This complaint was reviewed by the City Attorney after a thorough investigation and the allegation of biased policing was unfounded. Four complaints of biased policing were thoroughly investigated as supervisory inquiries and the allegations of biased policing were unfounded. One of these complaints originated from a traffic stop that was made after officers were dispatched to a possible drug deal in progress and they stopped the suspect vehicle. The other 3 complaints originated from calls for service.

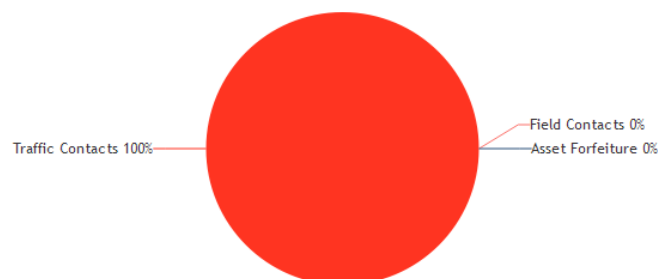
Reaccreditation Year 4 Notes:

Both complaints of biased policing were thoroughly investigated and were closed as unfounded. One of the complaints involved officers handcuffing a realtor, his client, and the clients 15 year old son during a house showing. The officers believed they were responding to a home invasion. A lawsuit has been filed by the realtor and his client alleging racial bias and excessive use of force.

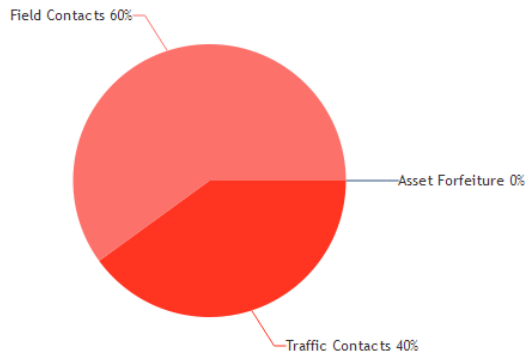
Complaints



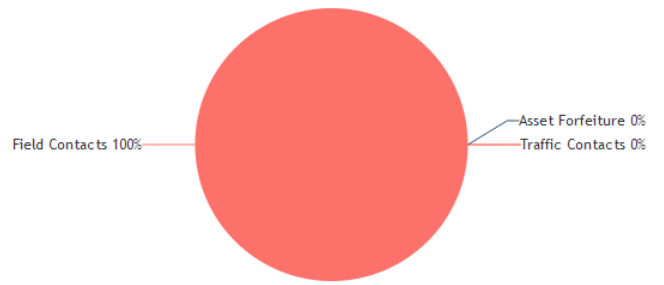
Complaints



Complaints



Complaints



Legend

Traffic Contacts	
Field Contacts	
Asset Forfeiture	

Use Of Force - Reaccreditation Year 1

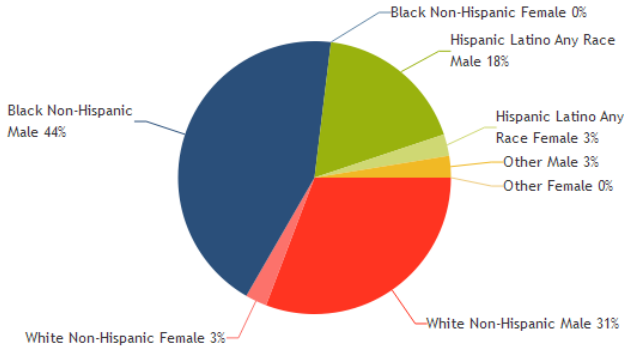
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									39
Discharge	2	0	1	0	0	0	0	0	3
Display Only	10	1	16	0	7	1	1	0	36
ECW									19
Discharge Only	7	0	3	1	1	0	0	0	12
Display Only	3	0	2	0	1	1	0	0	7
Baton	1	0	0	0	0	0	0	0	1
Chemical/OC	0	0	0	0	0	0	0	0	0
Weaponless	31	17	19	3	6	2	1	0	79
Canine									0
Release Only	0	0	0	0	0	0	0	0	0
Release and Bite	0	0	0	0	0	0	0	0	0
Total Uses of Force	54	18	41	4	15	4	2	0	138
Total Number of Incidents Resulting In Officer Injury or Death	15	0	0	0	0	0	0	0	15
Total Use of Force Arrests	33	14	30	3	11	2	2	0	95
Total Number of Suspects Receiving Non-Fatal Injuries	9	4	2	1	2	0	0	0	18
Total Number of Suspects Receiving Fatal Injuries	0	0	0	0	0	0	0	0	0
Total Agency Custodial Arrests									
Total Use of Force Complaints	0	1	0	0	0	2	0	0	3

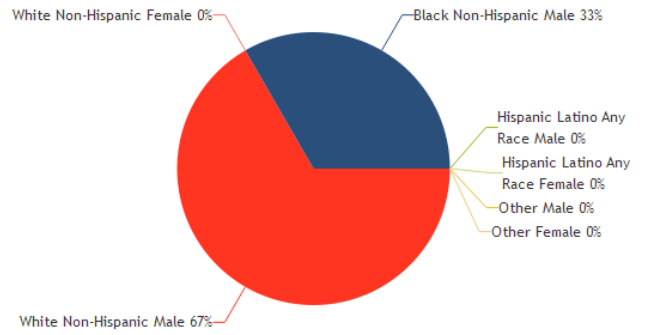
Reaccreditation Year 1 Notes:

It should be noted that some suspects were counted in multiple fields as more than one force option was used on the same suspect. For example, an officer may have used a takedown and discharged a ECW on the same subject.

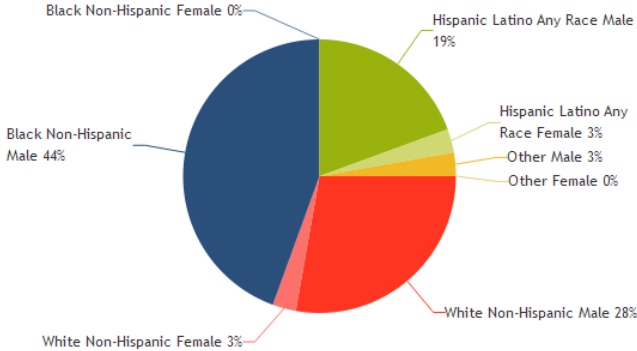
Total Firearm



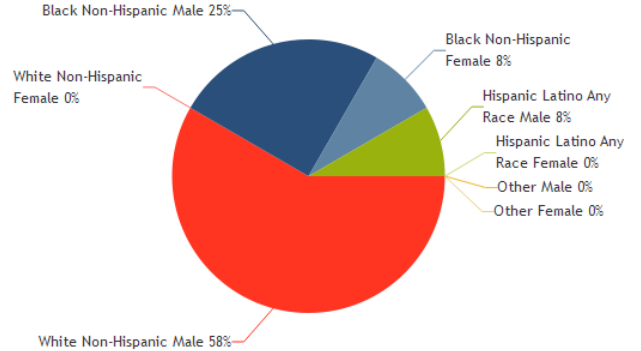
Firearm Discharge



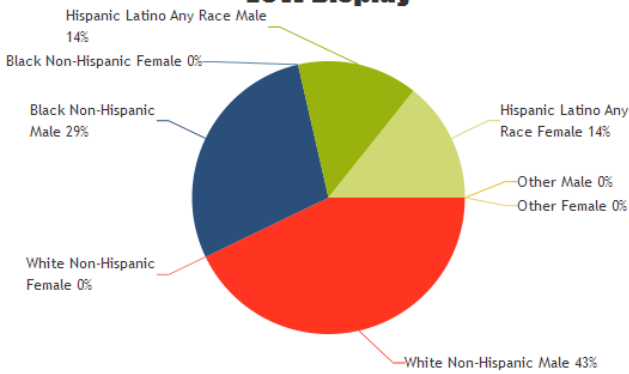
Firearm Display



ECW Discharge



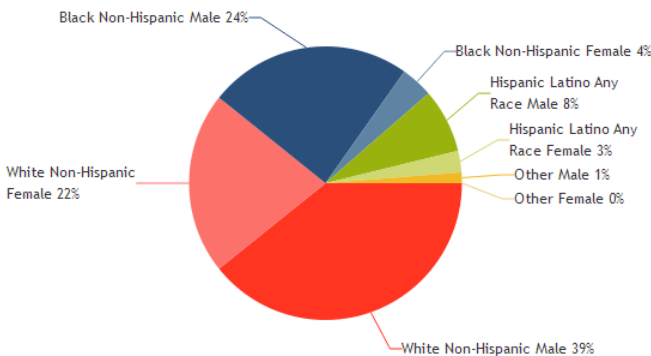
ECW Display



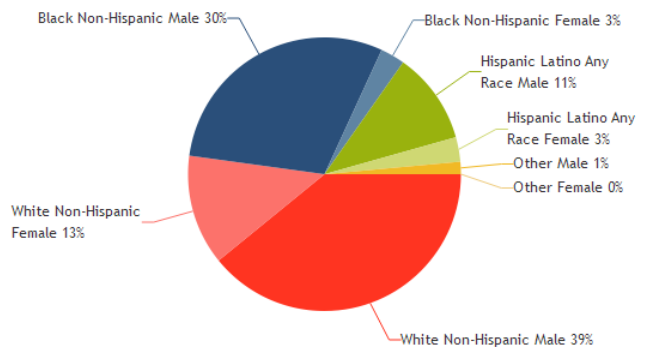
Baton



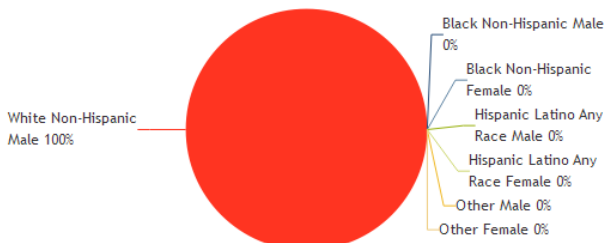
Weaponless



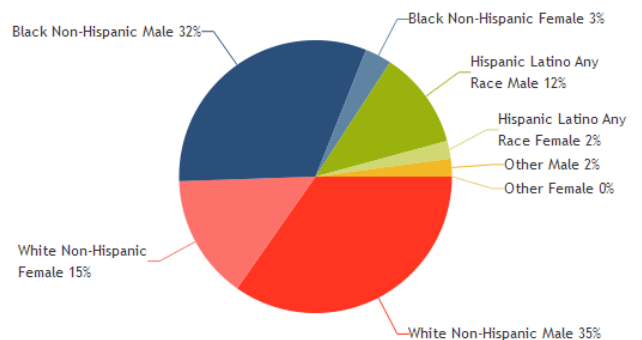
Total Uses of Force



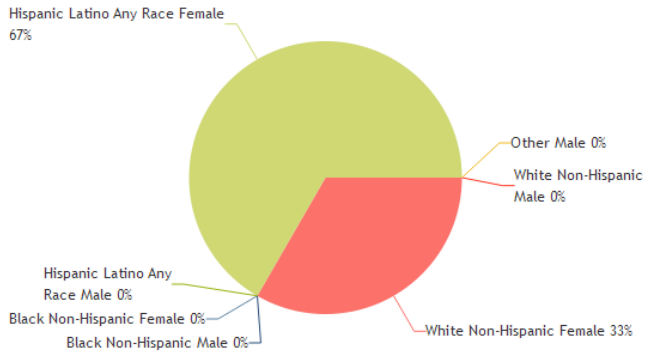
Total Number of Incidents Resulting in Officer Injury or Death



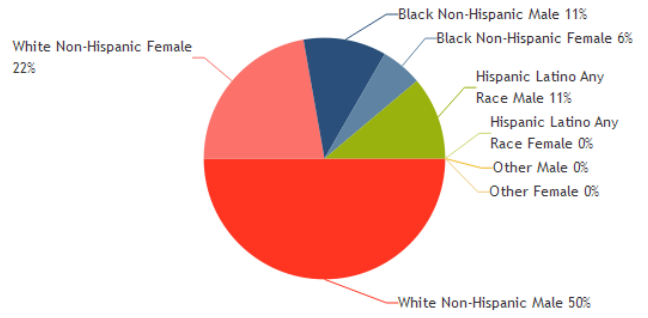
Total Use of Force Arrests



Total Use of Force Complaints



Total Number of Suspects Receiving Non-Fatal Injuries



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Use Of Force - Reaccreditation Year 2

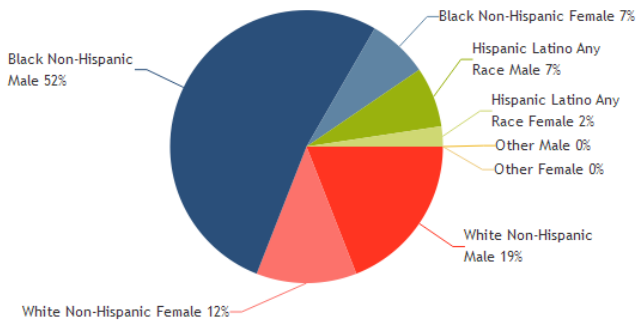
Data Collection Period: 1/1/2019 - 12/31/2019

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									42
Discharge	0	0	0	0	1	0	0	0	1
Display Only	8	5	22	3	2	1	0	0	41
ECW									14
Discharge Only	4	0	3	0	4	0	0	0	11
Display Only	1	0	2	0	0	0	0	0	3
Baton	0	0	0	0	0	0	0	0	0
Chemical/OC	0	0	0	0	0	0	0	0	0
Weaponless	17	6	16	7	8	0	0	0	54
Canine									0
Release Only	0	0	0	0	0	0	0	0	0
Release and Bite	0	0	0	0	0	0	0	0	0
Total Uses of Force	30	11	43	10	15	1	0	0	110
Total Number of Incidents Resulting In Officer Injury or Death	18	0	0	0	0	0	0	0	18
Total Use of Force Arrests	23	8	35	11	10	1	0	0	88
Total Number of Suspects Receiving Non-Fatal Injuries	7	0	4	1	2	0	0	0	14
Total Number of Suspects Receiving Fatal Injuries	0	0	0	0	0	0	0	0	0
Total Agency Custodial Arrests	1343	664	1135	522			670	372	4706
Total Use of Force Complaints									

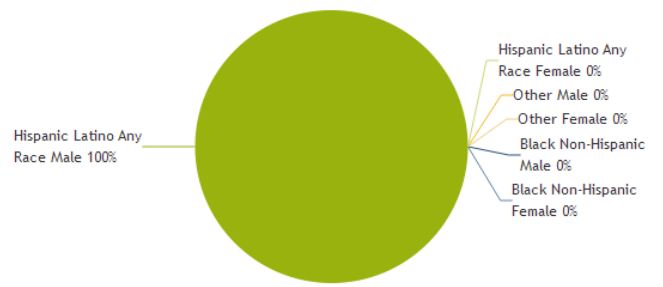
Reaccreditation Year 2 Notes:

It should be noted that some suspects were counted in multiple fields as more than one force option was used on the same suspect. For example, an officer may have used a takedown and discharged a ECW on the same subject. Additionally, total agency custodial arrest data was obtained from the court. The court does not enter "Hispanic" as a race for arrests or citations. Therefore, persons of Hispanic origin are entered as either "white" or "other/unknown" for race.

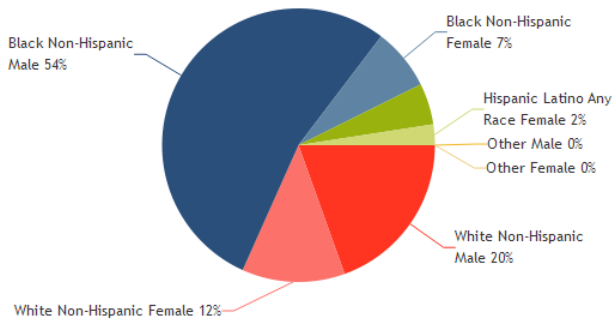
Total Firearm



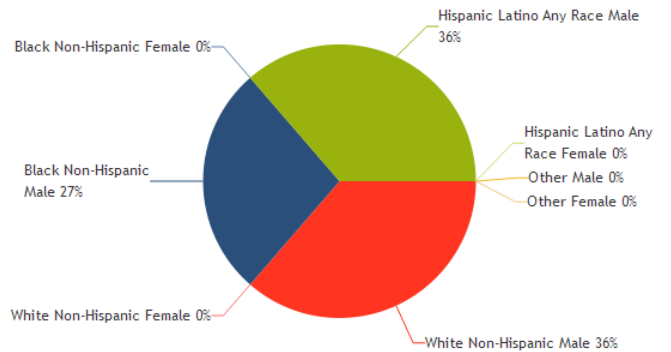
Firearm Discharge



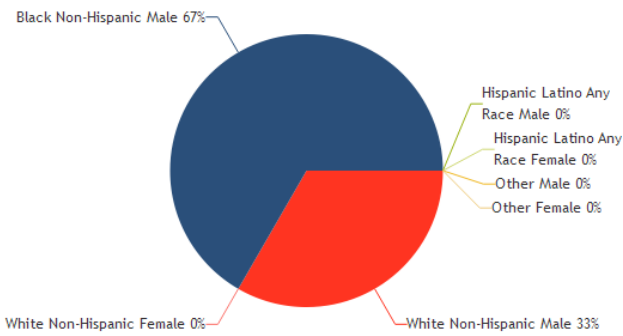
Firearm Display



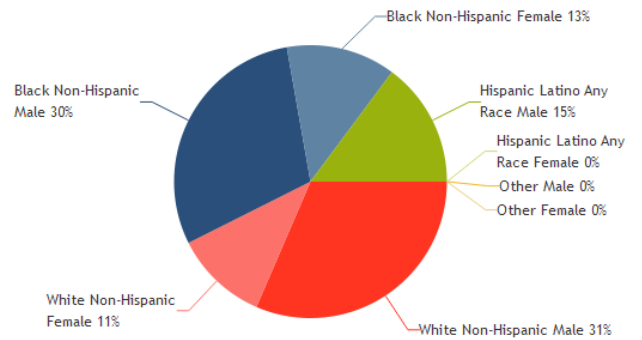
ECW Discharge



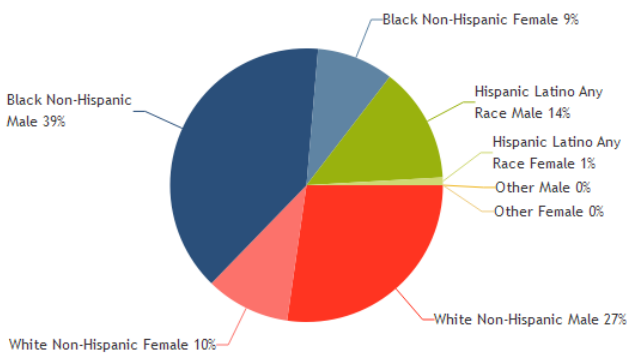
ECW Display



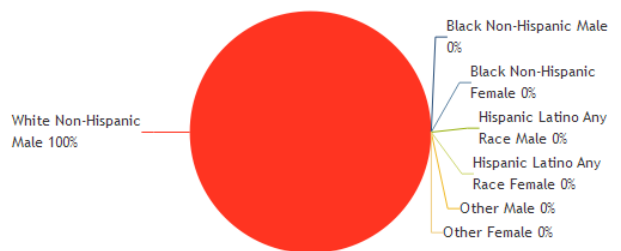
Weaponless



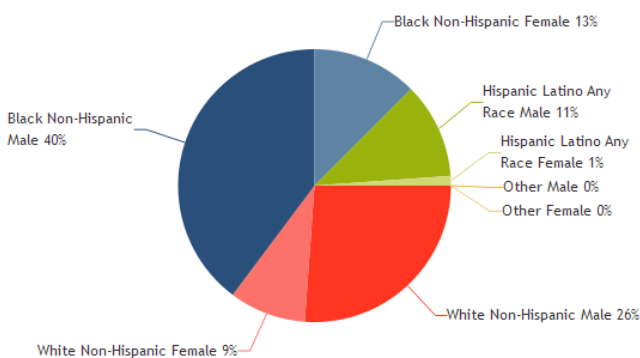
Total Uses of Force



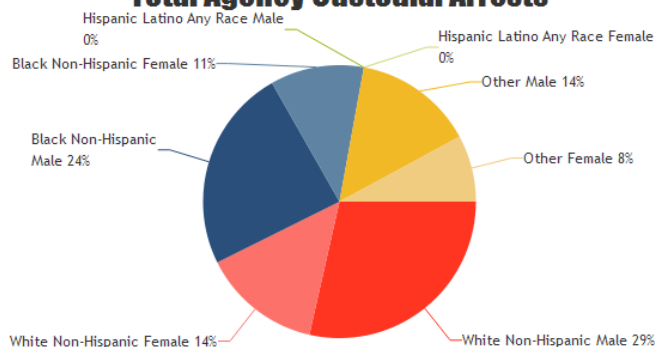
Total Number of Incidents Resulting in Officer Injury or Death



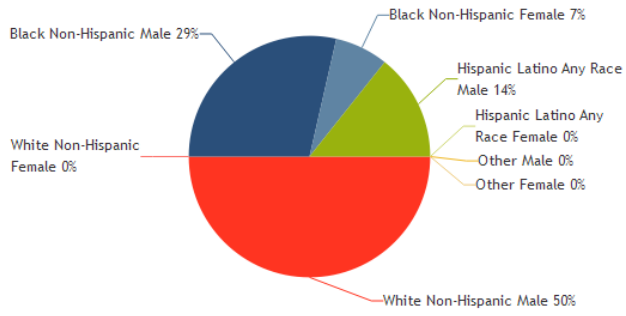
Total Use of Force Arrests



Total Agency Custodial Arrests



Total Number of Suspects Receiving Non-Fatal Injuries



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Use Of Force - Reaccreditation Year 3

Data Collection Period: 1/1/2020 - 12/31/2020

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									47
Discharge	0	0	0	0	0	0	0	0	0
Display Only	14	4	19	3	6	1	0	0	47
ECW									17
Discharge Only	4	0	2	0	1	0	0	0	7
Display Only	3	0	6	0	1	0	0	0	10
Baton	0	0	1	0	0	0	0	0	1
Chemical/OC	0	0	0	0	0	0	0	0	0
Weaponless	20	8	25	5	11	2	0	0	71
Canine									0
Release Only	0	0	0	0	0	0	0	0	0
Release and Bite	0	0	0	0	0	0	0	0	0
Total Uses of Force	41	12	53	8	19	3	0	0	136
Total Number of Incidents Resulting In Officer Injury or Death	16	0	0	0	0	0	0	0	16
Total Use of Force Arrests	20	5	22	3	10	2	0	0	62
Total Number of Suspects Receiving Non-Fatal Injuries	9	0	8	0	2	1	0	0	20
Total Number of Suspects Receiving Fatal Injuries	0	0	0	0	0	0	0	0	0
Total Agency Custodial Arrests	775	394	749	243			249	127	2537
Total Use of Force Complaints	0	1	1	0	0	0	0	0	2

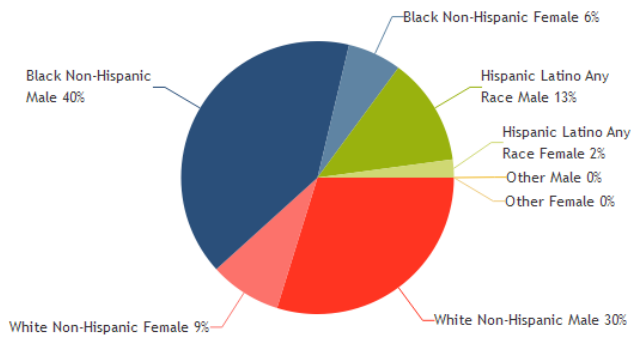
Reaccreditation Year 3 Notes:

The single incident of a baton use was to break out the window of a vehicle when the suspect refused to exit after a vehicular pursuit. The suspect was not struck with the baton. There was one complaint filed with the Office of Professional Standards resulting from a use of force incident. This incident involved two complainants and the allegation of biased policing was unfounded.

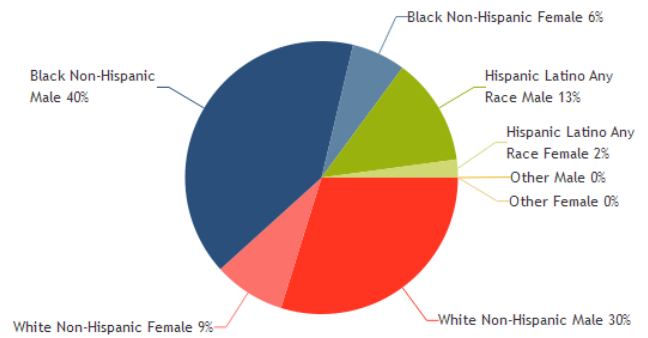
It should also be noted that one person could be counted in more than one category listed above. For example, an officer may have used weaponless tactics before needing to discharge a ECW.

Officers from the Wyoming Dept. of Public Safety are required to submit a show of force report anytime they display their firearms. Most commonly, this is done during a high risk or "felony traffic stop."

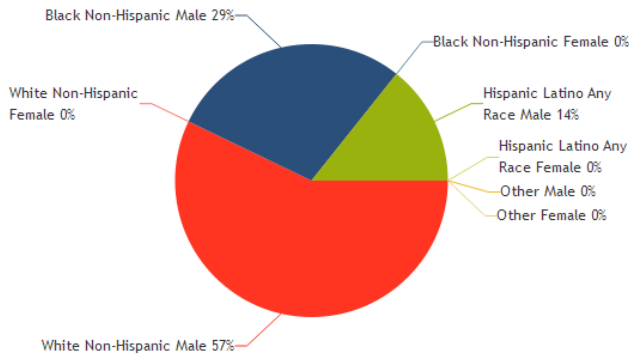
Total Firearm



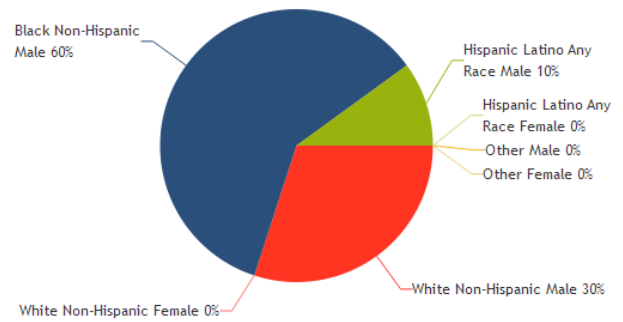
Firearm Display



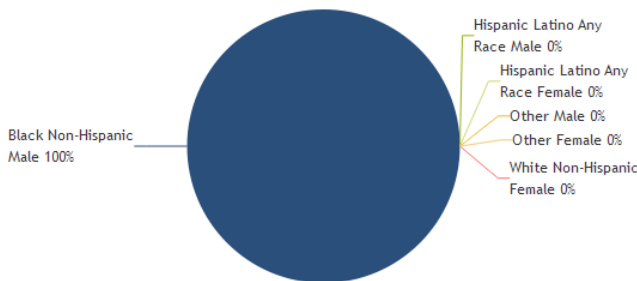
ECW Discharge



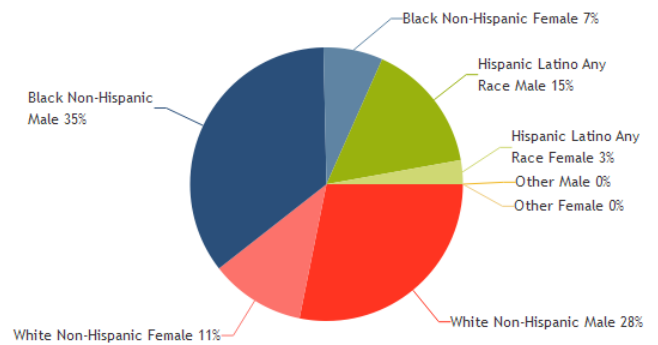
ECW Display



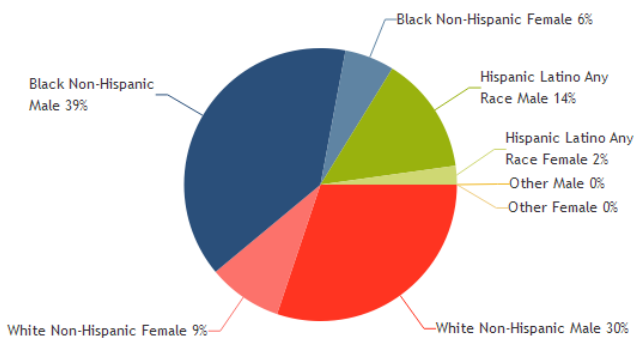
Baton



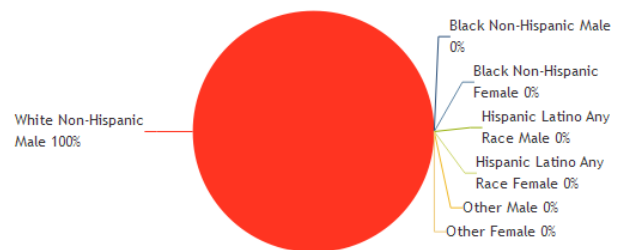
Weaponless



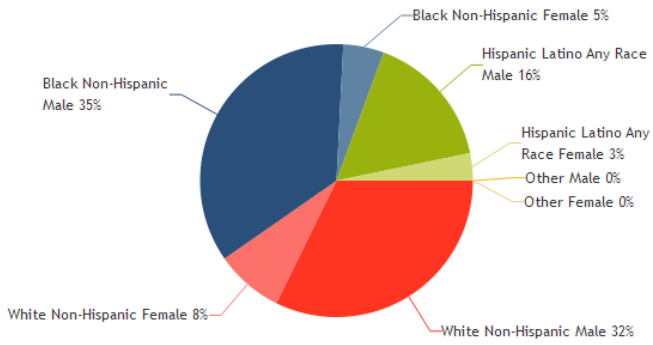
Total Uses of Force



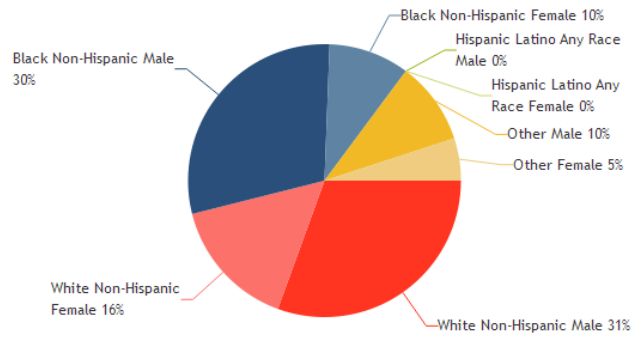
Total Number of Incidents Resulting in Officer Injury or Death



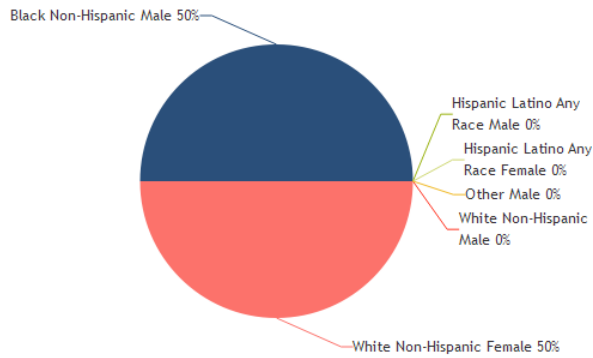
Total Use of Force Arrests



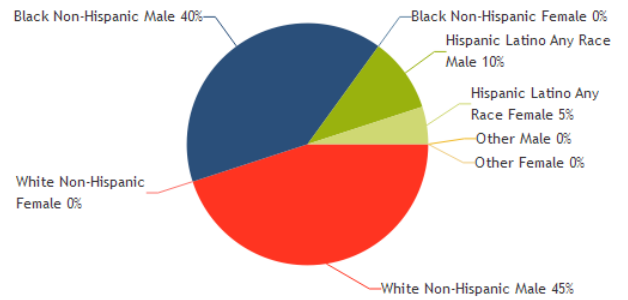
Total Agency Custodial Arrests



Total Use of Force Complaints



Total Number of Suspects Receiving Non-Fatal Injuries



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Use Of Force - Reaccreditation Year 4

Data Collection Period: 1/1/2021 - 10/18/2021

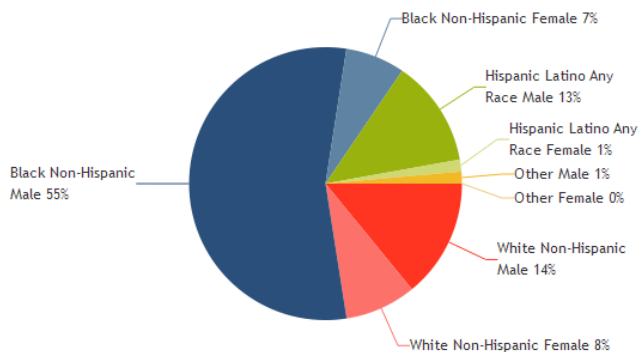
	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									71
Discharge	0	0	0	0	0	0	0	0	0
Display Only	10	6	39	5	9	1	1		71
ECW									11
Discharge Only	0	0	2	0	1	0	0	0	3
Display Only	2	0	3	1	2	0	0	0	8
Baton	0	0	0	0	0	0	0	0	0
Chemical/OC	0	0	0	0	0	0	0	0	0
Weaponless	15	5	18	4	8	3	1	0	54
Canine									2
Release Only	0	0	1	0	0	0	0	0	1
Release and Bite	0	0	1	0	0	0	0	0	1
Total Uses of Force	27	11	64	10	20	4	2	0	138
Total Number of Incidents Resulting In Officer Injury or Death	8	1	0	0	0	0	0	0	9
Total Use of Force Arrests	9	5	15	3	8	1	1	0	42
Total Number of Suspects Receiving Non-Fatal Injuries	2	1	2	1	1	0	0	0	7
Total Number of Suspects Receiving Fatal Injuries	0	0	0	0	0	0	0	0	0
Total Agency Custodial Arrests	749	357	617	252			192	105	2272
Total Use of Force Complaints	0	0	2	0	0	0	0	0	2

Reaccreditation Year 4 Notes:

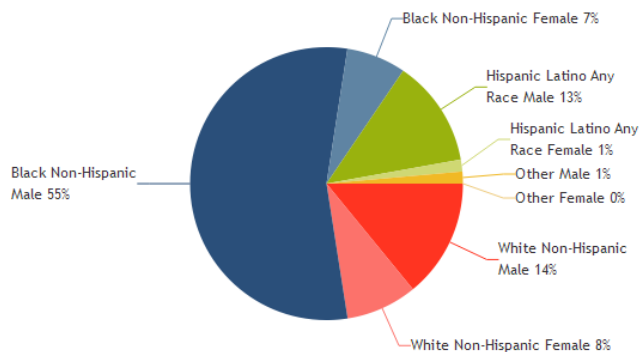
It should be noted that some suspects were counted in multiple fields as more than one force option was used on the same suspect. For example, an officer may have used a takedown and discharged an ECW on the same suspect. Additionally, total agency custodial arrest data was obtained from the court. The court does not enter "Hispanic" as a race for arrests and citations. Therefore, persons of Hispanic origin are entered as either "white" or "other/unknown" for race.

There were several firearm display incidents where there were multiple subjects involved. For example, six subjects were taken into custody after a cell phone store robbery. The subjects were in the bedroom of an apartment when officers contacted them. Property from the robbery and firearms were recovered from the room. In another incident, five subjects were detained at gunpoint after an armed robbery of a person. One of the subjects had a replica gun on his person and was arrested for the robbery. In yet another incident, five subjects fled on foot from a stolen vehicle. They were taken into custody at gun point. These three incidents alone resulted in 16 subjects having guns pointed at them.

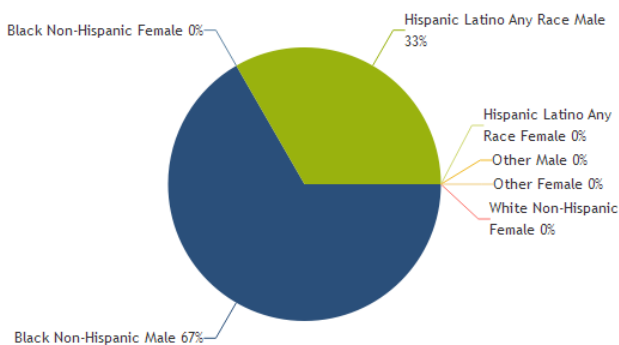
Total Firearm



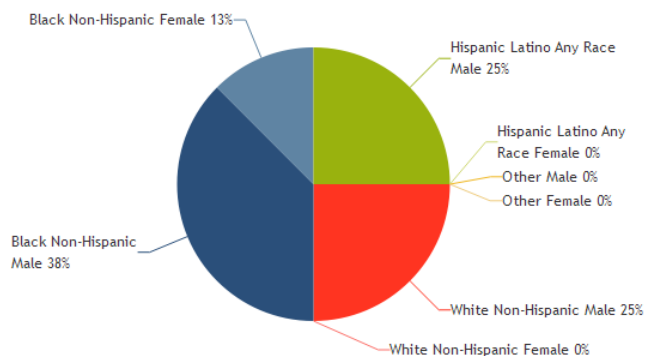
Firearm Display



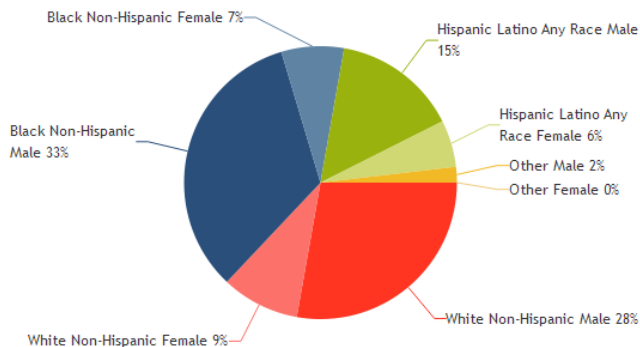
ECW Discharge



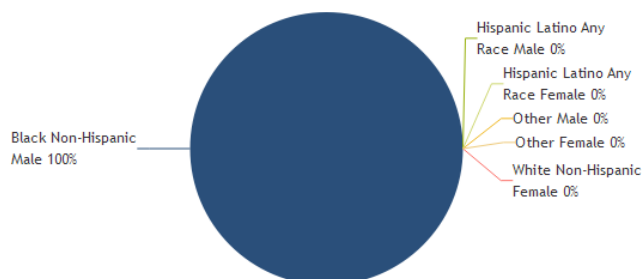
ECW Display



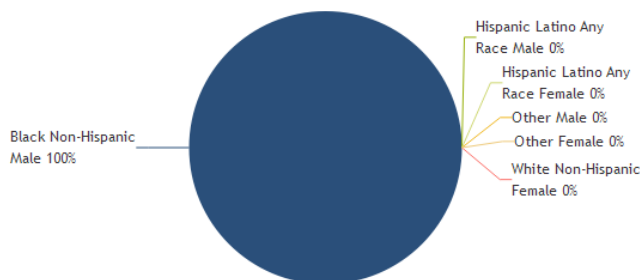
Weaponless



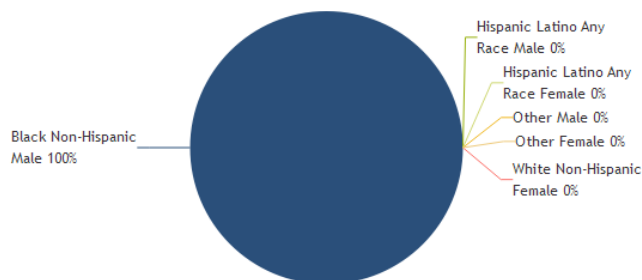
Total Canine



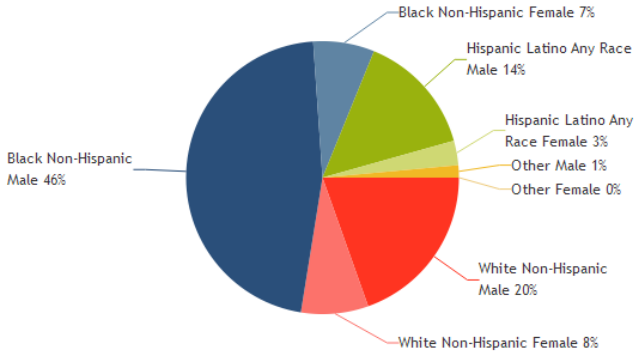
Canine: Release Only



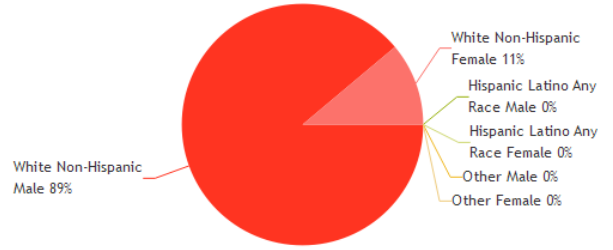
Canine: Release and Bite



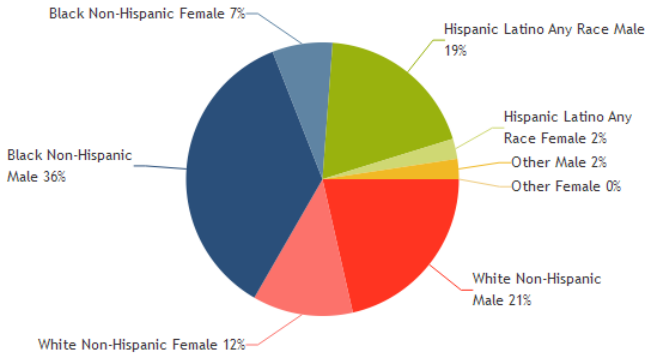
Total Uses of Force



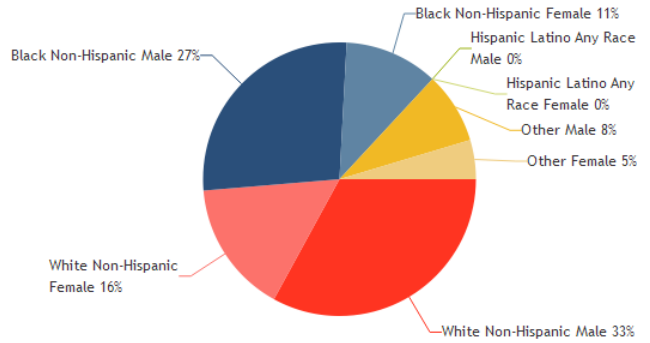
Total Number of Incidents Resulting in Officer Injury or Death



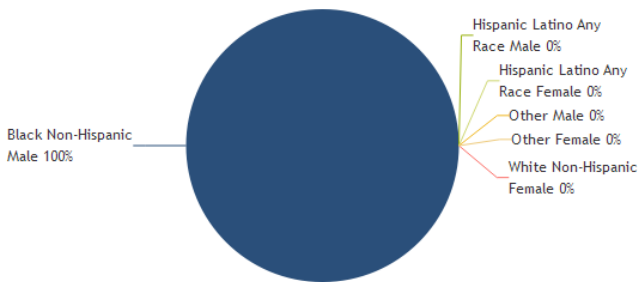
Total Use of Force Arrests



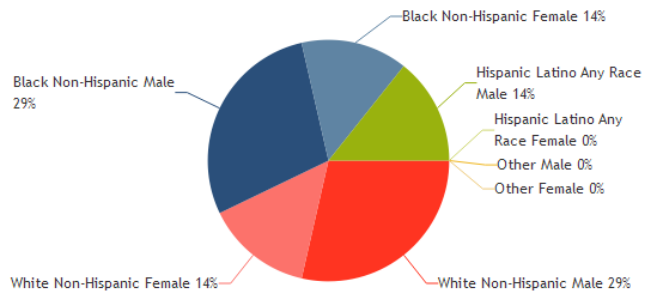
Total Agency Custodial Arrests



Total Use of Force Complaints



Total Number of Suspects Receiving Non-Fatal Injuries



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Grievances

Year 1 Data Collection Period: 1/1/2018-12/31/2018

Year 2 Data Collection Period: 11/7/2018-11/7/2019

Year 3 Data Collection Period: 11/7/2019-11/7/2020

Year 4 Data Collection Period: 1/1/2021-10/18/2021

Grievances	Year 1	Year 2	Year 3	Year 4
Number	1	2	3	1

Reaccreditation Year 1 Notes:

In 2018, there was one personnel grievance in regards to scheduling.

Reaccreditation Year 2 Notes:

Two grievances were filed during this assessment period. One was withdrawn by the employee and the other is still in the arbitration process.

Reaccreditation Year 3 Notes:

Grievance #1 was in regard to a termination from 2019 and was settled and withdrawn with allowing the officer to resign. Grievance #2 was from the Patrol Officers union for an acting sergeant position and was withdrawn. Grievance #3 is from the Command Officer's union for the acting sergeant position and is still active.

Reaccreditation Year 4 Notes:

Governor Whitmer signed an executive order in 2020 that stated law enforcement officers were presumed eligible for workers compensation if they contracted COVID-19. The executive order ended on March 20th, 2021. An officer contracted Covid-19 April 29th, 2021 and was required to use personal sick time as there was no evidence he contracted COVID-19 while on-duty. The employee filed a grievance, which is still in arbitration.

Personnel Actions

Year 1 Data Collection Period: 1/1/2018-12/31/2018

Year 2 Data Collection Period: 1/1/2019-12/31/2019

Year 3 Data Collection Period: 1/1/2020-12/31/2020

Year 4 Data Collection Period: 1/1/2021-10/18/2021

	Year 1	Year 2	Year 3	Year 4
Suspension	3	2	3	0
Demotion	0	0	0	0
Resign In Lieu of Termination	2	0	1	0
Termination	0	1	0	0
Other	0			
Total	5	3	4	0
Commendations				

Reaccreditation Year 2 Notes:

Please also include any other notes relevant to this summary.

Reaccreditation Year 3 Notes:

Two sworn officers and one civilian employee received suspension as part of discipline. The same civilian employee later resigned while under investigation for additional violations.

Reaccreditation Year 4 Notes:

No employee's have been suspended, demoted, terminated, or resigned in lieu of termination in 2021.

Complaints and Internal Affairs - Reaccreditation Year 4

Data Collection Period: -

	Year 1	Year 2	Year 3	Year 4
External/Citizen Complaint				
Citizen Complaint	6	11	15	12
Sustained	3			1
Not Sustained				1
Unfounded	1	6	9	8
Exonerated	2	5	6	3
Internal/Directed Complaint				
Directed Complaint	5	11	5	8
Sustained	3	8	4	1
Not Sustained		2		0
Unfounded	1	1		1
Exonerated	1			4

Reaccreditation Year 4 Notes:

As of Oct. 18th, 2021, there are two internal investigations and one supervisory investigation that are still being investigated.

Calls For Service - Reaccreditation Year 4

Data Collection Period: -

	Year 1	Year 2	Year 3	Year 4
Calls for Service	35438	35123	31947	28218
UCR/NIBRS Part 1 Crimes				
Murder	5	3	8	1
Forcible Rape	49	34	30	29
Robbery	59	63	78	54
Aggravated Assault	240	249	276	204
Burglary	218	145	156	145
Larceny-Theft	1223	833	727	958
Motor Vehicle Theft	131	202	282	257
Arson	7	10	13	11

Motor Vehicle Pursuit

Year 1 Data Collection Period: 1/1/2018-12/31/2018

Year 2 Data Collection Period: 1/1/2018-12/31/2018

Year 3 Data Collection Period: 1/1/2020-12/31/2020

Year 4 Data Collection Period: 1/1/2020-12/31/2020

	Year 1	Year 2	Year 3	Year 4
Pursuits				
Total Pursuits	3	1	4	4
Forcible stopping techniques used	2	0	0	1
Terminated by Agency	0	1	3	3
Policy Compliant	2	0	4	4
Policy Non-Compliant	1	1	0	0
Collisions				
Injuries				
Total Collisions	2	0	0	1
Officer	0	0	0	0
Suspect	1	0	1	1
ThirdParty	0	0	0	0
Reason Initiated				
Traffic	2	1		
Felony	1	0	3	2
Misdemeanor		0	1	2

Reaccreditation Year 1

The Wyoming Department of Public Safety had 11 fleeing and eluding cases in 2018. Of those 11 fleeing and eluding cases (incidents where the driver intentionally attempts to avoid apprehension by police), only 3 resulted in police pursuits. In the remaining 8 fleeing and eluding cases, the officer correctly followed policy and did not engage in a pursuit as it would not have been justified in policy. 2 of the 3 pursuits ended with police intentionally colliding with the suspect vehicle to end the pursuit (one was a wrong way driver on US 131, endangering numerous other motorists, and the other was a homicide suspect that was armed). Only one pursuit was not in compliance with policy and the officer resigned from the department prior to any disciplinary action.

Reaccreditation Year 2

Fifteen (15) different officers were involved in twenty-two (22) Fleeing and Eluding cases in 2019. One (1) of those Fleeing and Eluding cases the officer actually pursued the suspect. That pursuit was found to violate policy and the officer received a contact sheet for improvement.

An increase was seen in the number of vehicles that fled from officers. In 2019, twenty-two (22) fled compared to eleven (11) in 2018. All in all, the cases of actual pursuits are very low. Our officers are often faced with making a split second decision on whether to keep chasing or to stop. They are making those decisions very well.

A review of the vehicular pursuits did not indicate any pattern as to why or where the pursuits occurred. Based upon the data, there is no trend that would enable the officers of this department to predict when a pursuit will occur. It is clear from the review of the pursuits that training is effectively allowing officers to follow the department's pursuit policy. There are no recommended equipment upgrades, training needs or policy modifications identified at this time. There were no injuries in any of the pursuits.

Reaccreditation Year 3

Fourteen (14) different officers were involved in fifteen (15) Fleeing and Eluding cases in 2020. Four (4) of those Fleeing and Eluding cases were defined as pursuits per department policy. All of the pursuits were found to comply with department policy. All incidents were monitored by supervisors. All incidents were reviewed by command staff. The command staff determined if the case was an actual pursuit or not in order to capture the true data of officers following the pursuit policy.

An decrease was seen in the number of vehicles that fled from officers. In 2020, fifteen (15) offenders fled compared to twenty-two (22) in 2019. All in all, the cases of actual pursuits are very low. Our officers are often faced with making a split-second decisions on whether to keep pursuing or to self-terminate. The officers are making those decisions very well.

A review of the vehicular pursuits did not indicate any pattern as to why or where the pursuits occurred. Based upon the data, there is no trend that would enable the officers of this department to predict when a pursuit will occur. It is clear from the review of the pursuits that training is effectively allowing officers to follow the department's pursuit policy. There are no recommended equipment upgrades, training needs or policy modifications identified at this time.

Reaccreditation Year 4

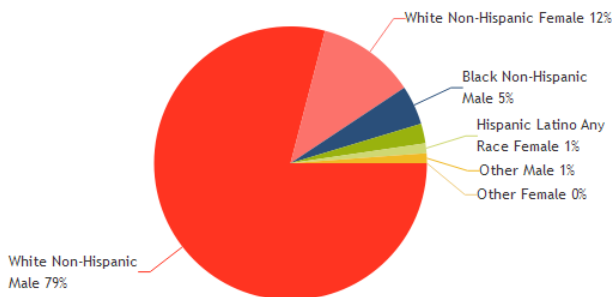
Officers engaged in 4 pursuits between Jan 1, 2021 and Oct. 18, 2021. All of the pursuits were within policy. One of the pursuits, for a suspected car jacking vehicle, was self-terminated by the involved officers. After terminating the pursuit and losing sight of the vehicle, the officers found the vehicle crashed (single vehicle). The sole occupant of the vehicle was pronounced dead at the scene.

Agency Breakdown Report - Reaccreditation Year 1

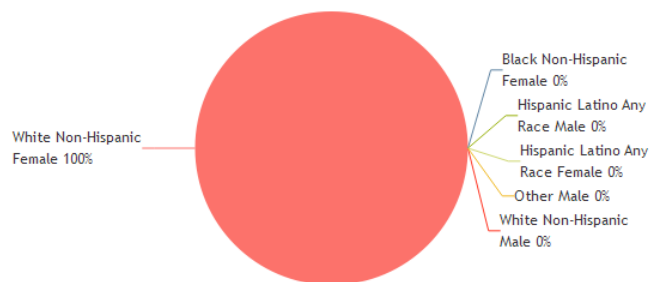
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Sworn Personnel									
Executive	0	1	0	0	0	0	0	0	1
Command	2	0	0	0	0	0	0	0	2
Supervisory Positions	16	1	0	0	0	0	0	0	17
Non-Supervisory Positions	50	8	4	0	2	1	1	0	66
Sub Total									86
Non Sworn Personnel									
Executive	0	0	0	0	0	0	0	0	0
Managerial	0	0	0	0	0	0	0	0	0
Supervisory Positions	0	2	0	0	0	0	0	0	2
Non-Supervisory Positions	4	11	0	0	2	3	0	0	20
Sub Total									22
Total									108

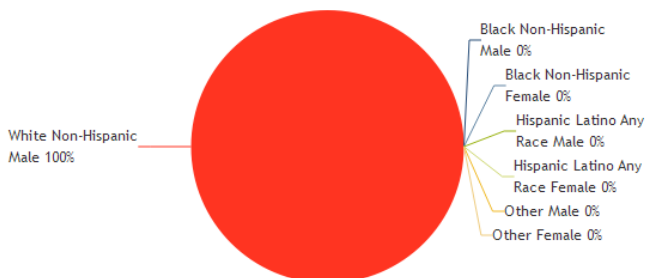
Total Sworn Personnel



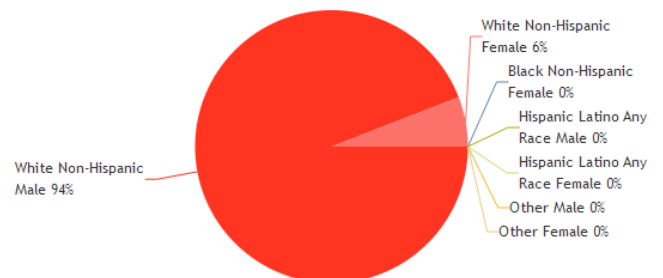
Sworn Personnel: Executive



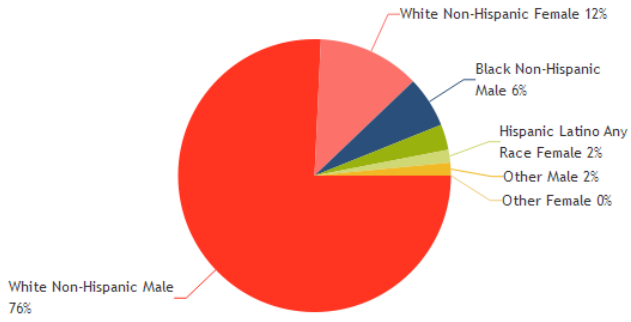
Sworn Personnel: Command



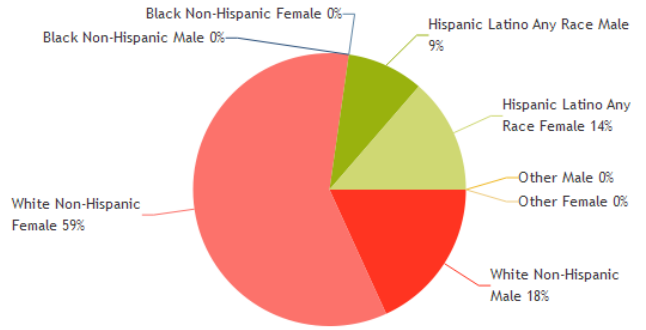
Sworn Personnel: Supervisory Positions



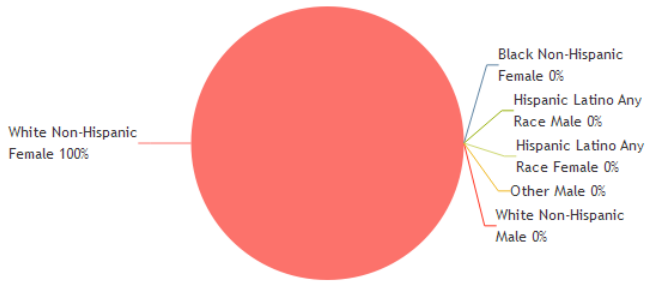
Sworn Personnel: Non-Supervisory Positions



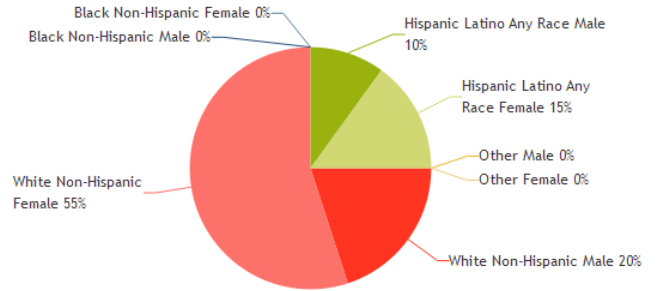
Total Non-Sworn Personnel



Non-Sworn Personnel: Supervisory Positions



Non-Sworn Personnel: Non-Supervisory Positions



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Agency Breakdown Report - Reaccreditation Year 2

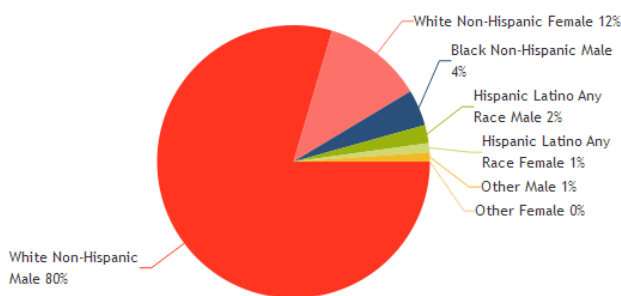
Data Collection Period: 11/7/2018 - 11/6/2019

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Sworn Personnel									
Executive	0	1	0	0	0	0	0	0	1
Command	2	0	0	0	0	0	0	0	2
Supervisory Positions	16	1	0	0	0	0	0	0	17
Non-Supervisory Positions	56	9	4	0	2	1	1	0	73
Sub Total									93
Non Sworn Personnel									
Executive	0	0	0	0	0	0	0	0	0
Managerial	0	0	0	0	0	0	0	0	0
Supervisory Positions	0	2	0	0	0	0	0	0	2
Non-Supervisory Positions	5	10	0	1	2	3	0	0	21
Sub Total									23
Total									116

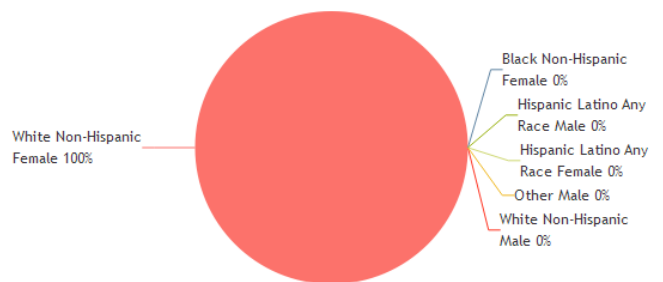
Reaccreditation Year 2 Notes:

The numbers above represent all personnel who worked for the Department during the assessment period.

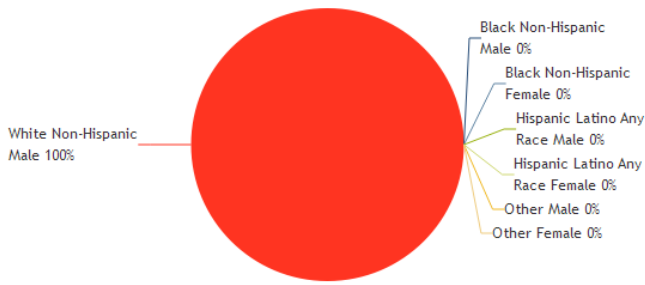
Total Sworn Personnel



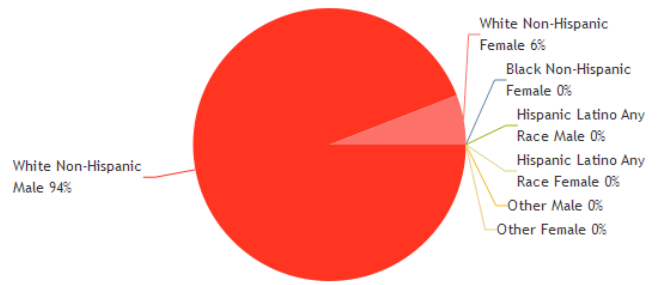
Sworn Personnel: Executive



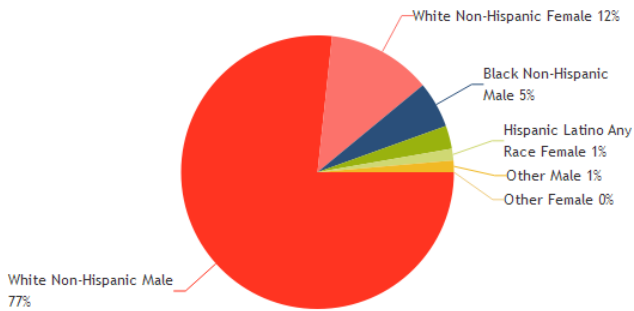
Sworn Personnel: Command



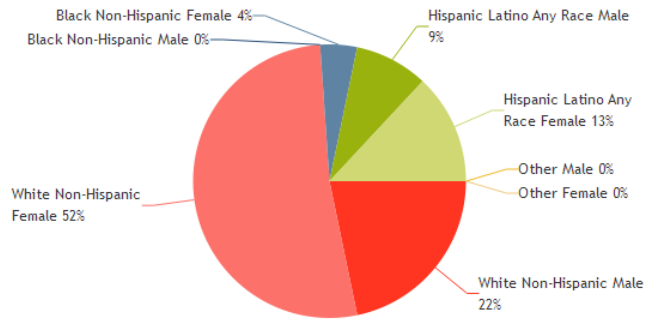
Sworn Personnel: Supervisory Positions



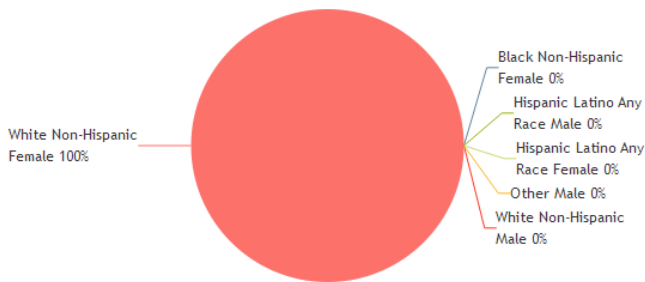
Sworn Personnel: Non-Supervisory Positions



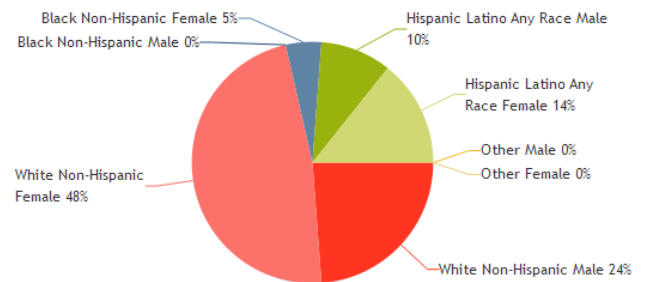
Total Non-Sworn Personnel



Non-Sworn Personnel: Supervisory Positions



Non-Sworn Personnel: Non-Supervisory Positions



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Agency Breakdown Report - Reaccreditation Year 3

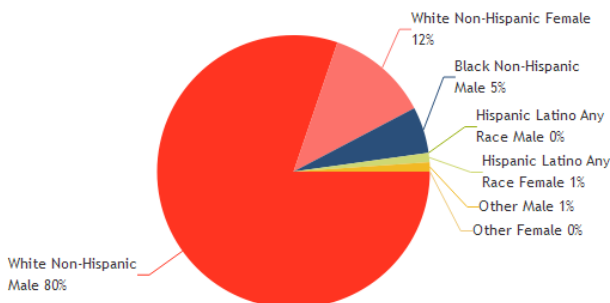
Data Collection Period: 1/1/2020 - 12/31/2020

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Sworn Personnel									
Executive	0	1	0	0	0	0	0	0	1
Command	2	0	0	0	0	0	0	0	2
Supervisory Positions	18	1	0	0	0	0	0	0	19
Non-Supervisory Positions	53	9	5	0	0	1	1	0	69
Sub Total									91
Non Sworn Personnel									
Executive	0	0	0	0	0	0	0	0	0
Managerial	0	0	0	0	0	0	0	0	0
Supervisory Positions	0	2	0	0	0	0	0	0	2
Non-Supervisory Positions	6	11	0	1	1	2	0	0	21
Sub Total									23
Total									114

Reaccreditation Year 3 Notes:

There were several retirements and resignations the department in 2020, in both the sworn and civilian staff. Several cadets began the police academy or decided on a different career path. The above demographics lists all persons who worked for the department in 2020. Therefore, the total number of employees is greater than the current staffing level.

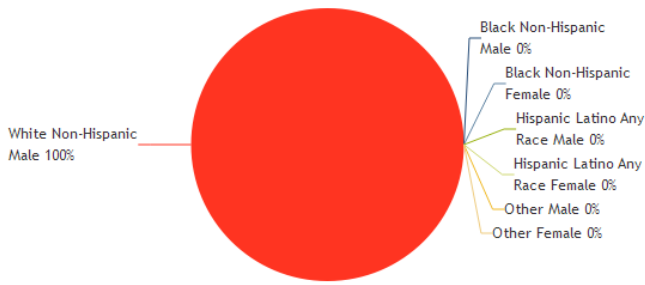
Total Sworn Personnel



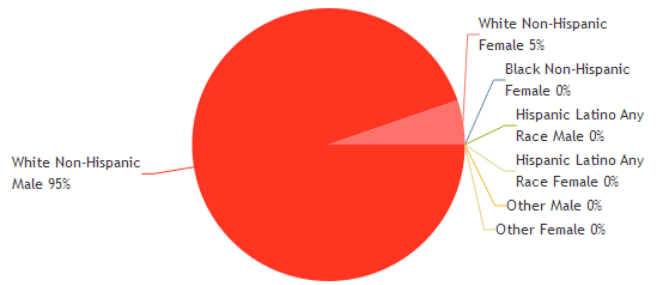
Sworn Personnel: Executive



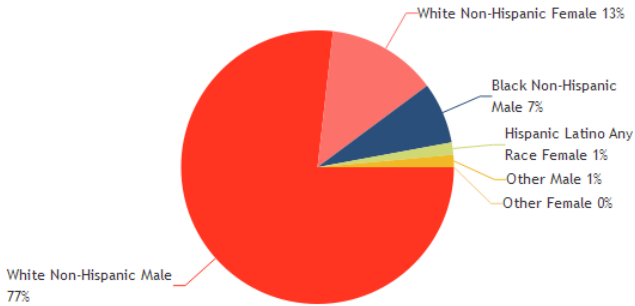
Sworn Personnel: Command



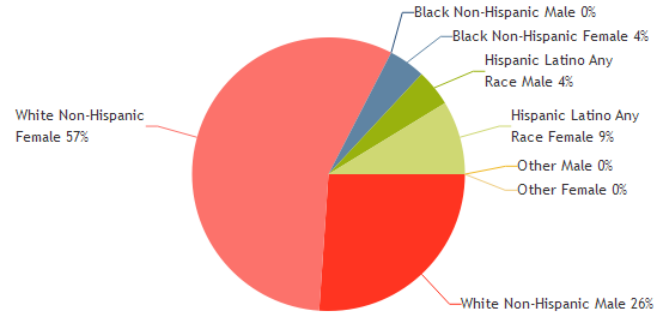
Sworn Personnel: Supervisory Positions



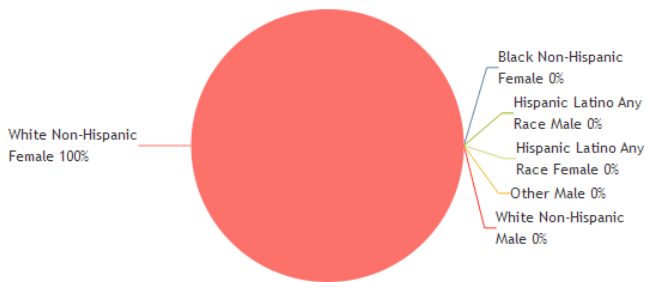
Sworn Personnel: Non-Supervisory Positions



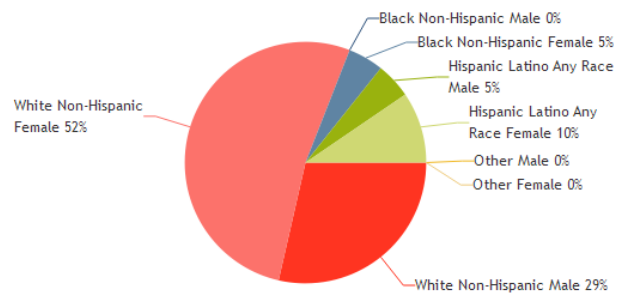
Total Non-Sworn Personnel



Non-Sworn Personnel: Supervisory Positions



Non-Sworn Personnel: Non-Supervisory Positions



Legend

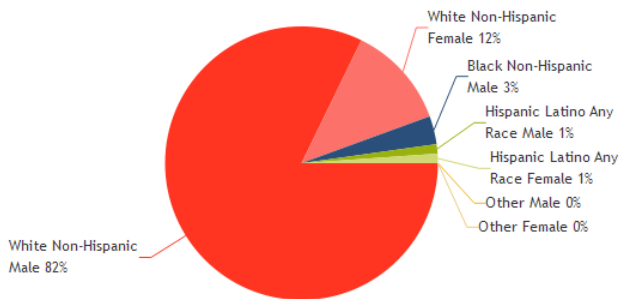
White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Agency Breakdown Report - Reaccreditation Year 4

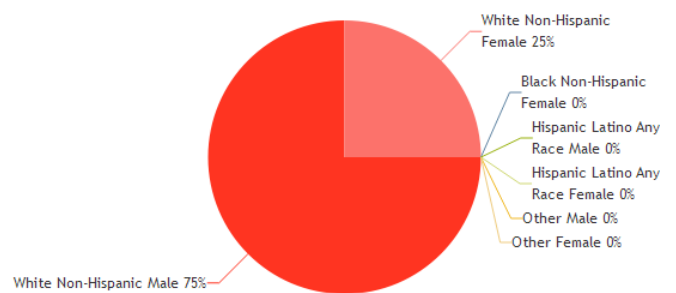
Data Collection Period: 1/1/2020 - 12/31/2020

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Sworn Personnel									
Executive	3	1	0	0	0	0	0	0	4
Command	5	0	0	0	0	0	0	0	5
Supervisory Positions	12	1	0	0	0	0	0	0	13
Non-Supervisory Positions	54	9	3	0	1	1	0	0	68
Sub Total									90
Non Sworn Personnel									
Executive	0	0	0	0	0	0	0	0	0
Managerial	0	2	0	0	0	0	0	0	2
Supervisory Positions	0	0	0	0	0	0	0	0	0
Non-Supervisory Positions	5	10	0	1	0	1	0	0	17
Sub Total									19
Total									109

Total Sworn Personnel



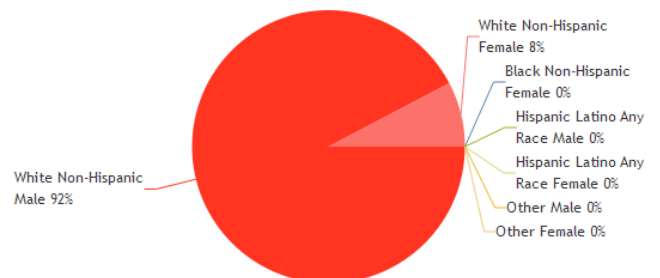
Sworn Personnel: Executive



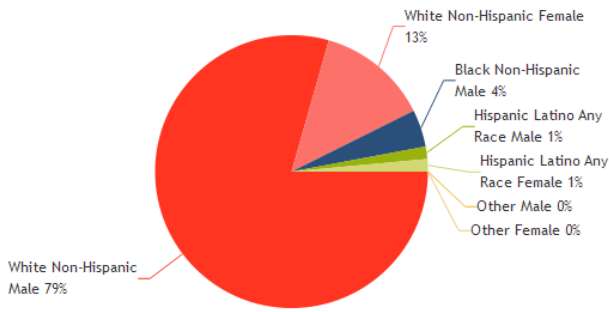
Sworn Personnel: Command



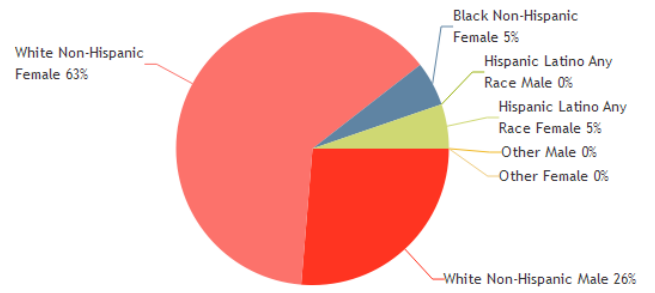
Sworn Personnel: Supervisory Positions



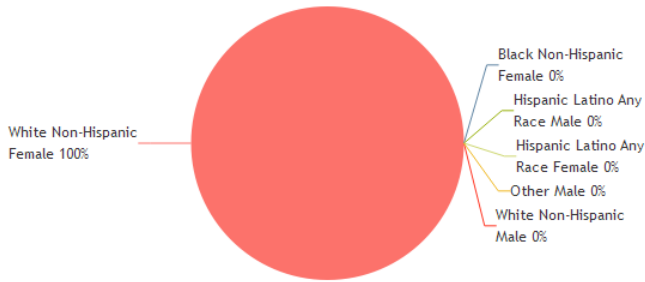
Sworn Personnel: Non-Supervisory Positions



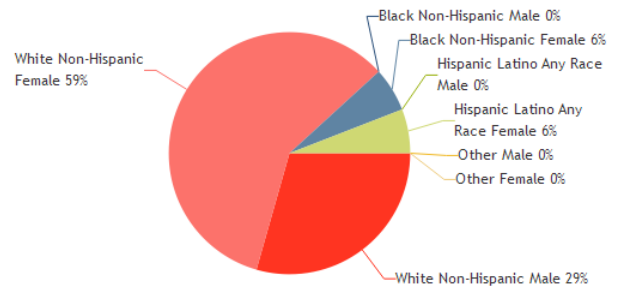
Total Non-Sworn Personnel



Non-Sworn Personnel: Managerial



Non-Sworn Personnel: Non-Supervisory Positions



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Agency Demographics Report - Reaccreditation Year 1

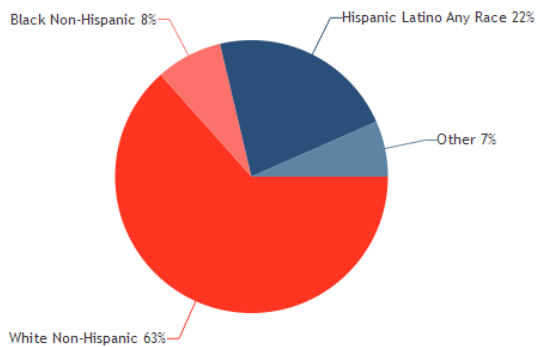
Data Collection Period: 1/1/2018 - 12/31/2018

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Sworn Officers		Prior Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White Non-Hispanic	48173	63%	31440	76 %	77	91%	10	12%	78	92%	13	15%
Black Non-Hispanic	6003	8%	2158	5 %	4	5%	0	0%	3	4%	0	0%
Hispanic Latino Any Race	16792	22%	6023	15 %	3	4%	1	1%	3	4%	1	1%
Other	5015	7%	1833	4 %	1	1%	0	0%	1	1%	0	0%
Total	75983		41454		85		11		85		14	

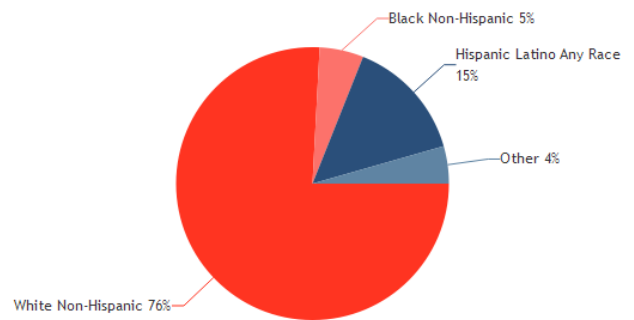
Reaccreditation Year 1 Notes:

The data table used for statistics of the service population was obtained from the U.S. Census Bureau's demographic estimate for 2018. The most recent workforce data available on the EEO-ALL01R from the U.S. Census Bureau was 2010. There was a 5.29% population increase in the City of Wyoming from 2010 to 2018, therefore, adjustments were made in the workforce data to reflect this population increase.

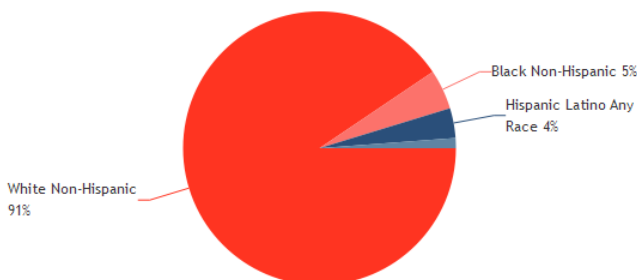
Service Population



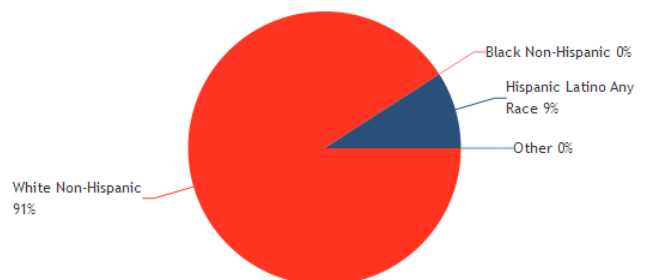
Available Workforce



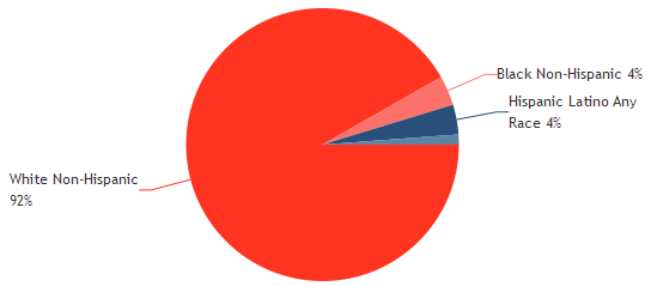
Current Sworn Officers



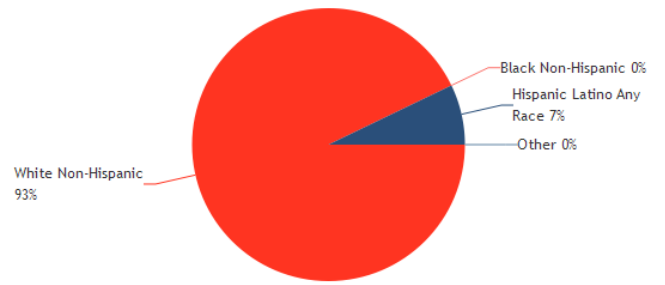
Current Sworn Female Officers



Prior Sworn Officers



Prior Sworn Female Officers



Agency Demographics Report - Reaccreditation Year 2

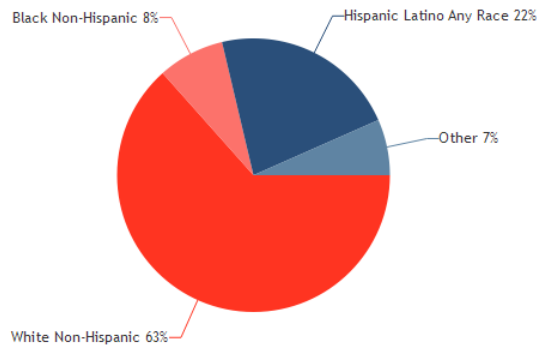
Data Collection Period: 1/1/2019 - 12/31/2019

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Sworn Officers		Prior Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White Non-Hispanic	48173	63%	31440	76 %	82	95%	11	13%	77	91%	10	12%
Black Non-Hispanic	6003	8%	2158	5 %	3	3%	0	0%	4	5%	0	0%
Hispanic Latino Any Race	16792	22%	6023	15 %	1	1%	1	1%	3	4%	1	1%
Other	5015	7%	1833	4 %	0	0%	0	0%	1	1%	0	0%
Total	75983		41454		86		12		85		11	

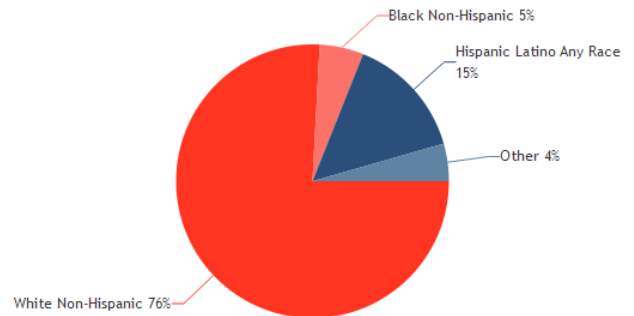
Reaccreditation Year 2 Notes:

The data table used for statistics of the service population was obtained from the U.S. Census Bureau's demographic estimate for 2018 (2019 estimates are not yet available). The most recent workforce data available on the EEO-ALL01R from the U.S. Census Bureau was 2010. There was a 5.29% population increase in the City of Wyoming from 2010 to 2018, therefore, adjustments were made in the workforce data to reflect this population increase.

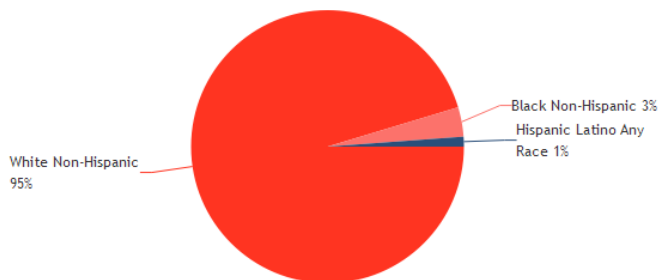
Service Population



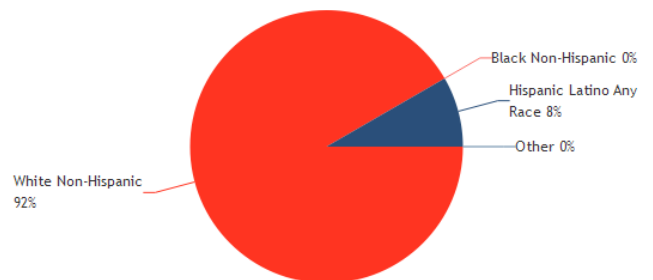
Available Workforce



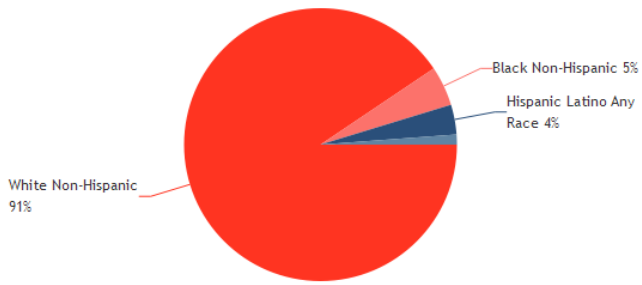
Current Sworn Officers



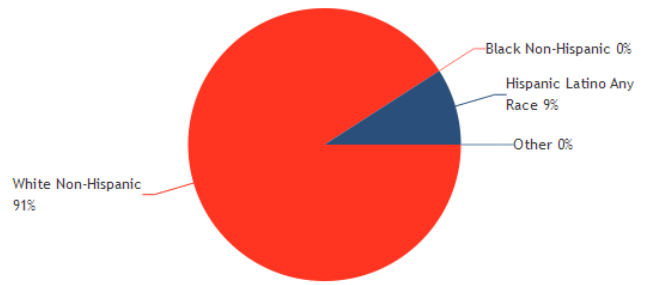
Current Sworn Female Officers



Prior Sworn Officers



Prior Sworn Female Officers



Agency Demographics Report - Reaccreditation Year 3

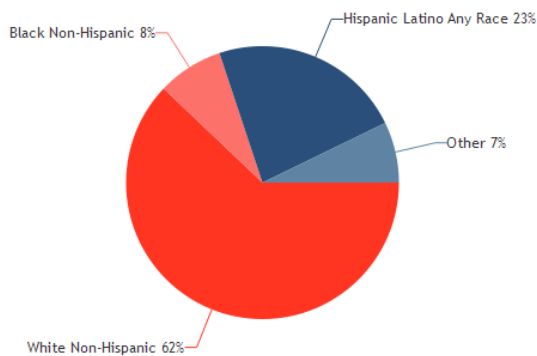
Data Collection Period: 1/1/2020 - 12/31/2020

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Sworn Officers		Prior Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White Non-Hispanic	46989	62%	31440	76 %	82	96%	11	13%	82	95%	11	13%
Black Non-Hispanic	5902	8%	2158	5 %	3	4%	0	0%	3	3%	0	0%
Hispanic Latino Any Race	17328	23%	6023	15 %	0	0%	0	0%	1	1%	1	1%
Other	5448	7%	1833	4 %	0	0%	0	0%	0	0%	0	0%
Total	75667		41454		85		11		86		12	

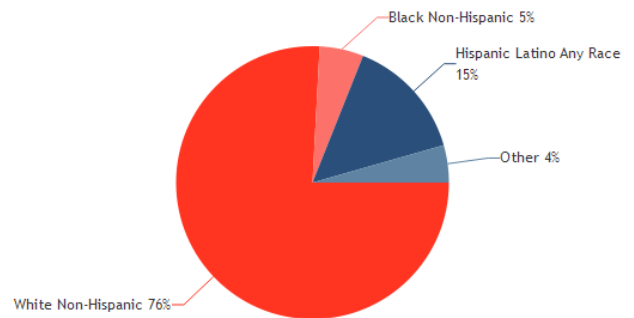
Reaccreditation Year 3 Notes:

The data table used for statistics of the service population was obtained from the U.S. Census Bureau's demographic estimate for 2019. The most recent workforce data available on the EEO-ALL01R from the U.S. Census Bureau was 2010. There was a 5.29% population increase in the City of Wyoming from 2010 to 2018, therefore, adjustments were made in the workforce data to reflect this population increase.

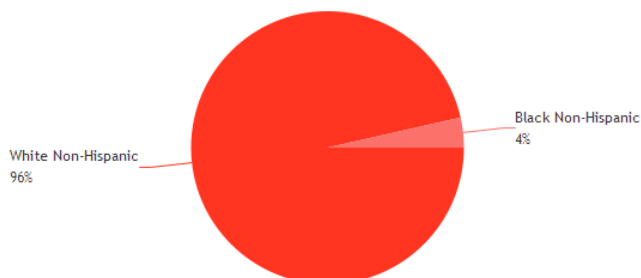
Service Population



Available Workforce



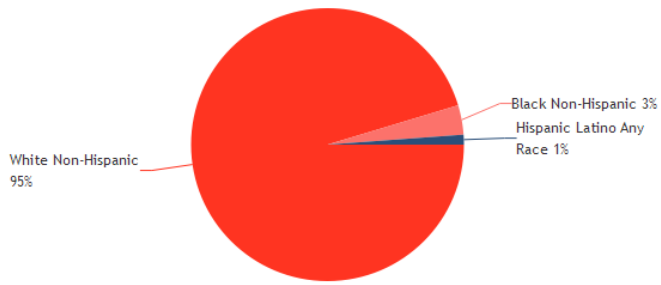
Current Sworn Officers



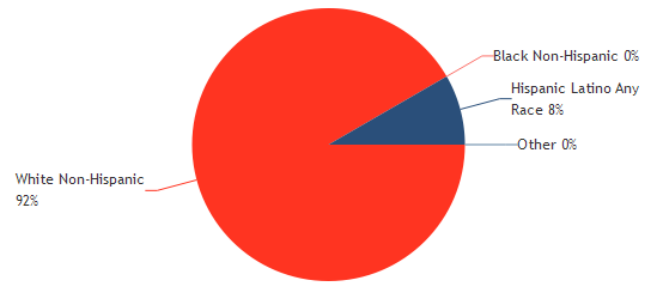
Current Sworn Female Officers



Prior Sworn Officers



Prior Sworn Female Officers

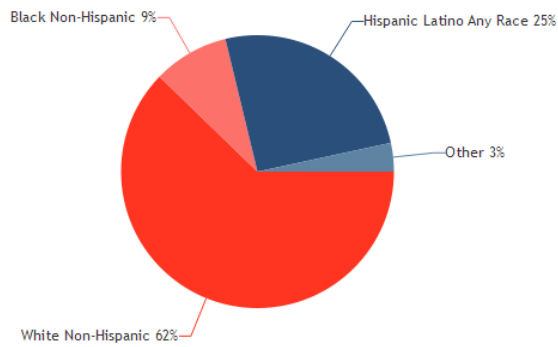


Agency Demographics Report - Reaccreditation Year 4

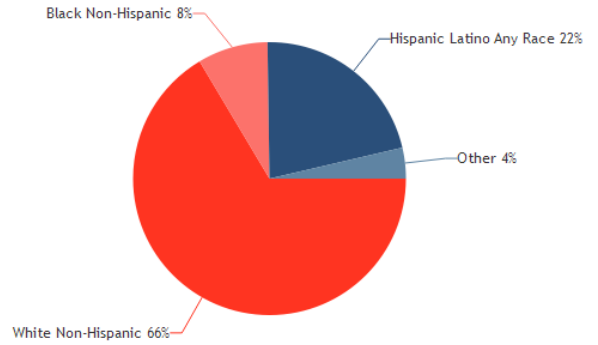
Data Collection Period: 1/1/2021 - 10/18/2021

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Sworn Officers		Prior Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White Non-Hispanic	47618	62%	38581	66%	85	94%	11	12%	82	96%	11	13%
Black Non-Hispanic	6872	9%	4837	8%	3	3%	0	0%	3	4%	0	0%
Hispanic Latino Any Race	19423	25%	12538	22%	2	2%	1	1%	0	0%	0	0%
Other	2588	3%	2111	4%	0	0%	0	0%	0	0%	0	0%
Total	76501		58067		90		12		85		11	

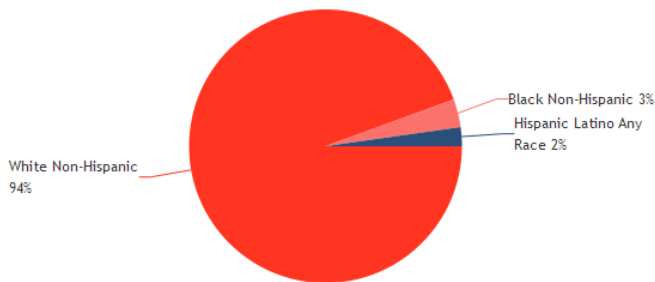
Service Population



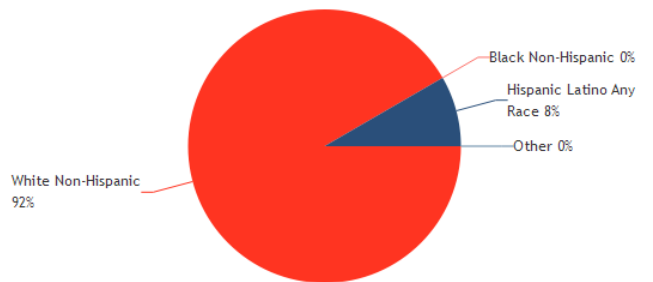
Available Workforce



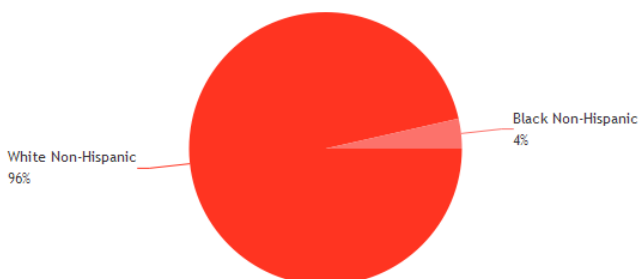
Current Sworn Officers



Current Sworn Female Officers



Prior Sworn Officers



Prior Sworn Female Officers



Sworn Officer Selection - Reaccreditation Year 1

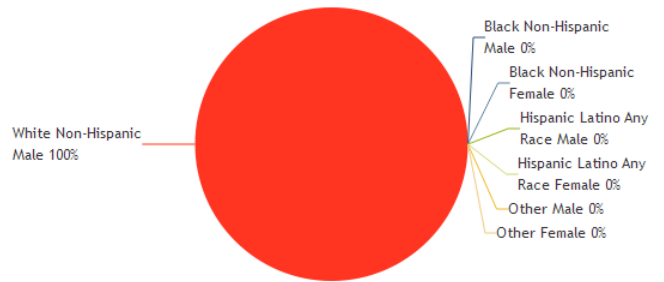
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Applications Received									
Applicants Hired	4	0	0	0	0	0	0	0	4
Percent Hired	%	%	%	%	%	%	%	%	N/A
Percent of Workforce Population	5%		0%		0%		0%		N/A

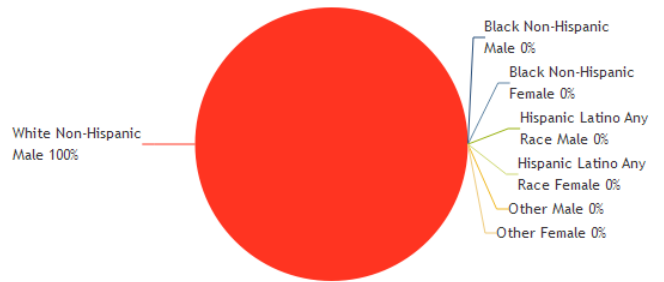
Reaccreditation Year 1 Notes:

The City of Wyoming does not collect race or gender data on applicants.

Applications Received



Applicants Hired



Percent Hired



Percent of Workforce Population



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Selection - Reaccreditation Year 2

Data Collection Period: 1/1/2019 - 12/31/2019

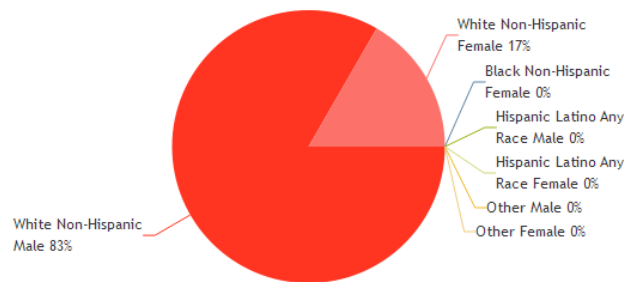
	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Applications Received									
Applicants Hired	5	1	0	0	0	0	0	0	6
Percent Hired	%	%	%	%	%	%	%	%	N/A
Percent of Workforce Population	7%		0%		0%		0%		N/A

Reaccreditation Year 2 Notes:

The City of Wyoming does not collect race or data on applicants. All applicants that met the minimum requirements to be employed as a police officer in the state of Michigan and the City of Wyoming were interviewed.

Applications Received

Applicants Hired



Percent Hired

Percent of Workforce Population



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Selection - Reaccreditation Year 3

Data Collection Period: 1/1/2020 - 12/31/2020

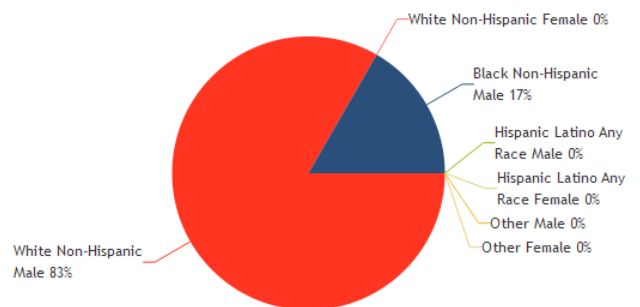
	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Applications Received									
Applicants Hired	5	0	1	0	0	0	0	0	6
Percent Hired	%	%	%	%	%	%	%	%	N/A
Percent of Workforce Population	6%		1%		0%		0%		N/A

Reaccreditation Year 3 Notes:

The City of Wyoming does not collect race or gender data on applicants.

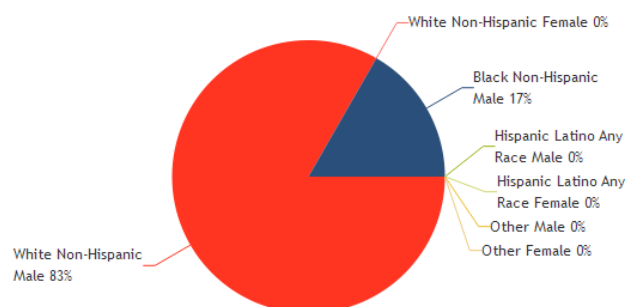
Applications Received

Applicants Hired



Percent Hired

Percent of Workforce Population



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Selection - Reaccreditation Year 4

Data Collection Period: 1/1/2021 - 10/18/2021

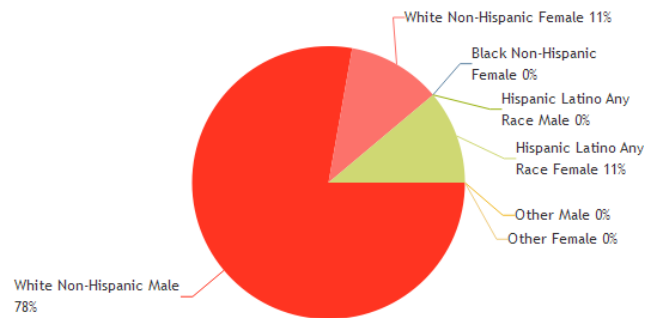
	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Applications Received									
Applicants Hired	7	1	0	0	0	1			9
Percent Hired	%	%	%	%	%	%	%	%	N/A
Percent of Workforce Population	9%		0%		1%		0%		N/A

Reaccreditation Year 4 Notes:

The Wyoming Department of Public Safety does not ask applicants their race and sex, therefore this data is not tracked.

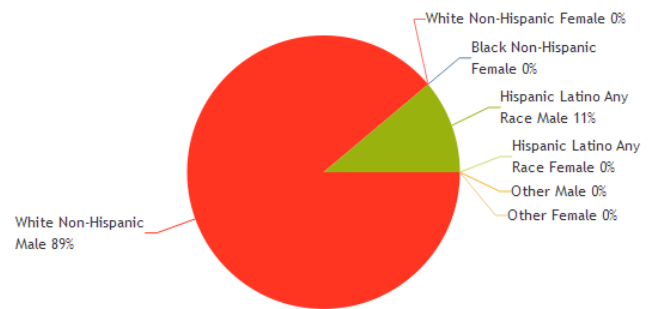
Applications Received

Applicants Hired



Percent Hired

Percent of Workforce Population



Legend

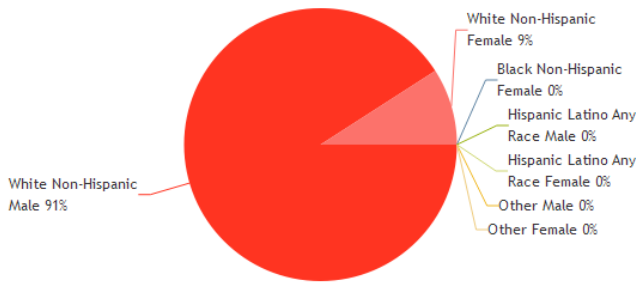
White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Promotions - Reaccreditation Year 1

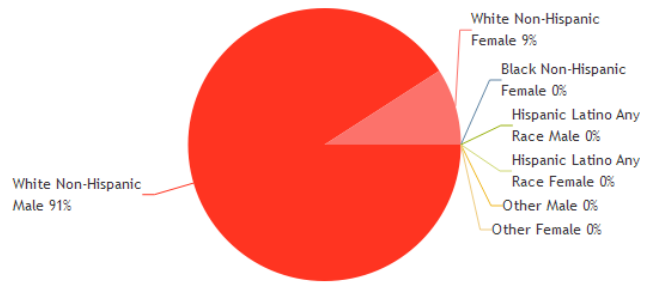
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Tested	10	1	0	0	0	0	0	0	11
Eligible After Testing	10	1	0	0	0	0	0	0	11
Promoted	3	1	0	0	0	0	0	0	4
Percent Promoted	30 %	100 %	%	%	%	%	%	%	N/A

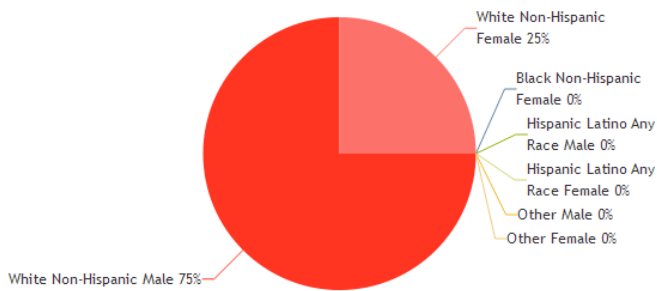
Tested



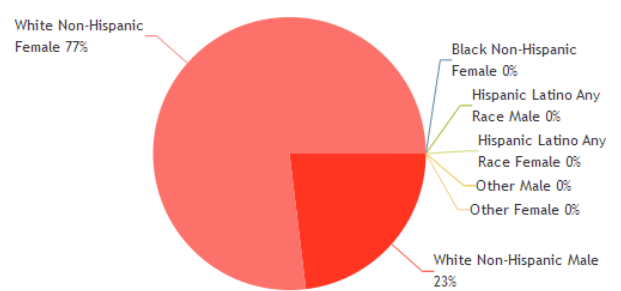
Eligible After Testing



Promoted



Percent Promoted



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Promotions - Reaccreditation Year 2

Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Tested	0	0	0	0	0	0	0	0	0
Eligible After Testing	0	0	0	0	0	0	0	0	0
Promoted	0	0	0	0	0	0	0	0	0
Percent Promoted	%	%	%	%	%	%	%	%	N/A

Reaccreditation Year 2 Notes:

There were no promotions within the department in 2019.

Tested

Eligible After Testing

Promoted

Percent Promoted

Legend

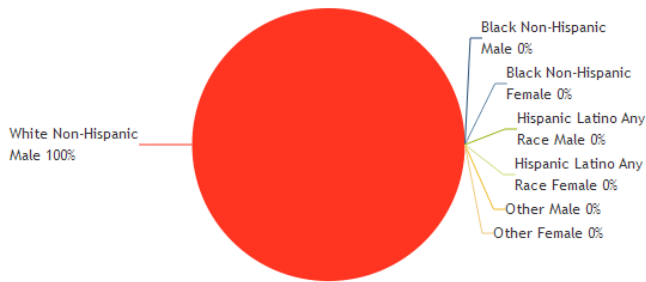
White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Promotions - Reaccreditation Year 3

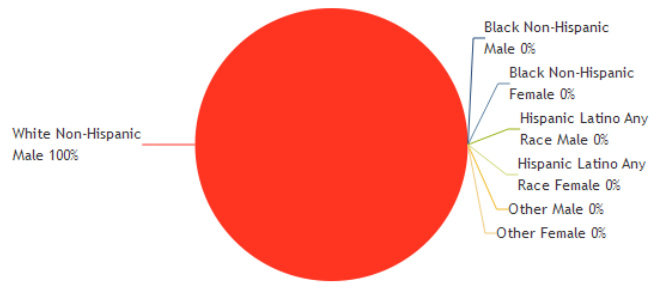
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Tested	6	0	0	0	0	0	0	0	6
Eligible After Testing	6	0	0	0	0	0	0	0	6
Promoted	1	0	0	0	0	0	0	0	1
Percent Promoted	17 %	%	%	%	%	%	%	%	N/A

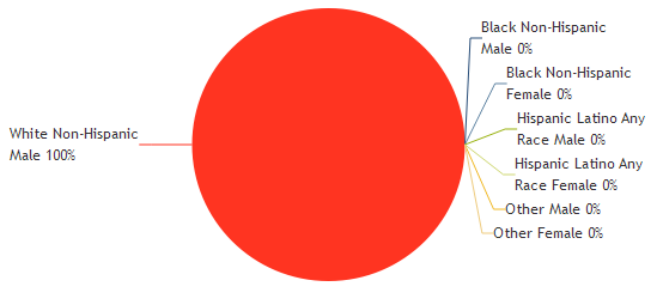
Tested



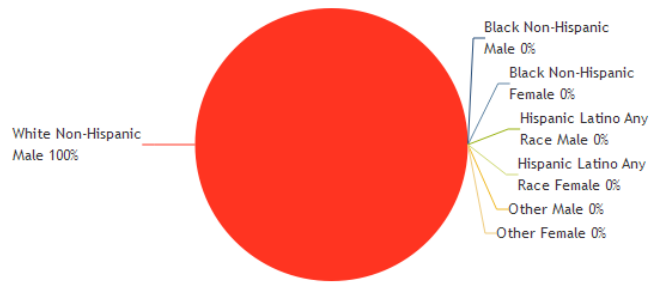
Eligible After Testing



Promoted



Percent Promoted



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Promotions - Reaccreditation Year 4

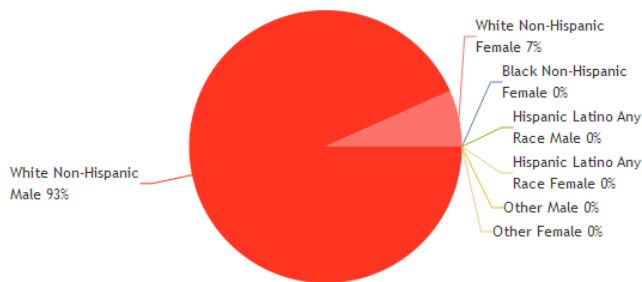
Data Collection Period: 1/1/2018 - 12/31/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Tested	14	1	0	0	0	0	0	0	15
Eligible After Testing	14	1	0	0	0	0	0	0	15
Promoted	9	0	0	0	0	0	0	0	9
Percent Promoted	64 %	0 %	%	%	%	%	%	%	N/A

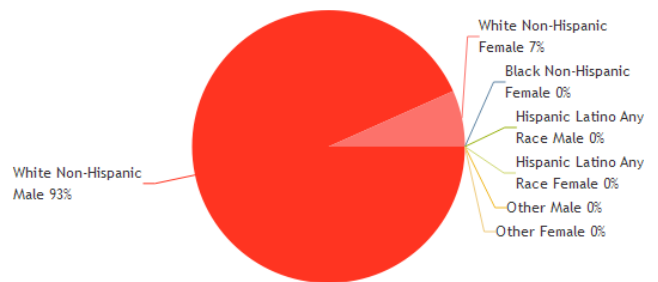
Reaccreditation Year 4 Notes:

We restructured the department in 2021 by adding the rank of Deputy Director of Public Safety and adding a detective sergeant to the Internet Crimes Against Children (ICAC) taskforce. Additionally, Capt. Maguffee retired after 31 years in law enforcement. Therefore, we had 1 Deputy Director promotion, 2 captain promotions, 2 lieutenant promotions and 3 sergeant promotions.

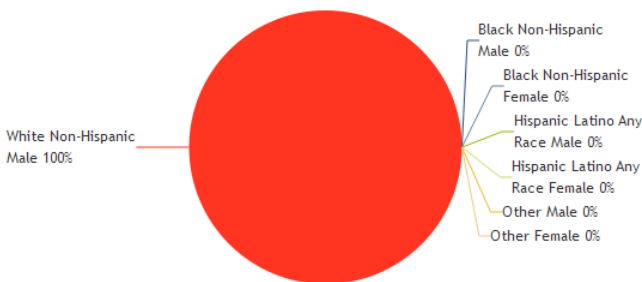
Tested



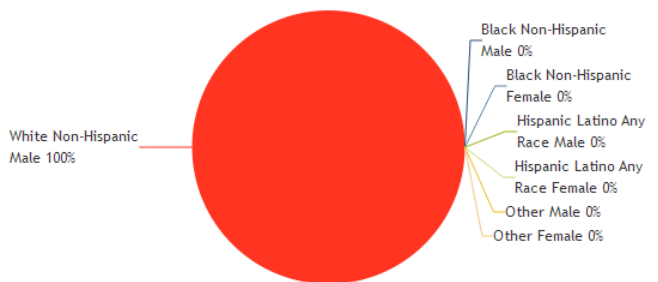
Eligible After Testing



Promoted



Percent Promoted



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

City of Wyoming Michigan

City Manager | 1155 28th St SW, Wyoming, MI 49509
616.530.7272 | Fax 616.261.7103 | wyomingmi.gov

January 17, 2022

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 22-01

Subject: Acceptance of a Watermain Easement for 101 Plaster Creek Boulevard, SW
(L & B Properties, LLC)

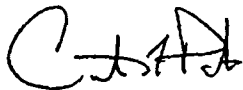
Councilmembers:

L & B Properties, LLC, owner of 101 Plaster Creek Boulevard, SW, has submitted the following described Watermain Easement. The Watermain Easement conveys permanent access rights to the City of Wyoming to own and maintain a public watermain along Plaster Creek Boulevard. The Watermain Easement area is shown on the attached Exhibit A. The acquisition is necessary as part of the Plaster Creek Boulevard Improvements project in 2022.

Grantor:	L & B Properties, LLC
Parcels:	41-17-12-430-012
Right-of-way Size	100 sf – Watermain Easement
Consideration:	\$200.00

It is recommended that the City Council accept the attached Watermain Easement, which has been approved as to form by the City Attorney.

Respectfully submitted,



Curtis L. Holt
City Manager

Attachments: Watermain Easement
Estimate of Just Compensation

community • safety • stewardship

CITY COUNCIL

Sheldon DeKryger John Fitzgerald Kent Vanderwood Marissa Postler Robert Postema Sam Bolt
Jack A. Poll, Mayor

**CITY OF WYOMING
WATERMAIN EASEMENT**
Permanent Parcel No. 41-17-12-430-012

The Grantor, **L & B Properties, LLC**, a Michigan limited liability company, whose address is 2450 Buchanan Avenue, SW, Wyoming, MI 49548

DO HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal Corporation whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, (the "City" herein) an **Easement for Watermain** purposes, including the right to enter upon the real property at any time and to construct, repair and maintain the underground watermain in, over, under, across, through and upon said real property together with the right to excavate and refill ditches and/or trenches for the location of said watermain and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction and maintenance of said watermain in, over, under, across, through and upon said real property located in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit attached hereto for the Legal Description of Watermain Easement
(A portion of Parcel No. 41-17-12-430-012)**

For the full consideration of Two Hundred Dollars and No Cents (\$200.00).

The City shall have the right to use the Grantors' property outside the Easement area but adjoining the Easement area to accomplish the work; provided however, that the City shall restore the portion of the Grantors' property adjoining the Easement area to as good or better condition than it was prior to any work having been performed.

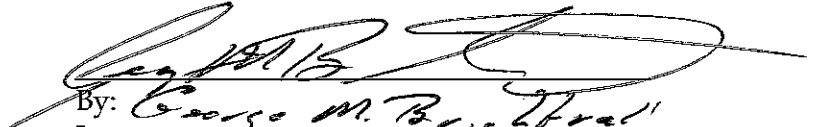
Grantors shall not construct any buildings or permanent structures upon said easement.

DATED: 12/20/2021

Approved as a form:

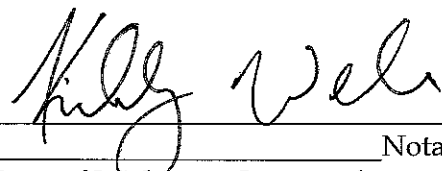
Attorney for the City of Wyoming

GRANTOR:
L & B Properties, LLC,
a Michigan limited liability company

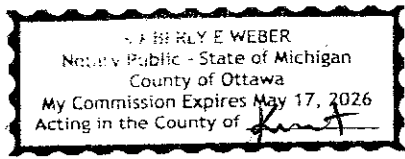

By: George M. Brighttrall
Its: Member

STATE OF MICHIGAN)
)ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me in Kent County, Michigan on this 20th
day of December 2021, by George Brighttrall Member of L & B Properties,
LLC.



Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

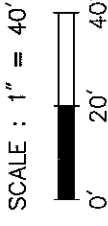
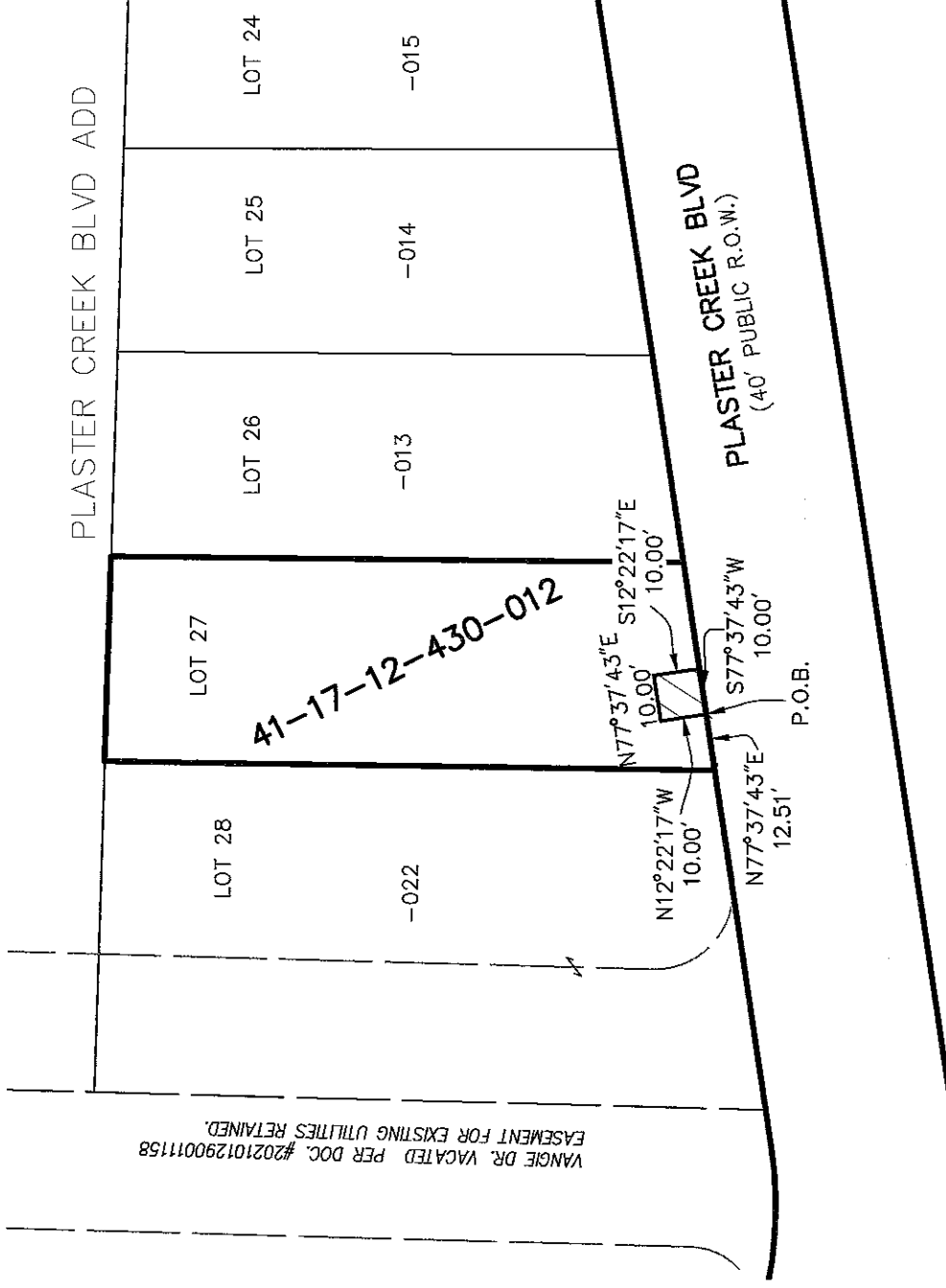


Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, LLC
11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Descriptions prepared by:
Prein & Newhof
3355 Evergreen Drive, NE
Grand Rapids, Michigan 49525

EASEMENT SKETCH

41-17-12-430-012
EXHIBIT "A"



SUBJECT PARCEL (TAX DESCRIPTION)
LOT 27 OF PLASTER CREEK BOULEVARD ADDITION TO THE CITY OF GRAND RAPIDS, SECTION 12, T6N, R12W, WYOMING TOWNSHIP, KENT COUNTY, MICHIGAN.

EASEMENT DESCRIPTION
PART OF LOT 27 OF PLASTER CREEK BOULEVARD ADDITION TO THE CITY OF GRAND RAPIDS DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 27; THENCE N77°37'43"E 12.51 FEET ALONG THE SOUTH LINE OF SAID LOT TO THE POINT OF BEGINNING; THENCE N12°22'17"W 10.00 FEET; THENCE N77°37'43"E 10.00 FEET; THENCE S12°22'17"E 10.00 FEET TO THE SAID SOUTH LINE OF LOT 27; THENCE S77°37'43"W ALONG SAID LINE 10.00 FEET TO THE POINT OF BEGINNING. (100 SQUARE FEET)

Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE
Grand Rapids, MI 49525
www.preinnewhof.com

t. (616) 364-8491
f. (616) 364-6955
info@preinnewhof.com

CLIENT:
CITY OF WYOMING
2600 BURLINGAME AVE.
WYOMING, MI 49509

LOCATED IN : SECTION 12
TOWN 06 NORTH, RANGE 12 WEST
CITY OF WYOMING,
KENT COUNTY, MICHIGAN

Date : 08/11/2021
Project No. 2200527

PAGE
1 OF 1

**CITY OF WYOMING
ESTIMATE OF JUST COMPENSATION**

PROJECT: Plaster Creek Boulevard

SITE DATA:

Permanent Parcel No.: 41-17-12-430-012

Parcel: L & B Properties, LLC

Land Use: Industrial

Size: 0.138 Ac (total)

Address: 101 Plaster Creek Blvd, Wyoming, MI 49507

Zoning: 302

<p>ACQUISITION DESCRIPTION:</p> <p>Value obtained from a Market Study by Integra Realty Resources – Grand Rapids.</p> <p>Summary of Costs:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Watermain Easement</u> A rectangular piece of property located adjacent to Plaster Creek Boulevard as shown on sketch.</p> <p>Area: 100 sft</p> </div>	<p>SKETCH:</p> <p align="right">North ↑</p>
---	--

COMPUTATION OF VALUE:	
LAND ACQUISITION, WATERMAIN EASEMENT	
Watermain Easement: 100 sft x \$4.67 x 30% = \$140.10, round to \$200.00	\$ 200.00

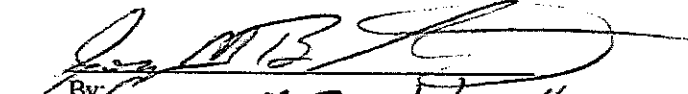
REMARKS:

\$ 200.00

Signed: _____
Land Matters, llc
Deborah S. Poeder

for information call 616.791.9805

Agreed to by: L&B Properties, LLC


 By: George M Bright
 Its: Member

City of Wyoming Michigan

City Manager | 1155 28th St SW, Wyoming, MI 49509
616.530.7272 | Fax 616.261.7103 | wyomingmi.gov

January 17, 2022

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 22-02

Subject: Acceptance of a Non-Motorized Trail Easement for 111 Plaster Creek Boulevard,
SW (L & B Properties, LLC)

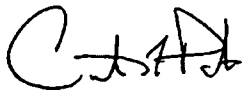
Councilmembers:

L & B Properties, LLC, owner of 111 Plaster Creek Boulevard, SW, has submitted the following described Non-Motorized Trail Easement. The Non-Motorized Trail Easement conveys permanent access rights to the City of Wyoming for the street and bike path improvements. The Non-Motorized Trail Easement area is shown on Exhibit A. The acquisition is necessary as part of the Plaster Creek Boulevard Improvements project in 2022.

Grantor:	L & B Properties, LLC
Parcels:	41-17-12-430-011
Right-of-way Size	186 sf – Non-Motorized Trail Easement
Consideration:	\$869.00

It is recommended that the City Council accept the attached Non-Motorized Trail Easement, which have been approved as to form by the City Attorney.

Respectfully submitted,



Curtis L. Holt
City Manager

Attachments: Non-Motorized Trail Easement
Estimate of Just Compensation

community • safety • stewardship

CITY COUNCIL

Sheldon DeKryger John Fitzgerald Kent Vanderwood Marissa Postler Robert Postema Sam Bolt
Jack A. Poll, Mayor

**CITY OF WYOMING
NON-MOTORIZED TRAIL EASEMENT
Parcel No. 41-17-12-430-011**

The Grantor, **L & B Properties, LLC**, a Michigan limited liability company, whose address is 2450 Buchanan Avenue, SW, Wyoming, MI 49548

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509 (the "City" herein) an easement for non-motorized trail purposes, including, but not limited to, the construction, use, repair, reconstruction and replacement of a non-motorized trail and appurtenant parts thereof in, under, over, across, through and upon property located in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit attached hereto for the Non-Motorized Trail Easement Legal
Description and Non-Motorized Trail Easement Area
(A portion of Parcel No. 41-17-12-430-011)**

For the full consideration of Eight Hundred Sixty-Nine Dollars and No Cents (\$869.00).

The City shall have the right to temporarily use the Grantor's property outside the Easement Area, but immediately adjoining the Easement Area, to accomplish the work; provided however, that the City shall restore the portion of the Grantor's property adjoining the Easement Area to as good or better condition than it was prior to any work having been performed.

Grantor shall not construct, install, or place any fences, buildings, walls, structures, trees, or any obstructions in the Easement Area which would interfere with the intended use of the Easement.


Grantor shall not grant an easement to any other party within the Easement Area without the prior written consent of the City of Wyoming.

DATED: 12/20/2021

Approved as a form:

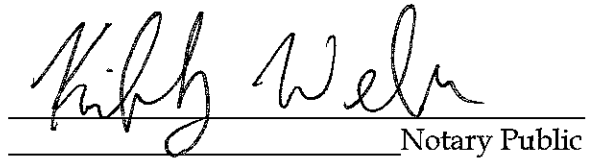
Attorney for the City of Wyoming

GRANTOR:
L & B Properties, LLC,
a Michigan limited liability company

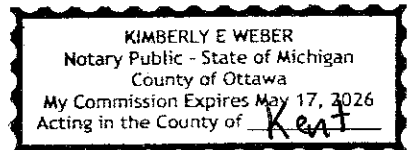

By: George M Brightwell
Its: Member

STATE OF MICHIGAN)
)ss.
COUNTY OF Kent)

The foregoing instrument was acknowledged before me in Kent County, Michigan on this 20th day of December 2021, by George Brightwell, Member of L & B Properties, LLC, a Michigan limited liability company.



Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

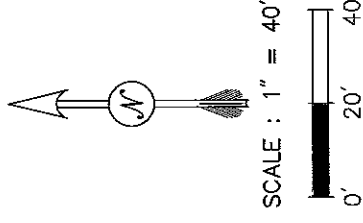
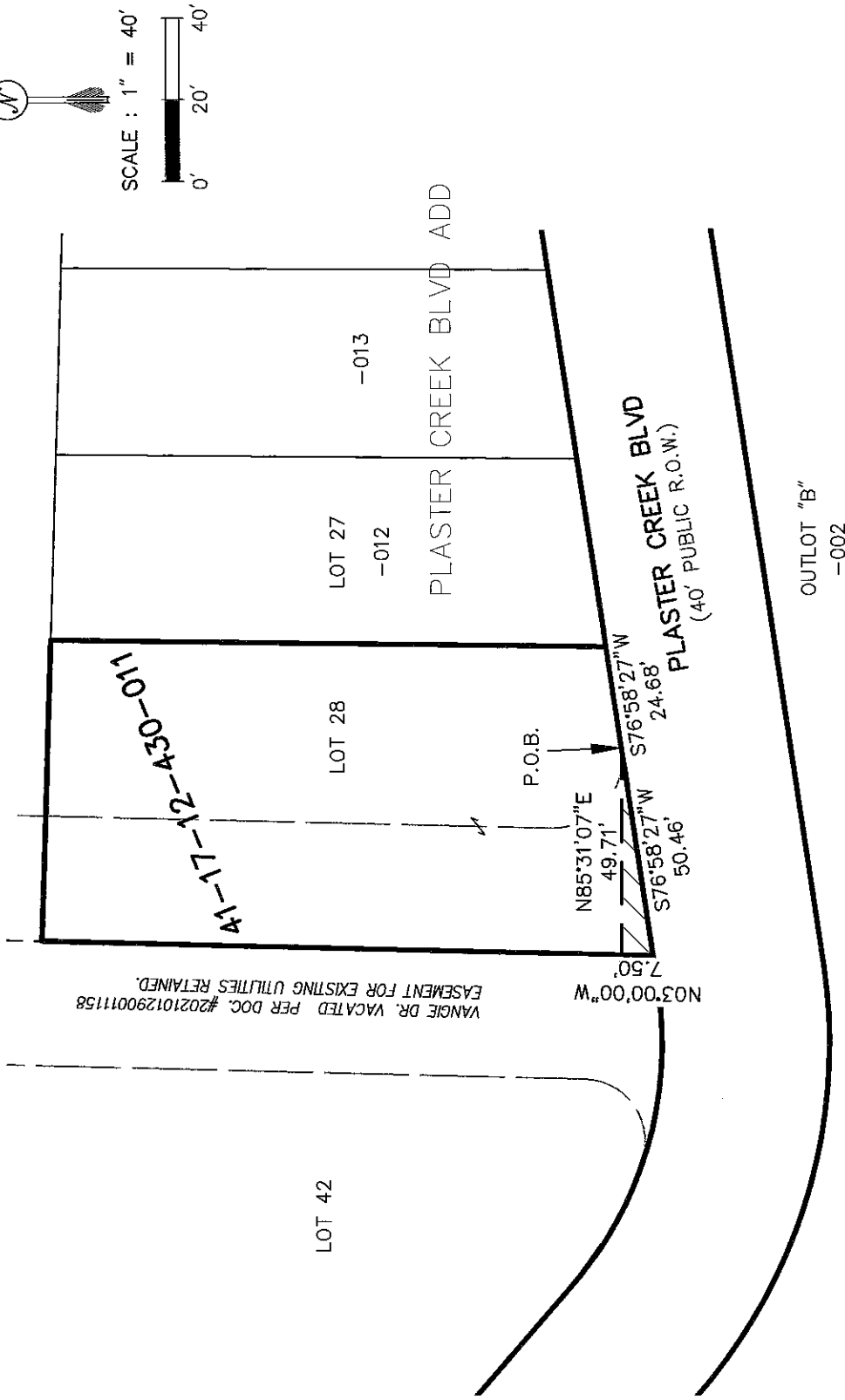


Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, LLC
11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Descriptions prepared by:
Prein & Newhof
3355 Evergreen Drive, NE
Grand Rapids, Michigan 49525

EASEMENT SKETCH

41-17-12-430-011
EXHIBIT "A"



SUBJECT PARCEL (TAX DESCRIPTION)
 LOT 28 AND ALSO THE EAST 1/2 OF THAT PART OF THE VACATED PORTION OF VANGIE DRIVE, PLASTER CREEK BOULEVARD ADDITION TO THE CITY OF GRAND RAPIDS, SECTION 12, T6N, R12W, WYOMING TOWNSHIP, KENT COUNTY, MICHIGAN.

EASEMENT DESCRIPTION
 PART OF LOT 28 AND THE VACATED VANGIE DRIVE (VACATED PER DOCUMENT #202101290011158) PLASTER CREEK BOULEVARD ADDITION TO THE CITY OF GRAND RAPIDS DESCRIBED AS:
 COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 28; THENCE S76°58'27"W ALONG THE SOUTH LINE OF SAID LOT 28 24.68 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S76°58'27"W 50.46 FEET TO THE CENTERLINE OF VACATED VANGIE DRIVE; THENCE N03°00'00"W 7.50 FEET ALONG SAID CENTERLINE; THENCE N85°31'07"E 49.71 FEET TO THE POINT OF BEGINNING. (186 SQUARE FEET)

LOCATED IN : SECTION 12
 TOWN 06 NORTH, RANGE 12 WEST
 CITY OF WYOMING,
 KENT COUNTY, MICHIGAN
 Date : 08/10/2021
 Project No. 2200527

CLIENT:
 CITY OF WYOMING
 2600 BURLINGAME AVE.
 WYOMING, MI 49509

Prein&Newhof
 Engineers-Surveyors-Environmental-Laboratory
 3355 Evergreen Drive NE
 Grand Rapids, MI 49525
 www.preinnewhof.com
 t. (616) 364-8491
 f. (616) 364-6955
 info@preinnewhof.com

CITY OF WYOMING ESTIMATE OF JUST COMPENSATION

PROJECT: Plaster Creek Boulevard

SITE DATA:	Permanent Parcel No.: 41-17-12-430-011
Parcel: L & B Properties, LLC	Land Use: Industrial Size: 0.142 Ac (total)
Address: 111 Plaster Creek Blvd, Wyoming, MI 49507	Zoning: 302

<p>ACQUISITION DESCRIPTION:</p> <p>Value obtained from a Market Study by Integra Realty Resources – Grand Rapids.</p> <p>Summary of Costs:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Non-Motorized Trail Easement An irregular piece of property located adjacent to Plaster Creek Boulevard as shown on sketch.</p> <p style="text-align: center;">Area: 186 sft</p> </div>	<p>SKETCH: North ↑</p> <p style="font-size: small;">VANGIE DR. VACATED PER DOC. #0221029001158 EASEMENT FOR EXISTING UTILITIES RETAINED.</p> <p style="font-size: small;">N03°00'00"W 7.50'</p> <p style="font-size: small;">N85°31'07"E 49.71'</p> <p style="font-size: small;">S76°58'27"W 50.46'</p> <p style="font-size: small;">S76°58'27"W 24.68'</p> <p style="font-size: small;">P.O.B.</p> <p style="font-size: small;">LOT 42 LOT 28 LOT 27 -013</p> <p style="font-size: small;">PLASTER CREEK BL</p> <p style="font-size: small;">OUTLOT "B" -002</p> <p style="font-size: small;">PLASTER CREEK BLVD (40' PUBLIC R.O.W.)</p>
--	--

COMPUTATION OF VALUE:	
LAND ACQUISITION, NON-MOTORIZED TRAIL EASEMENT	
Non-Motorized Trail Easement: 186 sft x \$4.67/sft = \$868.62, round to \$869	\$ 869.00

REMARKS:

\$ 869.00

Signed: _____
Land Matters, llc
Deborah S. Poeder

for information call 616.791.9805

Agreed to by: L&B Properties, LLC

[Signature]

By: *Georgia M. Broughton*
Its: *Member*

City of Wyoming Michigan

City Manager | 1155 28th St SW, Wyoming, MI 49509
616.530.7272 | Fax 616.261.7103 | wyomingmi.gov

January 17, 2022

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 22-03

Subject: Acceptance of a Non-Motorized Trail Easement and Temporary Permit for
2450 Buchanan Avenue, SW (L & B Properties, LLC)

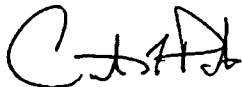
Councilmembers:

L & B Properties, LLC, owner of 2450 Buchanan Avenue, SW, has submitted the following described Non-Motorized Trail Easement and Temporary Permit. The Non-Motorized Trail Easement conveys permanent access rights to the City of Wyoming for the street and bike path improvements. The Temporary Permit conveys rights to access and grade on the property owned by L & B Properties, LLC, for the improvements. The Easement and Temporary Permit areas are shown on the Estimate of Just Compensation drawing. Both acquisitions are necessary as part of the Plaster Creek Boulevard Improvements project in 2022.

Grantor:	L & B Properties, LLC
Parcels:	41-17-12-426-017
Right-of-way Size	839 sf – Non-Motorized Trail Easement 717 sf – Temporary Permit
Consideration:	\$2,905.00

It is recommended that the City Council accept the attached Non-Motorized Trail Easement and Temporary Permit, which have been approved as to form by the City Attorney.

Respectfully submitted,



Curtis L. Holt
City Manager

Attachments: Non-Motorized Trail Easement
Temporary Permit
Estimate of Just Compensation

community • safety • stewardship

CITY COUNCIL

Sheldon DeKryger John Fitzgerald Kent Vanderwood Marissa Postler Robert Postema Sam Bolt
Jack A. Poll, Mayor

**CITY OF WYOMING
NON-MOTORIZED TRAIL EASEMENT
Parcel No. 41-17-12-426-017**

The Grantor, **L & B Properties, LLC**, f/k/a Buchanan Properties, LLC, a Michigan limited liability company, whose address is 2450 Buchanan Avenue, SW, Wyoming, MI 49548

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509 (the "City" herein) an easement for non-motorized trail purposes, including, but not limited to, the construction, use, repair, reconstruction and replacement of a non-motorized trail and appurtenant parts thereof in, under, over, across, through and upon property located in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit attached hereto for the Non-Motorized Trail Easement Legal
Description and Non-Motorized Trail Easement Area
(A portion of Parcel No. 41-17-12-426-017)**

For the full consideration of Two Thousand Six Hundred Seventy-Six Dollars and No Cents (\$2,676.00).

The City shall have the right to temporarily use the Grantor's property outside the Easement Area, but immediately adjoining the Easement Area, to accomplish the work; provided however, that the City shall restore the portion of the Grantor's property adjoining the Easement Area to as good or better condition than it was prior to any work having been performed.

Grantor shall not construct, install, or place any fences, buildings, walls, structures, trees, or any obstructions in the Easement Area which would interfere with the intended use of the Easement.

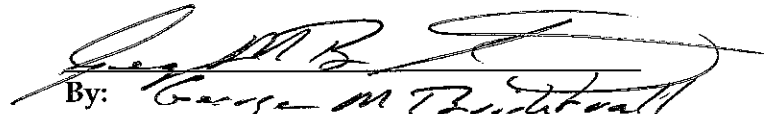
Grantor shall not grant an easement to any other party within the Easement Area without the prior written consent of the City of Wyoming.

DATED: 12/20/2021

Approved as a form:

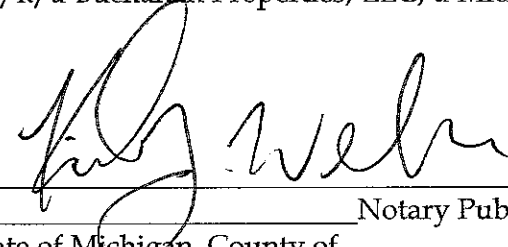
Attorney for the City of Wyoming

GRANTOR:
L & B Properties, LLC,
f/k/a Buchanan Properties, LLC,
a Michigan limited liability company

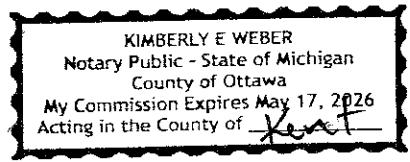

By: George M Brightwell
Its: Member

STATE OF MICHIGAN)
)ss.
COUNTY OF Kent)

The foregoing instrument was acknowledged before me in Kent County, Michigan on this 20th day of December 2021, by George Brightwell Member of L & B Properties, LLC, f/k/a Buchanan Properties, LLC, a Michigan limited liability company.



Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

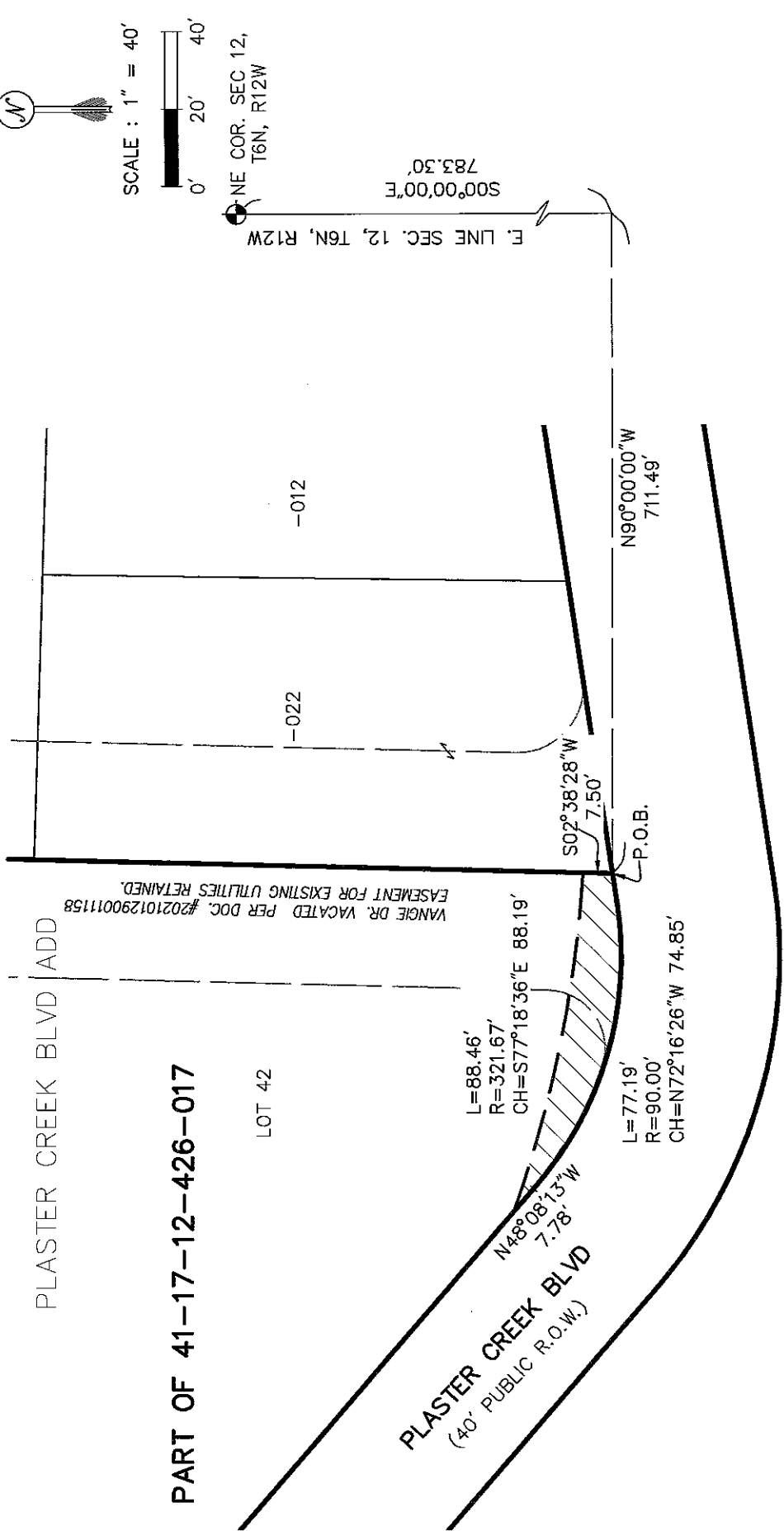


Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, LLC
11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Descriptions prepared by:
Prein & Newhof
3355 Evergreen Drive, NE
Grand Rapids, Michigan 49525

EASEMENT SKETCH

41-17-12-426-017
EXHIBIT "A"



-002

EASEMENT DESCRIPTION
PART OF LOT 42 AND THE VACATED VANGIE DRIVE (VACATED PER DOCUMENT #20210129001158) PLASTER CREEK BOULEVARD ADDITION TO THE CITY OF GRAND RAPIDS DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF SECTION 12, T6N, R12W, CITY OF WYOMING, KENT COUNTY, MICHIGAN; THENCE S00°00'00"E ALONG THE EAST LINE OF SAID SECTION 783.30 FEET; THENCE N90°00'00"W 711.49 FEET TO THE INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF PLASTER CREEK BOULEVARD AND THE CENTERLINE OF VACATED VANGIE DRIVE (PER DOCUMENT #20210129001158), AND THE POINT OF BEGINNING; THENCE NORTHWESTERLY 77.19 FEET ALONG SAID NORTH RIGHT OF WAY LINE ON A 90.00 FOOT RADIUS CURVE TO THE RIGHT; THE LONG CHORD OF WHICH BEARS N72°16'26"W 74.85 FEET; THENCE N48°08'13"W ALONG SAID NORTH RIGHT OF WAY LINE 7.78 FEET; THENCE SOUTHEASTERLY 88.46 FEET ALONG A 321.67 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS S77°18'36"E 88.19 FEET TO THE CENTERLINE OF VACATED VANGIE DRIVE; THENCE S02°38'28"W 7.50 FEET ALONG SAID CENTERLINE TO THE POINT OF BEGINNING. (839 SQUARE FEET)

LOCATED IN : SECTION 12
TOWN 06 NORTH, RANGE 12 WEST
CITY OF WYOMING,
KENT COUNTY, MICHIGAN
Date : 08/11/2021
Project No. 2200527

CLIENT:
CITY OF WYOMING
2600 BURLINGAME AVE.
WYOMING, MI 49509

Prein & Newhof
Engineers - Surveyors - Environmental - Laboratory
3355 Evergreen Drive NE
Grand Rapids, MI 49525
www.preinnewhof.com
t. (616) 364-8491
f. (616) 364-6955
info@preinnewhof.com

CITY OF WYOMING
TEMPORARY PERMIT
Parcel No. 41-17-12-426-017

The Grantor, **L & B Properties, LLC**, f/k/a Buchanan Properties, LLC, a Michigan municipal corporation, whose address is 2450 Buchanan Avenue, SW, Wyoming, MI 49548

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509 a Temporary Permit to change existing land contours, to remove and/or install trees and vegetation, and to construct and/or reconstruct side-slopes, service walks, sidewalks, driveways, parking lots, curb and gutter, public and private utilities, drainage facilities, lighting facilities, and other facilities as required for the Plaster Creek Boulevard Project. All areas disturbed by the work in the Temporary Permit area will be properly restored. The Temporary Permit area is located on property in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit A attached hereto for the Temporary Permit Area
and Temporary Permit Legal Description (A Portion of Parcel No. 41-17-12-426-017)**

The Temporary Permit as referenced herein is granted and conveyed for the full consideration of Two Hundred Twenty-Nine Dollars and No Cents (\$229.00).

The Temporary Permit, including all rights granted or inferred, shall terminate upon completion of the Plaster Creek Boulevard Project, including restoration of the Temporary Permit Area.

IN WITNESS, WHEREOF, the undersigned have hereunto set their hand this day and year as referenced herein.

DATED: 12/20/2021

Approved as a form:

Attorney for the City of Wyoming

GRANTOR:
L & B Properties, LLC, f/k/a Buchanan Properties, LLC, a Michigan municipal corporation


By: George M. Bight
Its: Member

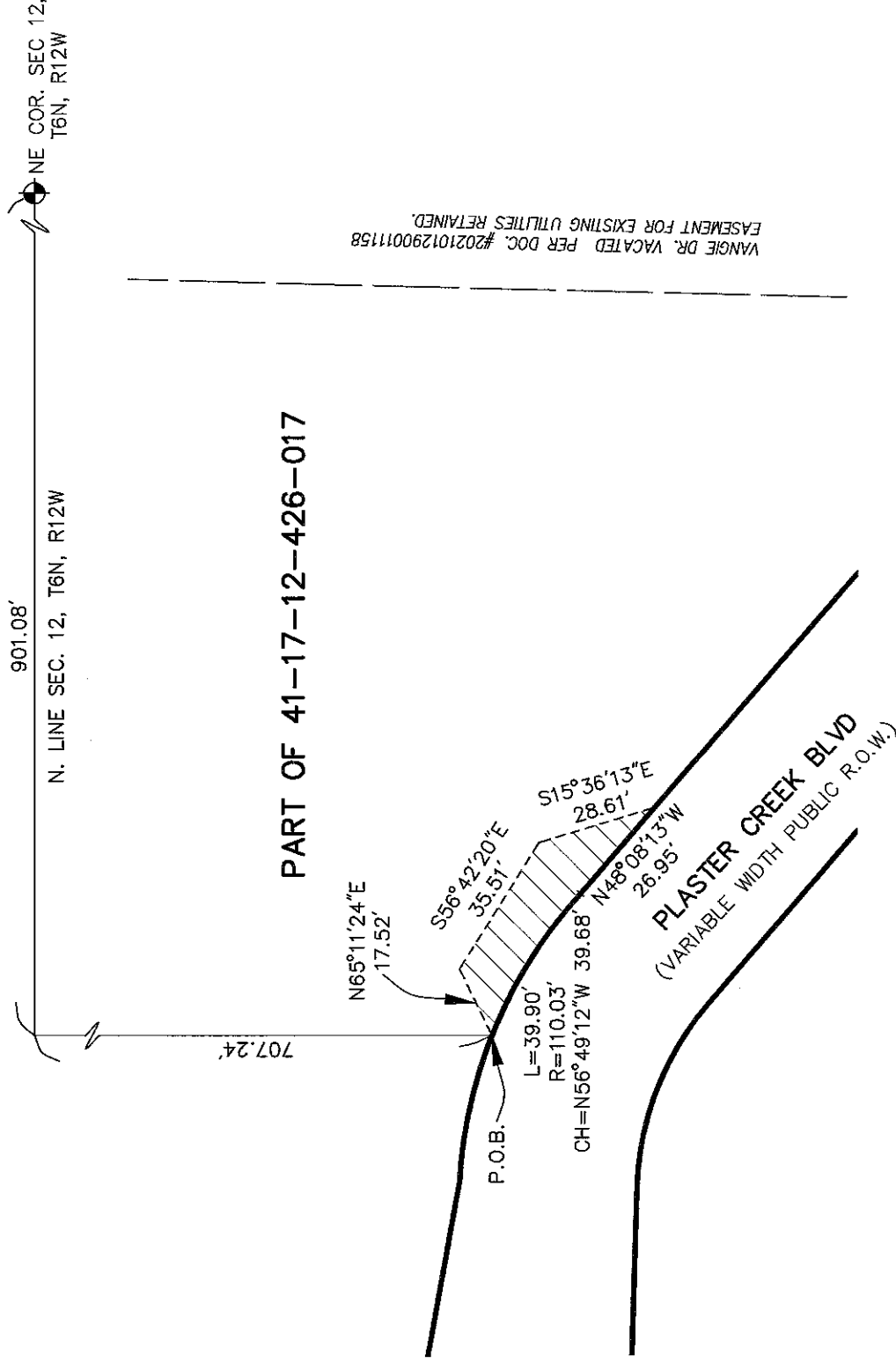
Prepared by and return to:
Deborah S. Poeder
Land Matters, LLC
11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Description prepared by:
Prein & Newhof
3355 Evergreen Drive, NE
Grand Rapids, Michigan 49525

TEMPORARY EASEMENT SKETCH

41-17-12-426-017

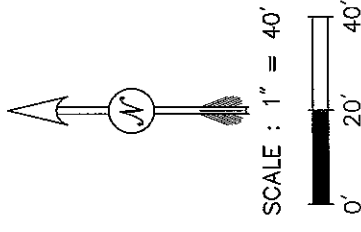
EXHIBIT "A"



TEMPORARY EASEMENT DESCRIPTION
 COMMENCING AT THE NORTHEAST CORNER OF SECTION 12, T6N, R12W, WYOMING TOWNSHIP, KENT COUNTY, MICHIGAN; THENCE EAST ALONG THE NORTH LINE OF SAID SECTION 901.08 FEET; THENCE SOUTH 707.24 FEET TO THE NORTH RIGHT OF WAY LINE OF PLASTER CREEK BOULEVARD; THENCE N65°11'24"E 17.52 FEET; THENCE S56°42'20"E 35.51 FEET; THENCE S15°36'13"E 28.61 FEET TO SAID NORTH RIGHT OF WAY LINE; THENCE N48°08'13"W ALONG SAID RIGHT OF WAY LINE 26.95 FEET; THENCE NORTHWESTERLY 39.90 FEET ALONG A 110.03 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS N56°49'12"W 39.68 FEET TO THE POINT OF BEGINNING. (717 SQUARE FEET)

PART OF 41-17-12-426-017

VANGIE DR. VACATED PER DOC. #20210129001158 EASEMENT FOR EXISTING UTILITIES RETAINED.



Prein&Newhof
 Engineers • Surveyors • Environmental • Laboratory
 3355 Evergreen Drive NE
 Grand Rapids, MI 49525
 www.preinnewhof.com
 t. (616) 364-8491
 f. (616) 364-6955
 info@preinnewhof.com

CLIENT:
 CITY OF WYOMING
 2600 BURLINGAME AVE.
 WYOMING, MI 49509

LOCATED IN : SECTION 12
 TOWN 06 NORTH, RANGE 12 WEST
 CITY OF WYOMING,
 KENT COUNTY, MICHIGAN
 Date : 08/23/2021
 Project No. 2200527
 PAGE
 1 OF 1

**CITY OF WYOMING
ESTIMATE OF JUST COMPENSATION**

PROJECT: Plaster Creek Boulevard

SITE DATA:

Permanent Parcel No.: 41-17-12-426-017

Parcel: L & B Properties, LLC, f/k/a Buchanan Properties, LLC Land Use: Commercial Size: 9.348 Ac (total)

Address: 2450 Buchanan Ave., SW, Wyoming, MI 49548 Zoning: 201

ACQUISITION DESCRIPTION:

Value obtained from a Market Study by Integra Realty Resources – Grand Rapids.

Summary of Costs:

Non-Motorized Trail Easement

An irregular piece of property located adjacent to Plaster Creek Boulevard as shown on sketch.

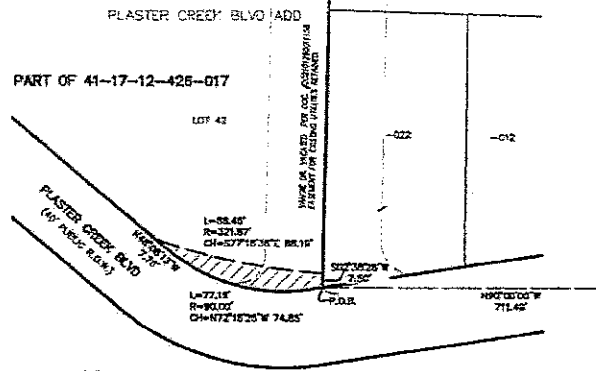
Area: 839 sft

Temporary Permit

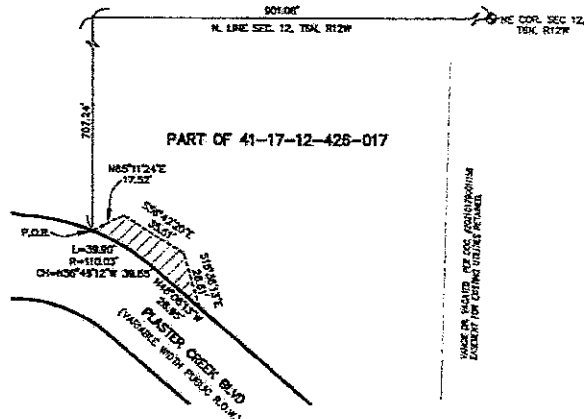
An irregular piece of property located adjacent to Plaster Creek Boulevard as shown on sketch.

Area: 717 sft

SKETCH NON-MOTORIZED TRAIL EASEMENT:



SKETCH TEMPORARY PERMIT:



COMPUTATION OF VALUE:

LAND ACQUISITION, NON-MOTORIZED TRAIL EASEMENT

Non-Motorized Trail Easement: 839 sft x \$3.19/sft = \$2,676.41, round to \$2,676.00

\$ 2,676.00

LAND ACQUISITION, TEMPORARY PERMIT

Temporary Permit: 717 sft x \$3.19/sft x 10% = \$228.72, round to \$229.00

\$ 229.00

REMARKS:

\$ 2,905.00

Signed:

Land Matters, llc
Deborah S. Poeder

for information call 616.791.9805

Agreed to by: L&B Properties, LLC

George M Brightwell
By: *George M Brightwell*
Its: *Member*

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE MEMBERS OF THE CITY COUNCIL TO ATTEND THE
WYOMING-KENTWOOD CHAMBER OF COMMERCE
ANNUAL MEETING AND AWARDS DINNER

WHEREAS:

1. The Wyoming-Kentwood Chamber of Commerce Annual Meeting and Awards Dinner will be held on January 28, 2022.
2. It is the desire of the City Council that Wyoming be represented at the meeting.

NOW, THEREFORE, BE IT RESOLVED:

1. That members of the Wyoming City Council are hereby authorized to attend the Wyoming-Kentwood Chamber of Commerce Annual Meeting and Awards Dinner held on January 28, 2022.
2. That Councilmembers will submit their expense reports at the conclusion of the meeting for approval at the next regular City Council meeting.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. Vandenberg, Wyoming City Clerk

Stowell, Jennifer

From: bob@southkent.org
Sent: Monday, January 10, 2022 10:57 AM
Subject: Online Payment Confirmation

Your online payment request has been received by Wyoming-Kentwood Area Chamber of Commerce.

Payment Confirmation

Name: Curtis Holt
Company: City of Wyoming
Transaction Number: 43159086663
Last 4 of Acct Number: 6458
Amount: \$100.00

Description	Item(s)	Quantity	Total Amount
Registration - Annual Meeting & Awards Dinner	Attendees: 2	1	\$100.00
Grand Total:			\$100.00

This Email was automatically generated. For questions or feedback, please contact us at:

Wyoming-Kentwood Area Chamber of Commerce

4415 Bryon Center Rd Wyoming, MI 49509

(616) 531-5990

bob@southkent.org

<http://www.southkent.org>

Stowell, Jennifer

From: bob@southkent.org
Sent: Monday, January 10, 2022 10:42 AM
Subject: Online Payment Confirmation

Your online payment request has been received by Wyoming-Kentwood Area Chamber of Commerce.

Payment Confirmation

Name: Curtis Holt
Company: City of Wyoming
Transaction Number: 43159056819
Last 4 of Acct Number: 6458
Amount: \$100.00

Description	Item(s)	Quantity	Total Amount
Registration - Annual Meeting & Awards Dinner	Attendees: 2	1	\$100.00
Grand Total:			\$100.00

This Email was automatically generated. For questions or feedback, please contact us at:

Wyoming-Kentwood Area Chamber of Commerce

4415 Bryon Center Rd Wyoming, MI 49509

(616) 531-5990

bob@southkent.org

<http://www.southkent.org>

RESOLUTION NO. _____

RESOLUTION TO APPROVE FINAL PAYMENT FOR THE
2021 WATERMAIN PROJECT (WADSWORTH STREET, MICHAEL AVENUE AND
DEHOOP AVENUE)

WHEREAS:

1. City Council awarded the bid for the watermain replacement in Wadsworth Street (Division Avenue to Buchanan Avenue), Michael Avenue (44th Street to 42nd Street) and DeHoop Avenue (Burton Street to Belfield Street) on April 5, 2021, via Resolution number 26959.
2. As detailed in the attached staff report, additional work was required in order to complete the project increasing the total cost by \$24,921.52.
3. It is recommended the City Council approve final payment in the amount of \$28,757.83 to Wyoming Excavators, Inc.
4. Funds are available in the capital improvement fund account number 400-441-57300-972.573, and this project was approved with a contingency to cover such additional costs.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve final payment of \$28,757.83 to Wyoming Excavators, Inc. for the 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue) project.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report
Pay Estimate

Resolution No. _____

STAFF REPORT

Date: January 6, 2022

Subject: 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue) Project – Final Payment

From: Jeff Oonk, Senior Civil Engineer

Date of Meeting: January 17, 2022

RECOMMENDATION:

It is recommended that the City Council approve final payment of \$28,757.83 to Wyoming Excavators, Inc. for the 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue) Project.

COMMUNITY, SAFETY, STEWARDSHIP:

Reliable watermains provide safe potable water to residents and businesses for domestic use, industrial processes and fire protection.

DISCUSSION:

On April 5, 2021, the City of Wyoming awarded a contract for the 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue) to Wyoming Excavators, Inc. Construction began in May 2021 and was completed in September 2021. During construction, sub-surface soil conditions were discovered on DeHoop Avenue that required removal of existing soils and placement of engineered fill and aggregate base. The cost for this additional work was approximately \$45,000, resulting in an increase of \$24,921.52 to the original contract total.

BUDGET IMPACT:

There is sufficient money in the capital improvement fund (account no. 400-441-57300-972.573) for the addition to the 2021 Watermain Project (Wadsworth Street, Michael Avenue and DeHoop Avenue) contract.

CITY OF WYOMING

1155 28TH STREET S. W.
WYOMING, MI 49509

AUTHORIZATION FOR PAYMENT FOR WORK COMPLETED ON THE FOLLOWING CONTRACT

2021 Watermain Reconstruction (Wadsworth, Michael and DeHoop)

	2021.2	Estimate # 9		
IDR START		10/4/2021		
IDR END		12/16/2021		
ACCOUNT NO.		REQUISITION	THIS ESTIMATE	TOTAL
400-441-57300-972.573 Cap Outl Water		\$ 1,192,367.00	\$ 28,757.83	\$ 1,217,288.52
		<u>\$ 1,192,367.00</u>	<u>\$ 28,757.83</u>	<u>\$ 1,217,288.52</u>

CONTRACTOR: Wyoming Excavators, Inc
9580 5 Mile NE
Ada, MI 49301

PO# 2021-00000499 CONTRACT PRICE: \$ 1,192,367.00
\$ 1,192,367.00

DATE OF LAST ESTIMATE: 9/15/2021

DATE OF THIS ESTIMATE: 1/5/2022

TOTAL AMOUNT EARNED AS SHOWN ON ESTIMATE	9	\$ 1,217,288.52
LESS PREVIOUS ESTIMATES		\$ 1,188,530.69
AMOUNT DUE CONTRACTOR		\$ 28,757.83

PREPARED BY: [Signature] 1-6-22

REVIEWED BY: [Signature] 1-10-22



Construction Pay Estimate Report

City of Wyoming

1/5/2022 4:20 PM

FieldManager 5.3c

Contract: .2021.2, Wadsworth, Dehoop, & Michael Watermain

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
01/05/2022	9	Oonk Jeff	FINAL	No	9/15/2021	
Prime Contractor Wyoming Excavators, Inc.				Managing Office City of Wyoming		

Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
1" WATER SERVICE, LONG SIDE Extra cost for sand backfill	_5605	0670	2021.2	0002	0670	SA	002	19.000	\$9,595.00
2" WATER SERVICE Repair	_5603	0675	2021.2	0002	0675	SA	003	1.000	\$2,450.00
2" WATER SERVICE, LONG SIDE 2" Water service	_5609	0660	2021.2	0001	0660	SA	003	1.000	\$3,124.00
COLD MILL - DEPTH PER PLAN - 6-8	_1200	0290	2021.2	0002	0290	00	000	731.250	\$585.00
CONCRETE CURB AND GUTTER, 30"	_6240	0600	2021.2	0003	0600	00	000	5.000	\$92.50
DETECTABLE WARNING PLATES	_6217	0185	2021.2	0001	0185	00	000	23.500	\$1,410.00
HAND PATCHING	_6305	0210	2021.2	0001	0210	00	000	8.000	\$1,440.00
HAND PATCHING	_6305	0435	2021.2	0002	0435	00	000	32.130	\$5,783.40
HMA MIXTURE - 3C	_6362	0445	2021.2	0002	0445	00	000	-31.130	\$-2,303.62
HMA MIXTURE - 5E1	_6354	0215	2021.2	0001	0215	00	000	2.000	\$146.00
MISCELLANEOUS GRAVEL	_6105	0375	2021.2	0002	0375	00	000	26.000	\$520.00
REMOVE CONCRETE	_1550	0095	2021.2	0001	0095	00	000	1.000	\$6.50
REMOVE CONCRETE	_1550	0500	2021.2	0003	0500	00	000	17.500	\$113.75
REMOVE EX DRAINAGE STRUCTURE	_1145	0650	2021.2	0003	0650	SA	003	4.000	\$1,124.00
REMOVE EX SEWER	_1125	0645	2021.2	0003	0645	SA	003	91.000	\$728.00
REMOVE PAVEMENT	_1045	0065	2021.2	0001	0065	00	000	38.000	\$323.00
REMOVE SIDEWALK	_1035	0250	2021.2	0002	0250	00	000	628.100	\$3,454.55
SIDEWALK RAMP, ADA	_6215	0395	2021.2	0002	0395	00	000	42.500	\$165.75

Total Estimated Item Payment: \$28,757.83

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0



Construction Pay Estimate Report

Pre-Voucher Summary



Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
2021.2, Wadsworth, Dehoop, & Michael Watermain	0009	\$28,757.83	\$0.00	\$28,757.83
Voucher Total:				\$28,757.83

Summary

Current Voucher Total:	\$28,757.83	Earnings to date:	\$1,217,288.52
-Current Retainage:	\$0.00	- Retainage to date:	\$0.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$28,757.83	Net Earnings to date:	\$1,217,288.52
		- Payments to date:	\$1,188,530.69
		Net Earnings this period:	\$28,757.83

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

 <hr/> Jeff Conk (Project Engineer) and/or	<hr/> 1-6-22 (Date)
 <hr/> Russ Henckel (Construction Engineer)	<hr/> 1-10-22 (Date)



Construction Pay Estimate Amount Balance Report

Estimate: 9

City of Wyoming

1/5/2022 4:20 PM
FieldManager 5.3c

Contract: 2021.2, Wadsworth, Dehoop, & Michael Watermain

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
1" WATER SERVICE, LONG SIDE	_5605	0150	2021.2	0001	17.000		17.000	17.000	100%	1,831.00000	\$31,127.00
1" WATER SERVICE, LONG SIDE	_5605	0355	2021.2	0002	20.000		20.000	20.000	100%	1,831.00000	\$36,620.00
1" WATER SERVICE, LONG SIDE	_5605	0560	2021.2	0003	22.000		22.000	22.000	100%	1,831.00000	\$40,282.00
1" WATER SERVICE, LONG SIDE Extra cost for sand backfill	_5605	0670	2021.2	0002	19.000	19.000	19.000	19.000	100%	505.00000	\$9,595.00
1" WATER SERVICE, SHORT SIDE	_5606	0155	2021.2	0001	16.000		16.000	16.000	100%	1,020.00000	\$16,320.00
1" WATER SERVICE, SHORT SIDE	_5606	0360	2021.2	0002	16.000		16.000	16.000	100%	1,020.00000	\$16,320.00
1" WATER SERVICE, SHORT SIDE	_5606	0565	2021.2	0003	21.000		21.000	21.000	100%	1,020.00000	\$21,420.00
1.5" WATER SERVICE, SHORT SIDE	_5608	0365	2021.2	0002	3.000		3.000	3.000	100%	1,640.00000	\$4,920.00
2" WATER SERVICE Repair	_5603	0675	2021.2	0002	1.000	1.000	1.000	1.000	100%	2,450.00000	\$2,450.00
2" WATER SERVICE, LONG SIDE Water service	_5609	0660	2021.2	0001	1.000	1.000	1.000	1.000	100%	3,124.00000	\$3,124.00
2" WATER SERVICE, SHORT SIDE	_5610	0160	2021.2	0001	1.000		1.000	1.000	100%	2,145.00000	\$2,145.00
4" AGGREGATE BASE (CIP)	_6139	0385	2021.2	0002	0.000		0.000	0.000		6.00000	
4" AGGREGATE BASE (CIP) 21AA Mod.	_6139	0655	2021.2	0002	3,374.000		3,374.000	3,374.000	100%	10.10000	\$34,077.40
42 INCH CHANNELIZING DEVICE -FURNISHED	_8115	0025	2021.2	0000	200.000		200.000	200.000	100%	29.00000	\$5,800.00
42 INCH CHANNELIZING DEVICE -OPERATED	_8116	0030	2021.2	0000	200.000		200.000	200.000	100%	1.00000	\$200.00
6" AGGREGATE BASE (CIP)	_6143	0175	2021.2	0001	0.000		0.000	0.000		8.00000	
6" AGGREGATE BASE (CIP)	_6143	0390	2021.2	0002	75.000		75.000	75.000	100%	8.00000	\$600.00
6" AGGREGATE BASE (CIP)	_6143	0585	2021.2	0003	413.000		413.000	413.000	100%	8.00000	\$3,304.00
6" D.I. WATERMAIN FITTING	_5201	0140	2021.2	0001	4.000		4.000	4.000	100%	478.00000	\$1,912.00
6" D.I. WATERMAIN FITTING	_5201	0345	2021.2	0002	5.000		5.000	5.000	100%	478.00000	\$2,390.00

Contract: 2021.2

Estimate: 9



Construction Pay Estimate Amount Balance Report

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City of Wyoming

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
6" D.I. WATERMAIN FITTING	_5201	0550	2021.2	0003	10,000		10,000	10,000	100%	478.00000	\$4,780.00
8" D.I. WATERMAIN FITTING	_5202	0145	2021.2	0001	13,000		13,000	13,000	100%	645.00000	\$8,385.00
8" D.I. WATERMAIN FITTING	_5202	0350	2021.2	0002	14,000		14,000	14,000	100%	645.00000	\$9,030.00
8" D.I. WATERMAIN FITTING	_5202	0555	2021.2	0003	8,000		8,000	8,000	100%	645.00000	\$5,160.00
8" X 12" TAPPING SLEEVE AND VALVE	_5722	0370	2021.2	0002	1,000		1,000	1,000	100%	4,142.00000	\$4,142.00
8" X 12" TAPPING SLEEVE AND VALVE	_5722	0570	2021.2	0003	1,000		1,000	1,000	100%	4,142.00000	\$4,142.00
ADJUST CASTINGS	_6295	0205	2021.2	0001	7,000		7,000	7,000	100%	422.00000	\$2,954.00
ADJUST CASTINGS	_6295	0430	2021.2	0002	7,000		7,000	7,000	100%	422.00000	\$2,954.00
ADJUST CASTINGS	_6295	0615	2021.2	0003	12,000		12,000	12,000	100%	422.00000	\$5,064.00
BARRICADE TYPE III LIGHTED - FURNISHED	_8110	0015	2021.2	0000	6,000		6,000	6,000	100%	175.00000	\$1,050.00
BARRICADE TYPE III LIGHTED - OPERATED	_8111	0020	2021.2	0000	6,000		6,000	6,000	100%	1.00000	\$6.00
BULKHEAD EX SEWER PIPE	_4056	0310	2021.2	0002	3,000		3,000	3,000	100%	310.00000	\$930.00
BULKHEAD EX SEWER PIPE	_4056	0515	2021.2	0003	0,000		0,000	0,000		310.00000	\$310.00000
CATCH BASIN COVER - ADA	_4030	0100	2021.2	0001	0,000		0,000	0,000		518.50000	\$518.50000
CLASS A SEED HYDRO-MULCH	_7015	0230	2021.2	0001	1,465,000		1,465,000	1,465,000	100%	1.50000	\$2,197.50
CLASS A SEED HYDRO-MULCH	_7015	0455	2021.2	0002	930,000		930,000	930,000	100%	1.50000	\$1,395.00
CLASS A SEED HYDRO-MULCH	_7015	0640	2021.2	0003	1,030,000		1,030,000	1,030,000	100%	1.50000	\$1,545.00
COLD MILL - 3"	_1212	0090	2021.2	0001	3,850,000		3,850,000	3,850,000	100%	0.80000	\$3,080.00
COLD MILL - 3"	_1212	0495	2021.2	0003	5,027,000		5,027,000	5,027,000	100%	0.80000	\$4,021.60
COLD MILL - DEPTH PER PLAN - 6-8	_1200	0290	2021.2	0002	4,105,250	731,250	4,105,250	4,105,250	100%	0.80000	\$3,284.20
CONCRETE CURB AND GUTTER, 30"	_6240	0190	2021.2	0001	925,000		925,000	925,000	100%	18.50000	\$17,112.50
CONCRETE CURB AND GUTTER, 30"	_6240	0405	2021.2	0002	1,143,500		1,143,500	1,143,500	100%	18.50000	\$21,154.75

Contract: 2021.2

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City of Wyoming

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
CONCRETE CURB AND GUTTER, 30"	_6240	0600	2021.2	0003	1,016.000	5.000	1,016.000	1,016.000	100%	18.50000	\$18,796.00
CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	0200	2021.2	0001	534.000		534.000	534.000	100%	24.30000	\$12,976.20
CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	0420	2021.2	0002	340.100		340.100	340.100	100%	24.30000	\$8,264.43
CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	0610	2021.2	0003	205.500		205.500	205.500	100%	24.30000	\$4,993.65
CONCRETE PAVEMENT NON REINFORCED, 8"	_6284	0425	2021.2	0002	5.200		5.200	5.200	100%	45.00000	\$234.00
CONCRETE SIDEWALK, 4"	_6270	0195	2021.2	0001	7,645.000		7,645.000	7,645.000	100%	3.00000	\$22,935.00
CONCRETE SIDEWALK, 4"	_6270	0410	2021.2	0002	6,906.000		6,906.000	6,906.000	100%	3.00000	\$20,718.00
CONCRETE SIDEWALK, 4"	_6270	0605	2021.2	0003	8,005.000		8,005.000	8,005.000	100%	3.00000	\$24,015.00
CONCRETE SIDEWALK, 8"	_6272	0415	2021.2	0002	75.000		75.000	75.000	100%	5.00000	\$375.00
COVER AND CASTING	_4031	0105	2021.2	0001	7.000		7.000	7.000	100%	380.00000	\$2,660.00
COVER AND CASTING	_4031	0305	2021.2	0002	7.000		7.000	7.000	100%	380.00000	\$2,660.00
COVER AND CASTING	_4031	0510	2021.2	0003	12.000		12.000	12.000	100%	380.00000	\$4,560.00
D.I. CL 53 WATER PIPE 6"	_5101	0130	2021.2	0001	22.000		22.000	22.000	100%	76.00000	\$1,672.00
D.I. CL 53 WATER PIPE 6"	_5101	0335	2021.2	0002	36.500		36.500	36.500	100%	76.00000	\$2,774.00
D.I. CL 53 WATER PIPE 6"	_5101	0540	2021.2	0003	44.500		44.500	44.500	100%	76.00000	\$3,382.00
D.I. CL 53 WATER PIPE 8"	_5102	0135	2021.2	0001	1,387.000		1,387.000	1,387.000	100%	65.00000	\$90,155.00
D.I. CL 53 WATER PIPE 8"	_5102	0340	2021.2	0002	1,358.000		1,358.000	1,358.000	100%	65.00000	\$88,270.00
D.I. CL 53 WATER PIPE 8"	_5102	0545	2021.2	0003	1,373.500		1,373.500	1,373.500	100%	65.00000	\$89,277.50
DETECTABLE WARNING PLATES	_6217	0185	2021.2	0001	29.000	23.500	29.000	29.000	100%	60.00000	\$1,740.00
DETECTABLE WARNING PLATES	_6217	0400	2021.2	0002	3.000		3.000	3.000	100%	60.00000	\$180.00
DETECTABLE WARNING PLATES	_6217	0595	2021.2	0003	31.000		31.000	31.000	100%	60.00000	\$1,860.00

Contract: 2021.2

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Construction Pay Estimate Amount Balance Report

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City of Wyoming

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
DRAINAGE STRUCTURE 4' DIA (CATCH BASIN)	_4016	0300	2021.2	0002	2.000		2.000	2.000	100%	2,430.00000	\$4,860.00
DRAINAGE STRUCTURE 4' DIA (CATCH BASIN)	_4016	0505	2021.2	0003	2.000		2.000	2.000	100%	2,430.00000	\$4,860.00
HAND PATCHING	_6305	0210	2021.2	0001	8.000	8.000	8.000	8.000	100%	180.00000	\$1,440.00
HAND PATCHING	_6305	0435	2021.2	0002	32.130	32.130	32.130	32.130	100%	180.00000	\$5,783.40
HAND PATCHING	_6305	0620	2021.2	0003	0.000		0.000			180.00000	
HMA MIXTURE - 3C	_6362	0220	2021.2	0001	338.890		338.890	338.890	100%	74.00000	\$25,077.86
HMA MIXTURE - 3C	_6362	0445	2021.2	0002	298.250	-31.130	298.250	298.250	100%	74.00000	\$22,070.50
HMA MIXTURE - 3C	_6362	0630	2021.2	0003	525.980		525.980	525.980	100%	74.00000	\$38,922.52
HMA MIXTURE - 5E1	_6354	0215	2021.2	0001	392.000	2.000	392.000	392.000	100%	73.00000	\$28,616.00
HMA MIXTURE - 5E1	_6354	0440	2021.2	0002	343.510		343.510	343.510	100%	73.00000	\$25,076.23
HMA MIXTURE - 5E1	_6354	0625	2021.2	0003	577.720		577.720	577.720	100%	73.00000	\$42,173.56
HYDRANT	_5040	0110	2021.2	0001	3.000		3.000	3.000	100%	2,595.00000	\$7,785.00
HYDRANT	_5040	0320	2021.2	0002	4.000	4.000	4.000	4.000	100%	2,595.00000	\$10,380.00
HYDRANT	_5040	0525	2021.2	0003	4.000		4.000	4.000	100%	2,595.00000	\$10,380.00
HYDRANT EXTENSION UP TO 12	_5050	0115	2021.2	0001	0.000		0.000			480.00000	
MESSAGE BOARD - FURNISHED	_8122	0035	2021.2	0000	0.000		0.000			3,750.00000	
MESSAGE BOARD - OPERATED	_8123	0040	2021.2	0000	0.000		0.000			1,000.00000	
MINOR TRAFFIC CONTROL DEVICES	_8010	0010	2021.2	0000	1.000		1.000	1.000	100%	44,750.90000	\$44,750.91
MISCELLANEOUS GRAVEL	_6105	0165	2021.2	0001	35.000		35.000	35.000	100%	20.00000	\$700.00
MISCELLANEOUS GRAVEL	_6105	0375	2021.2	0002	35.250	26.000	35.250	35.250	100%	20.00000	\$705.00
MISCELLANEOUS GRAVEL	_6105	0575	2021.2	0003	42.960		42.960	42.960	100%	20.00000	\$859.20
MOBILIZATION	_1000	0005	2021.2	0000	1.000		1.000	1.000	100%	59,500.00000	\$59,500.00
REMOVE CONCRETE	_1550	0095	2021.2	0001	476.000	1.000	476.000	476.000	100%	6.50000	\$3,094.00
REMOVE CONCRETE	_1550	0295	2021.2	0002	345.300		345.300	345.300	100%	6.50000	\$2,244.45
REMOVE CONCRETE	_1550	0500	2021.2	0003	205.700	17.500	205.700	205.700	100%	6.50000	\$1,337.05

Contract: .2021.2

Estimate: 9



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FieldManager 5.3c

City of Wyoming

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
REMOVE CURB AND GUTTER	1008	0055	2021.2	0001	915.000		915.000	915.000	100%	7.50000	\$6,862.50
REMOVE CURB AND GUTTER	1008	0245	2021.2	0002	1,143.500		1,143.500	1,143.500	100%	7.50000	\$8,576.25
REMOVE CURB AND GUTTER	1008	0460	2021.2	0003	1,016.000		1,016.000	1,016.000	100%	7.50000	\$7,620.00
REMOVE EX COVER AND CASTINGS	1142	0070	2021.2	0001	7.000		7.000	7.000	100%	108.00000	\$756.00
REMOVE EX COVER AND CASTINGS	1142	0265	2021.2	0002	8.000		8.000	8.000	100%	108.00000	\$864.00
REMOVE EX COVER AND CASTINGS	1142	0475	2021.2	0003	12.000		12.000	12.000	100%	108.00000	\$1,296.00
REMOVE EX DRAINAGE STRUCTURE	1145	0275	2021.2	0002	3.000		3.000	3.000	100%	281.00000	\$843.00
REMOVE EX DRAINAGE STRUCTURE	1145	0650	2021.2	0003	4.000	4.000	4.000	4.000	100%	281.00000	\$1,124.00
REMOVE EX HYDRANT	1168	0080	2021.2	0001	2.000		2.000	2.000	100%	324.00000	\$648.00
REMOVE EX HYDRANT	1168	0280	2021.2	0002	3.000		3.000	3.000	100%	324.00000	\$972.00
REMOVE EX HYDRANT	1168	0485	2021.2	0003	3.000		3.000	3.000	100%	324.00000	\$972.00
REMOVE EX SEWER	1125	0260	2021.2	0002	132.000		132.000	132.000	100%	8.00000	\$1,056.00
REMOVE EX SEWER	1125	0645	2021.2	0003	91.000	91.000	91.000	91.000	100%	8.00000	\$728.00
REMOVE EX VALVE AND BOX	1143	0075	2021.2	0001	0.000		0.000	0.000		108.00000	
REMOVE EX VALVE AND BOX	1143	0270	2021.2	0002	0.000		0.000	0.000		108.00000	
REMOVE EX VALVE AND BOX	1143	0480	2021.2	0003	0.000		0.000	0.000		108.00000	
REMOVE EX WATERMAIN	1170	0085	2021.2	0001	23.000		23.000	23.000	100%	8.00000	\$184.00
REMOVE EX WATERMAIN	1170	0285	2021.2	0002	0.000		0.000	0.000		8.00000	
REMOVE EX WATERMAIN	1170	0490	2021.2	0003	18.500		18.500	18.500	100%	8.00000	\$148.00
REMOVE PAVEMENT	1045	0065	2021.2	0001	38.000	38.000	38.000	38.000	100%	8.50000	\$323.00
REMOVE PAVEMENT	1045	0255	2021.2	0002	323.000		323.000	323.000	100%	8.50000	\$2,745.50
REMOVE PAVEMENT	1045	0470	2021.2	0003	508.000		508.000	508.000	100%	8.50000	\$4,318.00
REMOVE SIDEWALK	1035	0060	2021.2	0001	860.000		860.000	860.000	100%	5.50000	\$4,730.00
REMOVE SIDEWALK	1035	0250	2021.2	0002	780.500	628.100	780.500	780.500	100%	5.50000	\$4,292.75

Contract: 2021.2

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Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
REMOVE SIDEWALK	_1035	0465	2021.2	0003	969.500		969.500	969.500	100%	5.50000	\$5,332.25
REMOVE STUMPS 19" TO 36"	_1006	0050	2021.2	0001	1.000		1.000	1.000	100%	250.00000	\$250.00
REMOVE TREES 19" TO 36"	_1003	0045	2021.2	0001	1.000		1.000	1.000	100%	1,440.00000	\$1,440.00
REMOVE TREES 19" TO 36"	_1003	0240	2021.2	0002	0.000		0.000	0.000	100%	1,440.00000	\$1,440.00
REMOVE TREES 8" TO 18"	_1002	0235	2021.2	0002	10.000		10.000	10.000	100%	250.00000	\$2,500.00
SIDEWALK RAMP, ADA	_6215	0180	2021.2	0001	335.500		335.500	335.500	100%	3.90000	\$1,308.45
SIDEWALK RAMP, ADA	_6215	0395	2021.2	0002	42.500	42.500	42.500	42.500	100%	3.90000	\$165.75
SIDEWALK RAMP, ADA	_6215	0590	2021.2	0003	719.400		719.400	719.400	100%	3.90000	\$2,805.66
STORM SEWER 12" (0' - 14' DEPTH)	_4201	0520	2021.2	0003	76.000		76.000	76.000	100%	64.00000	\$4,864.00
STORM SEWER 15" (0' - 14' DEPTH)	_4211	0315	2021.2	0002	126.000		126.000	126.000	100%	67.00000	\$8,442.00
STREET GRADE	_6114	0170	2021.2	0001	1,315.000		1,315.000	1,315.000	100%	6.00000	\$7,890.00
STREET GRADE	_6114	0380	2021.2	0002	1,340.000		1,340.000	1,340.000	100%	6.00000	\$8,040.00
STREET GRADE	_6114	0580	2021.2	0003	1,395.000		1,395.000	1,395.000	100%	6.00000	\$8,370.00
TOP SOIL 4" SCREENED	_7005	0225	2021.2	0001	1,465.000		1,465.000	1,465.000	100%	5.00000	\$7,325.00
TOP SOIL 4" SCREENED	_7005	0450	2021.2	0002	930.000		930.000	930.000	100%	5.00000	\$4,650.00
TOP SOIL 4" SCREENED	_7005	0635	2021.2	0003	1,030.000		1,030.000	1,030.000	100%	5.00000	\$5,150.00
VALVE 6"	_5076	0120	2021.2	0001	3.000		3.000	3.000	100%	1,214.00000	\$3,642.00
VALVE 6"	_5076	0325	2021.2	0002	4.000		4.000	4.000	100%	1,214.00000	\$4,856.00
VALVE 6"	_5076	0530	2021.2	0003	4.000		4.000	4.000	100%	1,214.00000	\$4,856.00
VALVE 8"	_5077	0125	2021.2	0001	2.000		2.000	2.000	100%	1,647.00000	\$3,294.00
VALVE 8"	_5077	0330	2021.2	0002	1.000		1.000	1.000	100%	1,647.00000	\$1,647.00
VALVE 8"	_5077	0535	2021.2	0003	2.000		2.000	2.000	100%	1,647.00000	\$3,294.00
Percentage of Contract Completed(curr): 100% (total paid to date / total of all authorized work)											
Total Amount Paid This Estimate:										\$28,757.83	
Total Amount Paid To Date:										\$1,217,288.52	

Contract: 2021.2

Estimate: 9

RESOLUTION NO. _____

RESOLUTION TO EXTEND THE BID
FOR BULK PICK UP AND DISPOSAL OF LEAVES
AND TO EXTEND THE BID
FOR GRINDING AND DISPOSAL OF BRUSH
TO RENEWED EARTH INC.

WHEREAS:

1. On April 4, 2016, the City Council awarded the three-year bid for bulk pick up and disposal of leaves, as referenced with Resolution Number 25403, and the three-year bid for grinding and disposal of brush, as referenced with Resolution Number 25402, to Renewed Earth Inc.
2. Renewed Earth has agreed to extend their bid pricing until December 31, 2022. The unit pricing shall remain unchanged from the previous bid pricing at a unit cost of \$14.90 per ton for bulk pick up and removal of leaves, and a unit cost of \$2.46 per yard for grinding and disposal of brush.
3. Sufficient funds have been budgeted in the in the Solid Waste Disposal Account: 230-441-44300-956.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council extends the bid for Bulk Pick Up and Disposal of Leaves, and extends the bid for Grinding and Disposal of Brush to Renewed Earth, Inc.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Bid Tab

Resolution No. _____

STAFF REPORT

Date: January 10, 2022

Subject: Bid Extensions – Bulk Pick-Up and Disposal of Leaves and Grinding and Disposal of Brush

From: Jodie Theis, Public Services Supervisor

Meeting Date: January 17, 2022

RECOMMENDATION:

The Public Works Department recommends that the City Council extend the bid for Bulk Pick Up and Disposal of Leaves to Renewed Earth, Inc., at a unit cost of \$14.90 per ton, and extend the bid for Grinding and Disposal of Brush to Renewed Earth, Inc., at a unit cost of \$2.46 per yard until December 31, 2022.

COMMUNITY, SAFETY, STEWARDSHIP:

The Yard Waste Facility provides the residents another option for yard waste removal, decreasing the potential for street flooding caused by plugged catch basins and improving the aesthetics of the City's neighborhoods. The Contractor shall be responsible for the disposal of all leaves at a site that is approved by the Michigan Department of Environmental Quality (MDEQ) as a location for composting or land application of leaves.

DISCUSSION:

On April 4, 2016, the City Council awarded both the three-year bid for bulk pick up and disposal of leaves, as referenced with Resolution Number 25403, and the three-year bid for grinding and disposal of brush, as referenced with Resolution Number 25402, to Renewed Earth Inc. Renewed Earth has agreed to extend their bid pricing until December 31, 2022. The unit pricing shall remain unchanged from the previous bid pricing as shown in the attached bid tabulations.

Based on the estimated quantities, the Public Works Department anticipates spending approximately \$74,500 for the bulk pick-up and disposal of leaves and approximately \$34,000 for the grinding and removal of brush in calendar year 2022.

BUDGET IMPACT:

Sufficient funds are available in the Solid Waste Disposal Account: 230-441-44300-956.000.

ATTACHMENTS:

Contract Extension Letter, Renewed Earth, January 6, 2022
Bid Tabulations, March 22, 2016



RENEWED EARTH

January 6, 2022

City of Wyoming
Public Works Department
Wyoming, MI 49509

Attn: Jodie Theis
RE: Bulk Pickup and Disposal of Leaves / Grinding and Disposal of Brush

Renewed Earth would like to extend our current contract prices to you for the bulk pickup and disposal of leaves and the grinding and disposal of brush.

The current unit prices that we will extend through December 31, 2022 are as follows:

Grinding and Disposal of Brush.....	\$2.46/yd
Bulk Pickup of Leaves.....	\$14.90/ton

Respectfully Submitted,

Daniel R. Glas
President

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

ON BULK PICK-UP AND DISPOSAL OF LEAVES

Opened By City Clerk On March 22, 2016 At 11:00 a.m.

Fiscal Year	Est. Qty. (Ton)	Renewed Earth		Spurt Industries		Michigan Wood Fibers	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
2016-2017	5,000	\$14.90	\$74,500.00	\$19.98	\$99,900.00	\$28.00	\$140,000.00
2017-2018	5,000	\$14.90	\$74,500.00	\$20.90	\$104,500.00	\$29.00	\$145,000.00
2018-2019	5,000	\$14.90	\$74,500.00	\$21.82	\$109,100.00	\$32.00	\$160,000.00

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

ON GRINDING AND DISPOSAL OF BRUSH

Opened By City Clerk On March 22, 2016 At 11:00 a.m.

Fiscal Year	Est. Qty. (Yds.)	Renewed Earth		Michigan Wood Fibers		Spurt Industries	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
2016-2017	13,500	\$2.47	\$33,345.00	\$2.72	\$36,720.00	\$20.92	\$282,420.00
2017-2018	13,500	\$2.47	\$33,345.00	\$2.82	\$38,070.00	\$21.55	\$290,925.00
2018-2019	13,500	\$2.46	\$33,210.00	\$2.92	\$39,420.00	\$22.19	\$299,565.00

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A PROPOSAL FROM THE ARCHITECTURAL GROUP, INC.
FOR CONSTRUCTION DOCUMENT PREPARATION AND ADMINISTRATION SERVICES
AND TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE CONTRACT

WHEREAS:

1. On November 15, 2021, via Resolution number 27184, the City Council accepted a proposal from The Architectural Group, Inc. to provide professional architectural services for the 62A District Court improvements.
2. As detailed in the attached staff report, The Architectural Group, Inc. has provided the City with a proposal for construction document preparation and administration services in the total estimated amount of \$34,000.00.
3. It is recommended the City Council accept the proposal.
4. Funds are available in account number 285-871-17500-956.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from The Architectural Group, Inc. for construction document preparation and administration services.
2. The City Council does hereby authorize the Mayor and City Clerk to execute the contract.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report
Contract

Resolution No. _____

STAFF REPORT

Date: January 11, 2022

Subject: Phase II – 62A District Court/City Attorney Offices Construction
Document Preparation and Administration

From: Troy Rinks, Facilities Foreman

Meeting Date: January 17, 2022

RECOMMENDATION:

It is recommended that City Council accept the attached proposal, a total value not to exceed \$34,000, for The Architectural Group, Inc. (T.A.G.) to provide construction documents and administration of renovations for the City Attorney offices in the basement of the 62A District Court building.

COMMUNITY, SAFETY, STEWARDSHIP:

The proposal builds on the Phase I conceptual design of renovations to the basement of the 62A District Court building. This Phase II work includes structural, mechanical, plumbing, interior design, and electrical engineering design services for adding three offices, an administrative professional workstation, a conference room, a workroom, and elevator lobby space as well as updating and reworking the existing restrooms. These improvements facilitate a better use of space and provide a safer and more efficient experience for guests, citizens, and staff to conduct City business. Funding for these improvements is proposed through American Rescue Plan (ARPA) monies already received by the City.

DISCUSSION:

On November 15, 2021, the City Council approved a contract with T.A.G. to provide schematic designs for improvements to the basement of the 62A District Court building. These designs were approved by City staff, and T.A.G. was asked to provide a proposal to prepare construction documents, prepare a bid, administer the contract, and provide project oversight for these improvements. The attached proposal includes this at a not to exceed cost of \$34,000. Additionally, T.A.G. was asked to provide an estimation of total construction costs for the proposed renovation. T.A.G. estimated these costs to be between \$70-\$85/sq. ft. or approximately \$180,000. Once a bid has been received, authorization to proceed will be requested from City Council.

BUDGET IMPACT:

Sufficient funds are available in the 285-Federal Grants Fund

Building	Account
62A District Court	285-871-17500-956.000

ATTACHMENTS:

Phase II Proposal

Proposed Layout

Contract

CITY OF
Wyoming
MICHIGAN

PROFESSIONAL SERVICES CONTRACT
CITY OF WYOMING, MICHIGAN
(OVER \$8,500)

This Contract is made as of the Effective Date between City and Professional.

City means the City of Wyoming, a Michigan municipal corporation, of 1155 28th Street SW, PO Box 905, Wyoming, MI 49509-0905.

Professional means: The Architectural Group Inc.
(Name of contracting entity)
A Michigan corporation
(State and type of entity, e.g., corporation, limited liability company, etc.)
3100 Prairie SW
(Professional's street address)
Grandville, MI 49418
(Professional's city, state & zip)

Professional's personnel means Professional's directors, members, partners, officers, employees, contractors, consultants, agents and representatives and any other individuals or entities Professional engages to provide services under the Contract.

Deliverables means the work products of Professional's services as detailed in the Proposal, such as plans, specifications, bid documents, estimates, reports, opinions, recommendations, pleadings, and legal documents, real estate documents, etc.

Effective Date means: December 22, 2021.

Goods means any parts, equipment, supplies, materials, or other items or services the City is acquiring from Professional as itemized or stated in the Proposal.

Proposal means Professional's proposal attached as Exhibit B.

Services means the services described and specified in the Proposal.

Standard Terms means the attached 2-page Exhibit A entitled "City Contract Standard Terms and Conditions."

TERMS AND CONDITIONS

In exchange for the consideration in and referred by this Contract, the parties agree:

1. Professional will perform the Services and provide the deliverables as detailed in the Proposal.
2. City will pay the Professional in accordance with the Proposal.
3. Professional represents and warrants, except for those specifically waived or modified in this paragraph, Professional is complying with and will comply with the Standard Terms. Waived or modified conditions are as follows:

None.

(Identify those the City Attorney has agreed may be waived or the City attorney approved modifications or write "None.")

4. This is the only agreement between the parties regarding City's engagement of Professional to perform the Services. There are no other agreements, representations, or warranties except as stated in the Proposal. This contract can be amended only in writing signed by both City and Professional.

City and Professional have signed this Contract as of the Effective Date.


CITY OF WYOMING

By: _____
Jack A. Poll, Mayor

By: _____
Kelli A. Vandenberg, City Clerk


Date signed: _____, 20__

Approved as to form:



Scott G. Smith, City Attorney

The Architectural Group Inc.

By: 

(Signature of officer, director or principal of Professional)
Jay Miedema, Principal Architect
(Typed/Printed Name & Title of Person Signing for Professional)

Date signed: January 12, 2022

EXHIBIT A

CITY CONTRACT STANDARD TERMS AND CONDITIONS

1. **Applicability.** These Standard Terms and Conditions apply to the Contract unless expressly modified in writing signed by the Mayor and City Clerk or the City Manager.

2. **Legal Compliance.** Professional will comply with applicable (i) laws, rules, regulations, codes, and ordinances, (ii) license and permit requirements, and (iii) orders of governmental agencies, officials, or courts.

3. **Grant Compliance.** Professional represents and promises that, if state or federal grant funds are identified a source of payment for any part of the project, Professional has reviewed and will comply with all applicable grant agreement terms and conditions.

5. **Qualifications.** Professional represents and promises that:

A. Professional has and will maintain, and Professional's personnel have and will maintain, any needed licenses, registrations, certifications, memberships, or other approvals needed to perform the Services in Michigan.

B. Neither Professional nor any of Professional's personnel: (i) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (ii) have within 3-years preceding this Contract been convicted of or have a judgment against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract with a government agency; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (iii) are presently criminally charged with committing any of the offenses enumerated in this certification; and (iv) have within 3-years preceding this Contract had one or more public transactions terminated for cause or default.

C. If the Contract is for a community development block grant, U.S. Department of Housing and Urban Development (HUD), federal and/or state funded project, Professional and Professional's personnel are not listed on HUD's list of debarred and suspended participants.

D. The successful bidder, its subcontractors and their respective personnel must register in the federal System for Award Management (SAM) list and be in good standing (i.e., not suspended or debarred from receiving federal funds).

E. Neither Professional nor Professional's personnel is an "Iran linked business" under Michigan's Iran Economic Sanctions Act.

6. **Nondiscrimination and Respect.** City is committed to equity, fairness, impartiality, courtesy, respect and nondiscrimination in all programs, benefits, and actions, including in its contracts and any activities that Professional, Professional's personnel, contractors engage in for or on behalf of City. Accordingly:

A. Professional and Professional's personnel in (i) employment actions, (ii) solicitation, bidding or contracts with subcontractors or consultants, or (iii) solicitation, bidding or contracts for materials, will not discriminate based on race, color, religion, national origin, age, sex, height, weight, marital status, familial status, mental or physical disability, genetic information, or any other reason prohibited by law that is unrelated to the employee's or applicant's ability to perform the duties of a job or position. For purposes of this section, "sex" means sex and gender, sex or gender stereotypes, sexual orientation, gender

identity (including transgender status) or expression, and pregnancy, childbirth or conditions related to pregnancy or childbirth. Professional and Professional's personnel will comply with applicable state and federal laws, rules, regulations, orders, and other requirements regarding discrimination and inclusion, including, for example, Title VI of the federal Civil Rights Act of 1964, Michigan's Elliott-Larsen Civil Rights Act, Michigan's Persons with Disabilities Civil Rights Act, the federal Age Discrimination Act of 1975, and §504 of the federal Rehabilitation Act of 1973, together with rules, regulations, orders, directives and guidance issued pursuant to those statutes.

1. Professional will, in solicitations or advertisements for employees placed by or on behalf of Professional, state that all qualified applicants will be considered for employment without regard to race, color, religion, height, weight, marital status, sex, age, national origin, or disability unrelated to a person's ability to perform the duties of a particular job or position.

2. Professional will send to each labor union or representative of workers with which Professional has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of Professional's commitments under this section and will post copies of that notice in conspicuous places available to employees and applicants for employment under this Contract.

B. If Professional or Professional's personnel will, as part of its Services, be engaging for or on behalf of City with others, Professional will ensure that engagement (i) treats all individuals with fairness, equity, impartiality, courtesy and respect, and in a manner that does not discriminate based on race, color, religion, national origin, age, sex, height, weight, marital status, familial status, mental or physical disability, genetic information, or any other reason prohibited by law, and (ii) if that engagement includes communications with individuals with limited English proficiency (i.e., those who speak English less than very well), it will use language assistance services for oral and written communications. Language assistance services in accordance with City's Limited English Proficiency Plan (part of City's Nondiscrimination Plan at <https://www.wyomingmi.gov>) will comply with this requirement.

C. Noncompliance with this section is a material breach of this Contract that can result in (i) withholding payments to Professional until Professional complies, (ii) Contract cancellation, termination, or suspension, in whole or in part, and/or (iii) Professional's ineligibility to bid on or enter future contracts with City.

D. Professional will retain and, upon City's request, provide copies of all information and reports required by all laws, rules, regulations, orders, directives and guidance referred to in this section as determined by City or a state or federal agency to be pertinent to ascertain Professional's compliance. If requested information is exclusively possessed by another who fails or refuses to furnish it, Professional will so certify to City.

E. Professional must include the requirements of paragraphs A through D in all subcontracts, consultant contracts, and material procurement and equipment leasing documents, directly or indirectly related to this Contract, and any other Professional activities that HUD or the United States Department of Justice determine are needed to comply with this section. Professional must take such action with respect to any subcontractor,

consultant, material supplier, or equipment lessor as City deems reasonably necessary to enforce compliance with this section including sanctions for noncompliance.

7. Ethical Standards. Professional and Professional's personnel have not engaged in and will refrain from: (i) holding or acquiring an interest conflicting with this Contract; (ii) engaging in any act creating an appearance of impropriety with respect to the award or performance of this Contract; (iii) attempting or appearing to influence a City elected or appointed officer or employee by a direct or indirect offer of anything of value; or (iv) paying or agreeing to pay any person, other than Professional's personnel, any consideration contingent upon the award of this Contract. None of Professional's personnel is a spouse, parent, child, grandchild, or sibling of the mayor, city council member, or other City officer or City board/commission member of the City except as already disclosed in writing to City. Professional will promptly inform City of any change in this circumstance.

8. Media Releases. Media releases (including promotional literature and commercial ads) pertaining to this Contract or the project to which it relates must not be made without the City Manager's prior written approval and only in accordance with the written terms provided in that approval.

9. W-9. Before beginning work Professional will e-mail to accountspayable@wyomingmi.gov a completed an IRS W-9 form.

10. Document Ownership and Use. All documents Professional generates as part of its services under the City Contract, whether in paper, electronic or other media or format, including for example and without limitation, any plans, specifications, bid documents, drawings, designs, and manuals, shall belong to City upon City's payment of any amounts due Professional under the City Contract. City will hold Professional harmless from and indemnify Professional for any liability resulting from the use of those documents for a purpose or project beyond the purposes and projects for which they were provided to City.

11. Intellectual Property. Professional guarantees the sale or use of software, copies, records, or other intellectual property provided or used to perform the Services and all deliverables will not infringe any copyright, patent, trademark or other intellectual property rights. Professional will, without expense to City, defend all actions against City or City's officers or employees for any alleged infringement of any intellectual property rights by reason of their use as in conjunction with this Contract and will pay all costs, damages, and profits recoverable in any such action.

12. Taxes. City is generally exempt from federal and state taxes and a copy of supporting documents can be requested by contacting City's Finance Department.

13. Professional Responsibility. Unless the Proposal provides a higher standard of care, Professional will perform Professional's services under the City Contract consistent with the standard of practice and care of other, similar professionals performing similar services in Michigan.

14. Risk Allocation. Professional is solely responsible for (i) means and methods of the Services, (ii) the conduct of Professional's personnel, and (iii) injuries or property damage occurring as a result of the Services. Professional will hold City and City's officers and employees harmless from, indemnify them for, and defend them (with legal counsel reasonably acceptable to City) against all claims made by persons other than City as a result of the Services. Professional will reimburse City for or pay in City's stead costs City may incur as a result of claims, demands, judgments, administrative actions, or any order to pay any amounts made or entered against City or City's officers or employees as a result of the Services.

15. Insurance. Professional must obtain and maintain the following insurance:

COMMERCIAL GENERAL LIABILITY
Minimal Limits: \$1,000,000 Each Occurrence, \$1,000,000 Personal & Advertising Injury, \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Coverage must include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Professionals; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (EXU) Exclusions, if applicable.
AUTOMOBILE LIABILITY INSURANCE
Minimal Limits (hired and non-owned automobile coverage): \$1,000,000 per person \$1,000,000 per occurrence
WORKERS' DISABILITY COMPENSATION
Minimal Limits: \$500,000 per occurrence Coverage shall be in accordance with Michigan statutes. Waiver of subrogation, except where waiver is prohibited by law.
EXCESS/UMBRELLA INSURANCE
Required liability limits may be obtained using an Excess-Umbrella Liability policy in addition to primary liability policy(ies). If Excess and/or Umbrella policy to satisfy coverage limits, coverage must follow the form of the primary liability policy(ies).
PROFESSIONAL LIABILITY INSURANCE
Professional liability insurance shall be in a minimum amount of the greater of \$250,000 or the amounts to be paid Professional for services under the City Contract.
ADDITIONAL INSUREDS
If this Contract is for more than \$5,000, General Commercial Liability, Automobile Liability and Excess/Umbrella Liability insurance shall include an endorsement stating the following are Additional Insureds: City and City's officers, employees, volunteers, agents, boards, and commissions. Coverage is to be primary and any City insurance will be secondary and/or excess.

Upon City request, Professional will provide to City's Purchasing Department copies of certificates of insurance, policies and endorsements.

16. Records. City must retain, be able to obtain, and/or audit records related to City contracts. Professional will retain copies of all records related to this Contract and the Services for at least 7 years after completion of this Contract. Professional will, upon City's request, allow inspection, auditing, and copying of all retained records.

17. Assignment/Beneficiaries. Unless this Contract states otherwise, (i) none of Professional's rights or duties may be assigned or delegated without City's prior written consent and (ii) no other individuals or entities are intended to be beneficiaries of this Contract.

18. Independent Contractor. Professional is wholly independent of City. None of Professional's personnel shall be or be represented to be City officers or employees. Professional is solely responsible for acts, omissions, and statements of Professional's personnel. Professional is solely responsible for any compensation and benefits to be provided Professional's personnel for the Services. City has no responsibility to supervise, compensate or insure Professional or Professional's personnel.

EXHIBIT B

20 11 20
3

December 22, 2021

Mr. Troy Rinks
City of Wyoming
1155 28th St SW
PO Box 905
Wyoming, MI 49509

RE: Proposed Wyoming Justice Center Improvements- Phase II Construction Documents
2650 De Hoop Ave.
Wyoming, Michigan

Dear Troy,

Please accept this letter in follow up to our meeting in late November. First of all, thank you for your consideration of The Architectural Group Inc. We are committed to providing architectural and engineering services that exceed your expectations and bring the vision of the project into reality. Below you will find our proposal for Phase II of the Justice Center- City Attorney Offices renovation.

Project Description

The City of Wyoming would like to add three additional offices, an administrative professional workstation, a conference room, a workroom, and elevator lobby space as well as updating and reworking the existing restrooms in the existing lower level of the City of Wyoming Justice Building. This renovation will include shifting some of the existing files which will be handled by the City of Wyoming Facilities department and will provide a lockable separation to the file storage area.

The following is an outline of the Architectural services that we envision for this Phase II project.

Phase II – City Attorney Offices Construction Documents and Administration

- Meet with the appropriate City staff to review the progress of the Construction Documents. (3-4 meetings are anticipated).
- Review bidding documents and submitted Contractor Bids
- Participate in progress meetings (6 meetings max.), review proposed change orders, review payment applications.

Phase II – Fee Schedule

Based on the preceding Phase I scope and construction costs between \$70-\$85/sq. ft., we anticipate billing the Construction Document Phase on an hourly basis with the following fee range:

Construction Document Phase	\$24,500 - \$29,000
This work includes the following:	
Architectural Design:	\$12,500 - \$15,000
M/E/P Engineering Design:	\$10,500 - \$12,000
Structural Engineering Design:	\$1500 - \$2000

Any reimbursable expenses would be limited to printing, plotting and postage costs to the City of Wyoming Facilities Team. We propose an allowance of \$2,500.

The preceding fees are based on the scope of services and the program requirements that we understand to be included within Phase I as described. The work includes structural, mechanical, plumbing, and electrical engineering design services. The work anticipates open bidding to any area contractor that meets the schedule requirements and does not require prevailing wage requirements. Any additional work beyond the above description will only proceed when authorized by the City's Representation and on an hourly basis with an agreed upon cap.

In addition to the preceding fees, we propose the following scope of services on an hourly basis. Interior Design by KD Interiors, LLC for interior finish selection and specifications. This work includes a meeting with the design team to select finishes for the project. We will then add the approved selections into the plans and specifications for bidding.

Interior Design Services (\$85/hour): \$2550 Allowance

The following items have been excluded from our services. These services or additional services can be requested and will be provided on an hourly basis upon your approval to proceed. They include the following:

1. Furniture design, layout, selections, or bidding. If desired, KD Interiors can provide this service to the City of Wyoming on an hourly basis.
2. Fee paid for securing approval from authorities having jurisdiction including, but not limited to, application fees, review fees, escrow fees, and bonds associated with permitting.
3. Printing and postage for distribution of plans and specifications to Contractors.
4. Changes or modifications, including preparation of bulletins and/or addenda for alternations requested by the Owner. Changes or modifications necessitated to clarify the architectural/engineering drawings and/or clarify municipal code issues will be provided at no additional charge.
5. Security, data and audio/visual design, layout or specifications.

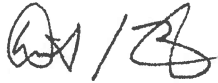
6. Building Information Modeling (BIM).

7. Scope changes or additional services not in our scope of work as defined.

Please call either Dan or Jay if you have any questions or need further information. We look forward to working with you and the city's staff. We trust the preceding services and fees meet with your approval. If this acceptable, please sign below and return a copy to our office.

Sincerely,

The Architectural Group Inc.



Daniel J. Bode
Chief Operating Officer



Jay Miedema
Principal Architect

Troy Rinks, Facilities Maintenance
City of Wyoming

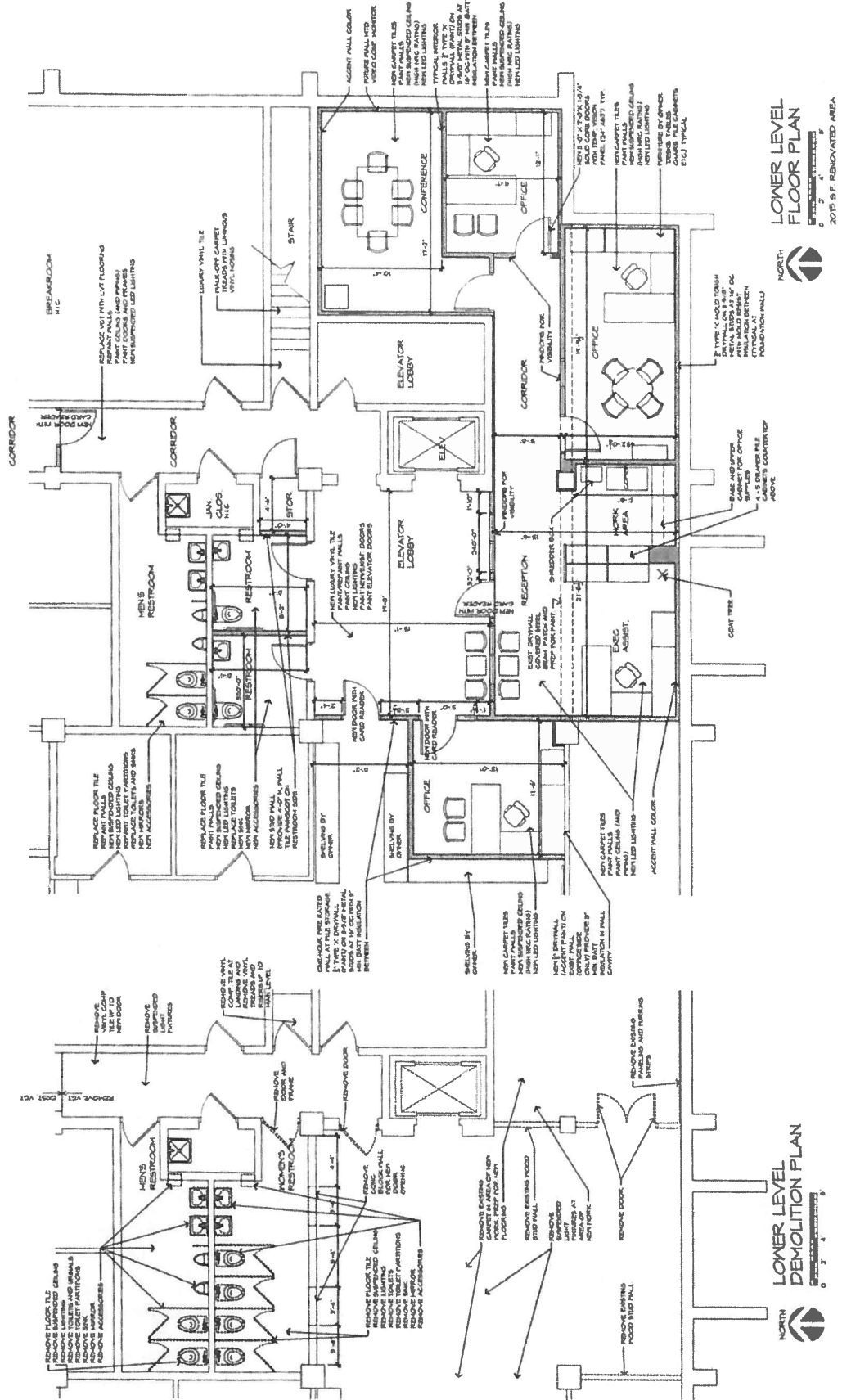
Date



Architecture and Planning
 Dr. _____
 Ap. _____
 Date Issued For _____
 10.23.21

File No. 2021-91
 Drawing _____

A1.1
 © The Architectural Group Inc. 2021
 All Rights Reserved



LOWER LEVEL FLOOR PLAN
 2021-91-03
 2015 S.F. RENOVATED AREA



LOWER LEVEL DEMOLITION PLAN
 2021-91-04
 NORTH

RESOLUTION NO. _____

RESOLUTION TO APPROVE A CHANGE ORDER
FOR THE PURCHASE OF SODIUM HYDROXIDE (CAUSTIC) DRUMS

WHEREAS:

1. On June 7, 2021, City Council adopted Resolution number 27038 authorizing the purchase of sodium hydroxide (caustic) drums from Alexander Chemical Corporation at a cost of \$152.55 per drum.
2. As detailed in the attached staff report, Alexander Chemical is requesting a temporary price increase to the current contract at a cost of \$275.00 per drum.
3. It is estimated the City will spend an additional \$5,000 for the purchase of the sodium hydroxide (caustic) drums.
4. Funds for the purchase are budgeted in account number 590-590-54300-740.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve a change order for the purchase of sodium hydroxide (caustic) drums.
2. The City Council does hereby authorize the City Manager to acknowledge acceptance of future temporary price increases in accordance with budget authorization.

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

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Change Order

Resolution No. _____

STAFF REPORT

Date: January 3, 2022

Subject: Temporary Price Increase for Sodium Hydroxide (Caustic) Drums

From: Jon Burke, Clean Water Plant Superintendent

Meeting Date: January 17, 2022

RECOMMENDATION:

It is recommended the City Council accept the temporary price increase to the current bid price of sodium hydroxide drums from Alexander Chemical Corporation at a cost of \$275 per drum.

COMMUNITY, SAFETY, STEWARDSHIP:

Sodium Hydroxide is used at the Clean Water Plant to control odors associated with the biological process. This application ensures the Clean Water Plant remains a good neighbor and in compliance with EGLE Air Quality rules and regulations.

DISCUSSION:

The approved price for the current bid was \$152.55/drum. The new cost will be \$275.00/drum.

Alexander Chemical is requesting a temporary price increase to the current contract for several reasons. In early 2020, the COVID-19 pandemic caused manufacturers to reduce the production of caustic soda, which is a co-byproduct of chlorine production. Later in the year, six hurricanes in the Gulf of Mexico caused several production facilities to shut down. The problems have continued into 2021 when the Gulf experienced a late winter freeze, and another manufacturer shut down three more production facilities. Because the production of chlorine, sodium hypochlorite, and sodium hydroxide are closely related, it isn't a surprise to see this price increase following the increases that we have seen on chlorine, sodium hypochlorite, and bulk sodium hydroxide earlier in 2021.

This unforeseen cost increase for the Clean Water Plant could total \$5,000 depending on chemical usage the rest of the year.

BUDGET IMPACT:

Adequate funds were budgeted in account 590-590-54300-740.000 but if the increase lasts long enough, a budget amendment may be needed at some point during the fiscal year.

ALEXANDER

ALEXANDER CHEMICAL CORPORATION

Wyoming, C/O
 2350 Ivanrest Ave Sw
 Grandville, MI 49418-3402
 Phone: (616) 261-3550

100739

DATE
 12/29/2021

TERMS
 N30

SALE AGENT NAME
 John Dunlap

JOHN

Ship To: Wyoming, C/O Clean Wtr Plant
 2350 Ivanrest Ave Sw
 (WWTP)
 Grandville, MI 494183402

EFFECTIVE DATE	SCHEDULE CURRENCY	FROM QUANTITY	TO QUANTITY	UNIT PRICE U/M	BILLING UNIT PRICE U/M	ADJ. TYP
51300-10548000 Chlorine 2,000.00 lb Ton						
1/1/2022	USD	1.00	0.00	0.7150 lb	1,430.0000 E	
63300-10229000 Sod Hypo 12.5% 3,310.00 lb Tote						
1/1/2022	USD	2.00	3.00	0.3262 lb	1,079.6500 E	
		4.00	0.00	0.3122 lb	1,033.4500 E	
63301-10201000 Sod Hypo 12.5% NSF 1.00 lb Bulk						
1/1/2022	USD	1.00	0.00	0.1850 lb	0.1850 lb	
64300-10201000 Sod Hydroxide D 50% 1.00 lb Bulk						
1/1/2022	USD	37,500.00	0.00	0.2350 lb	0.2350 lb	
64300-10221000 Sod Hydroxide D 50% 700.00 lb Drum						
1/1/2022	USD	8.00	0.00	0.3929 lb	275.0000 E	

ADJUSTMENT TYPE LEGEND:
 I = Increase D = Decrease R = Revision Q = Quotation
 C = Contract L = List S = Schedule

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BID AND TO
AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE CONTRACT

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the listed item as recommended in the attached staff report and summarized below.

Item	Recommended Bidder	Cost
John Deere Gator	Greenmark Equipment	\$14,470.31

2. The City Council does hereby authorize the Mayor and City Clerk to execute the contract.

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

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 17, 2022.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Contract

Resolution No. _____

STAFF REPORT

Date: January 11, 2022
Subject: Purchase of a John Deere Gator
From: Dan Kleinheksel, Utility Maintenance Manager
Meeting Date: January 17, 2022

RECOMMENDATION:

It is recommended the City Council award the bid for the purchase of a 2022 John Deere Gator and authorize the trade-in of a 2005 John Deere Gator to Greenmark Equipment for a total cost of \$14,470.31.

COMMUNITY, SAFETY, STEWARDSHIP:

The purchase of a John Deere Gator will allow City staff to continue the safe and efficient tending of the water treatment plant for both grounds and plant maintenance. This equipment is used by staff to maintain plant grounds in an attractive and aesthetically pleasing way during the warm seasons and is used for salting and snow removal during the winter.

DISCUSSION:

The Water Treatment Plant owns a 2005 John Deere Gator that has exceeded its life expectancy and requires extensive repair including the exhaust and clutch systems. Due to the age and condition of the Gator, it would be a better investment to purchase a new Gator. Additionally, the 2005 Gator has a trade-in value that will be applied toward the purchase of a new unit.

Therefore, specifications were assembled for the purchase of a 2022 John Deere Gator with similar features and performance as the 2005 model. This includes a full cab for winter weather and bed capacity for a salt spreader. A line item for the trade-in value of the 2005 Gator was also included on the bid form. On January 11, bids were received from three companies and are as follows:

Bidder Name	2022 John Deere Gator Cost	2005 John Deere Gator Trade-in Value	Total (Cost less Trade-in)
Deere & Company	\$17,635.70	\$800.00	\$16,835.70
Four Seasons Yard & Sport	\$20,685.00	\$2,250.00	\$18,435.00
Greenmark Equipment	\$19,220.31	\$4,750.00	\$14,470.31

Considering Greenmark Equipment was the lowest total bid for the purchase of a 2022 Gator less the trade-in value of the 2005 Gator, it is recommended the City Council award the bid for the purchase of a 2022 John Deere Gator and authorize the trade-in of a 2005 John Deere Gator to Greenmark Equipment for a total cost of \$14,470.31

BUDGET IMPACT:

Adequate funds exist in the Water Treatment Plant Capital Account #591-591-57300-986.444.

12/20/21
City Atty

ORDINANCE NO. 2-22

ORDINANCE TO AMEND THE CODE OF ORDINANCES BY ADDING CHAPTER 68, ENTITLED "STORMWATER," TO REGULATE AND CONTROL STORMWATER RUNOFF AND DISCHARGES, PROTECT FLOODWAYS, CONTROL SOIL EROSION, PROTECT DRAINS, PROVIDE FOR INSPECTION AND MONITORING OF STORMWATER AND OTHER DISCHARGES, ESTABLISH STORMWATER DESIGN AND PERFORMANCE STANDARDS, AND PROVIDE PENALTIES FOR VIOLATIONS; AND BY REPEALING ARTICLES IV AND V OF CHAPTER 86 ENTITLED "STORMWATER" AND "STORMWATER DISCHARGES"

THE CITY OF WYOMING ORDAINS:

Section 1. That the Code of Ordinances, City of Wyoming, Michigan, is amended by adding Chapter 68 entitled "Stormwater" to read as stated in Exhibit A which is incorporated in its entirety by reference.

Section 2. That Article IV entitled, "Stormwater" and Article V entitled "Stormwater Discharges" of Chapter 86 of the Code of Ordinances, City of Wyoming, Michigan, are repealed.

Section 3. That this ordinance shall take effect on _____, 2022.

Section 4. That MuniCode shall incorporate this ordinance into the Code of Ordinances, City of Wyoming, Michigan in exactly the format provided without changing any section numbering or other provisions.

I certify that this ordinance was adopted by the City of Wyoming at a regular session of the City Council held on _____, 2022.

Kelli A. VandenBerg
Wyoming City Clerk

Exhibit A

CHAPTER 68 - STORMWATER

ARTICLE I – GENERAL

Sec. 68-11. – Statutory Authority and Title.

- (1) This ordinance is pursuant to the home rule city act, 1909 PA 279, MCL 117.1 *et seq.*; the drain code of 1956, 1956 PA 40, MCL 280.1 *et seq.*; the land division act, 1967 PA 288, MCL 560.1 *et seq.*; the revenue bond act of 1933, MCL 141.101 *et seq.*; the natural resources and environmental protection act, 1994 PA 451, MCL 324.101 *et seq.*; 33 USC 1342(p); 40 CFR Parts 9, 122, 123 and 124; the City Charter, and other applicable state and federal laws, rules and regulations.
- (2) This ordinance shall be known and may be cited as the “stormwater ordinance.”

Sec. 68-12. – Findings.

The city finds that:

- (a) Water bodies, roadways, structures, and other property within, and downstream of the city are sometimes subjected to flooding.
- (b) Flooding endangers the lives and property of the public and natural resources of the city and the region.
- (c) Land development alters the hydrologic response of watersheds, resulting in increased stormwater runoff rates and volumes, increased flooding, increased stream channel erosion, and increased sediment transport and deposition.
- (d) Stormwater runoff produced by land development contributes to increased quantities of water-borne pollutants.
- (e) Increases of stormwater runoff, soil erosion, and non-point sources pollution have occurred as a result of land development, and cause deterioration of the water resources of the City and downstream municipalities.
- (f) Stormwater runoff, soil erosion, and non-point source pollution, due to land development within the city, have resulted in a deterioration of the water resources of the city and downstream municipalities.
- (g) Increased stormwater runoff rates and volumes, and the sediments and pollutants associated with stormwater runoff from future development projects within the city will, absent reasonable regulation and control, adversely affect water bodies and water resources in the city and downstream municipalities.
- (h) Stormwater runoff, soil erosion, and non-point source pollution can be controlled and minimized by the regulation of stormwater runoff from development.
- (i) Post-construction stormwater runoff requirements for new development and for redevelopment within the city are established and may be modified by EGLE under the NPDES program.
- (j) Adopting and implementing the standards, criteria and procedures in this chapter will address many deleterious effects of stormwater runoff.
- (k) Adopting the standards in this chapter will preserve or enhance the public health, safety, and welfare.
- (l) Adopting these standards is necessary to comply with the NPDES MS4 permit.
- (m) Illicit discharges contain pollutants that will significantly degrade the city’s water bodies and water resources.
- (n) Illicit discharges enter the city’s MS4 through either direct connections (*e.g.* sanitary sewer laterals mistakenly or deliberately connected to the storm sewers) or indirect connections (*e.g.* infiltration, or spills conveyed by surface flow into the storm sewer system).
- (o) Establishing and implementing measures for controlling illicit discharges and connections will address many of their deleterious effects.

Sec. 68-13. – Purpose.

It is the purpose of this chapter to establish minimum stormwater management requirements and controls to accomplish, among others, the following objectives:

- (a) To reduce artificially induced flood damage;
- (b) To minimize increased stormwater runoff rates and volumes from identified new land development;
- (c) To minimize the deterioration of existing watercourses, culverts and bridges, and other structures;
- (d) To encourage water recharge into the ground where geologically favorable conditions exist;
- (e) To prevent an increase in non-point source pollution;

- (f) To maintain the integrity of stream channels for their biological functions, as well as for drainage and other purposes;
- (g) To minimize the impact of development upon stream bank and streambed stability;
- (h) To reduce erosion from development or construction projects;
- (i) To preserve and protect water supply facilities and water resources by means of controlling increased flood discharges, stream erosion, and runoff pollution;
- (j) To reduce stormwater runoff rates and volumes, soil erosion, and non-point source pollution, wherever practicable, from lands that were developed without stormwater management controls meeting the purposes and standards of this chapter;
- (k) To reduce the adverse impact of changing land use on water bodies by, among other measures, establishing minimum standards to protect water bodies from degradation resulting from changing land use where there are insufficient stormwater management controls;
- (l) To regulate the contribution of pollutants to the MS4 from stormwater discharges;
- (m) To prohibit illicit discharges and connections to the MS4; and,
- (n) To establish legal authority to carry out all inspection, surveillance, and monitoring procedures necessary to ensure compliance with this chapter.

Sec. 68-14. – Applicability, Exemptions and General Provisions.

- (1) This chapter applies to all new development and all redevelopment projects, including private, commercial and public projects that disturb 1 acre or more, and projects of less than 1 acre that are part of a larger common plan of development or sale that would disturb 1 acre or more.
- (2) This chapter does not apply to the following:
 - (a) Installation or removal of individual mobile homes within a mobile home park. However, construction, expansion, or modification of a mobile home park are subject to this chapter.
 - (b) Construction of, or an addition, extension or modification to, an individual single-family or a two-family detached dwelling.
 - (c) Farm operations and buildings, except dwellings, directly related to farm operations. However, greenhouses and similar structures are subject to this chapter.
 - (d) Plats with preliminary plat approval and other developments with final land use approvals prior to the effective date of this chapter while such approvals remain in effect.

Sect. 68-15. – Definitions.

The following definitions apply to this chapter unless the context specifically indicates otherwise:

- (a) *Base flood* means a flood having a 1 percent or less chance of being equaled or exceeded in any given year.
- (b) *Base flood elevation* means the high-water elevation of the base flood, commonly referred to as the “100-year flood elevation.”
- (c) *Base flood plain* means the area inundated by the base flood.
- (d) *Best management practices* or *BMPs* means practices, or combination of practices and design criteria, that accomplish the purposes of this chapter (including, but not limited to reducing stormwater runoff rates, reducing stormwater runoff volume, and reducing amounts of pollutants in stormwater) as determined by city and, where appropriate, the standards of the Kent County Drain Commissioner.
- (e) *Building opening* means any opening of a solid wall, such as a window or door, through which floodwaters could penetrate.
- (f) *Clean Water Act* means the Federal Water Pollution Control Act, 33 USC 1251 *et seq.*, and regulations promulgated under it.
- (g) *Construction site stormwater runoff* means stormwater runoff from a development site following an earth change and before final site stabilization.
- (h) *County* means Kent County, Michigan.
- (i) *Detention* means a system or facilities designed to capture stormwater and release it over a given period of time through an outlet structure at a controlled rate.
- (j) *Developer* means a person proposing or implementing development.
- (k) *Development* means installation or construction of buildings, structures or other impervious surfaces on a site that disturbs 1 acre of land or more and includes projects of less than 1 acre that are part of a larger common plan or sale that would disturb 1 acre or more. A development may include a land division, plat, site condominium, planned unit development, mobile home park, private road, or other special land use requiring land use or other review and approval by the city.

- (l) *Development site* means land that is being or has been developed, or that a developer proposes for development.
- (m) *Discharger* means a person who directly or indirectly discharges stormwater from any property.
- (n) *Drain* means a drain as defined in the Drain Code.
- (o) *Drainage* means collection or conveyance of stormwater, ground water, and/or surface water.
- (p) *Drainageway* means the area within which surface water or ground water is conveyed from one part of a lot or parcel to another part of the lot or parcel or to adjacent land or to a watercourse.
- (q) *Drain Code* means the drain code of 1956, 1956 PA 40, MCL 280.1 *et seq.*
- (r) *Earth change* means human activity removing ground cover, changing the slope or contours of land, or exposing the soil surface to the actions of wind and rain. Earth change includes, but is not limited to, any excavating, surface grading, filling, landscaping, or removal of vegetative roots.
- (s) *EGLE* means the Michigan Department of Environment, Great Lakes and Energy and any successor agency.
- (t) *EPA* means the United States Environmental Protection Agency and any successor agency.
- (u) *Erosion* means the process by which the ground surface is worn away by action of wind, water, gravity or a combination of any of those forces.
- (v) *FEMA* means the United States Emergency Management Agency or any successor agency.
- (w) *Flood or flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of water bodies or the unusual and rapid accumulation of surface water runoff from any source.
- (x) *Flood-proofing* means structural and/or non-structural additions, changes, or adjustments to structures or property that reduce or eliminate flood damage to land, improvements, utilities, or structures.
- (y) *Flood protection elevation or FPE* means the base flood elevation plus 1-foot at any given location.
- (z) *Floodway* means the channel of a river or stream and the portions of the floodplain adjoining the channel that are reasonably required to carry and discharge a 100-year flood.
- (aa) *Grading* means any stripping, excavating, filling, and/or stockpiling of soil, and the land in its excavated or filled condition.
- (bb) *Groundwater* means water below the land surface in the zone of saturation as defined by NREPA.
- (cc) *Hazardous material* means any material, substance, chemical, waste or combination thereof, which because of its quantity, concentration or physical, chemical, or infectious characteristics may cause, or contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- (dd) *High groundwater* means groundwater elevation which does not meet minimum distance from the bottom of proposed practice as defined in the Stormwater Standards Manual.
- (ee) *Illicit connection* means a method or means for conveying an illicit discharge into water bodies or the city's stormwater system
- (ff) *Illicit discharge* means a discharge to water bodies or stormwater systems that does not consist entirely of stormwater, discharges pursuant to the terms of an NPDES permit, or exempted discharges as defined in this ordinance, or which otherwise does not comply with this chapter.
- (gg) *Impervious surface* means a surface that does not allow stormwater to percolate into the ground
- (hh) *Local floodplain* means a land area subject to periodic flooding as determined by the city.
- (ii) *Lowest floor* means the lowest floor or the lowest enclosed area (including a basement) of a building, but not including an unfinished or flood-resistant enclosure usable solely for vehicle parking or building access.
- (jj) *MDNR* means the Michigan Department of Natural Resources and any successor agency.
- (kk) *MS4* means "Municipal Separate Storm Sewer System" which is a system of drainage (including roads, storm drains, pipes, ditches, etc.) that is not a combined sewer or part of a sanitary sewage treatment plant. During wet weather, pollutants are transported through MS4s to local water bodies.
- (ll) *MS4 permit* means a stormwater permit under issued by EGLE under the Clean Water Act and NREPA.
- (mm) *NPDES* means National Pollution Discharge Elimination System, a federal program protecting waters of the state by assuring that discharges of wastewater comply with state and federal regulations and requiring persons discharging or proposing to discharge wastewater to waters of the state to obtain a NPDES permit prior to a discharge.
- (nn) *NREPA* means the Natural Resources and Environmental Protections Act, 1994 PA 451, MCL 324.101 *et seq.*, and any rules or other binding agency requirements promulgated or issued pursuant thereto.
- (oo) *Overland flow-way* means a surface area that conveys a concentrated flow of stormwater runoff.

- (pp) *Person* means an individual, partnership, association, for-profit or non-profit corporation, ecclesiastical corporation, limited liability company, limited partnership, trust, estate, governmental entity, public body corporate, or any other recognized legal entity.
- (qq) *Plan* means written narratives, specifications, drawings, sketches, written standards, operating procedures, or any combination of them.
- (rr) *Pollutant* means a substance in a discharge including, but is not limited to: dredged spoil, solid waste, vehicle fluids, yard wastes, animal wastes, agricultural waste products, sediment, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological wastes, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal, commercial and agricultural waste, or any other contaminant or other substance defined as a pollutant under the Clean Water Act.
- (ss) *Project site* means an area of earth change.
- (tt) *Property owner* means any person having legal or equitable title to property or any person having or exercising care, custody, or control over any property.
- (uu) *Retention* means a system designed to capture stormwater and contain it until it infiltrates the soil or evaporates.
- (vv) *Riparian property owner* means a property owner whose land is adjacent to a waterbody.
- (ww) *Sewershed* means the area where stormwater is conveyed by a MS4 to a common outfall or point of discharge, normally a catchment defined by storm drain infrastructure emptying into a common outlet.
- (xx) *Soil erosion* means stripping of soil and weather rock from land creating sediment for transportation by water, wind, or ice, and enabling formation of new sedimentary deposits.
- (yy) *State Water Quality Standards* means applicable Michigan laws, rules and regulations pertaining to water quality, including the provisions of NREPA §3106, MCL 324.3106.
- (zz) *State-regulated floodplain* means an area of land adjoining a river or stream that will be inundated by a base flood that has a drainage area of 2 square miles or more when measured at the downstream limits of a proposed development site.
- (aaa) *Storm drain* means a system of open or enclosed conduits and appurtenant structures intended to convey or manage stormwater runoff, groundwater, and drainage.
- (bbb) *Stormwater runoff* means water originating during precipitation events or with snowmelt that does not soak into the ground or evaporates and either flows directly into surface waters or is channeled into storm drainage systems.
- (ccc) *Stormwater management facility* means a method, structure, area, system, plantings, trees, or other equipment or measures designed to receive, control, store, convey, infiltrate, or treat stormwater.
- (ddd) *Stormwater Standards Manual* means the Stormwater Standards Manual: Procedures & Design Criteria for Stormwater Management, prepared by Fishbeck, Inc., in collaboration with the Grand Valley Metropolitan Council, revised 03.26.2021, and any subsequent revision.
- (eee) *Stream* means a river, stream, or creek which may or may not serve as a drain, or any other water body that has definite banks, a bed, and visible evidence of a continued flow or continued occurrence of water.
- (fff) *Substantial improvement* means a repair, reconstruction, or improvement of an existing structure, such that the cost equals or exceeds 50% of the true cash value of the structure at any of the following times:
 - (i) Before the improvement is started, or
 - (ii) Before the damage occurred if the structure has been damaged and is being restored.
 A substantial improvement is started when the first work on any structural part of the building begins.
- (ggg) *TSS* means total suspended solids, i.e., the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids.
- (hhh) *Uncontaminated pumped groundwater* means groundwater pumped from dewatering wells at sites where no known soil or groundwater contamination exists.
- (iii) *Wastewater* means discharged water or other liquid other than uncontaminated stormwater.
- (jjj) *Water body or body of water* means a river, lake, stream, creek or other watercourse or wetlands.
- (kkk) *Watershed* means a land area draining into a water body.
- (lll) *Wetlands* means land characterized by the presence of water at a frequency and duration sufficient to support wetland vegetation and aquatic life.

Sec. 68-16. – Interpretation.

Words and phrases in this chapter not defined in section 68-15 shall be construed according to their common and accepted meanings. Technical words and technical phrases that are not defined in section 68-15, but which have acquired particular meanings in law or in technical usage, shall be construed according to such meanings.

ARTICLE II – STORMWATER APPROVAL

Sec. 68-21. – Approval Required.

- (1) No person shall begin or engage in any development without first obtaining a stormwater review and approval under this article.
- (2) Stormwater approval authorizes only the discharge of stormwater from the development for which the approval is granted in accordance with the approved site plan, parking lot plan, or plat and any terms and conditions. It does not apply to other development or other land use activities and does not replace any other required permits or approvals.

Sec. 68-22. – Stormwater Approval Review Procedures.

The city will grant stormwater approval, which may impose terms and conditions in accordance with Section 68-29, only upon compliance with all the following:

- (a) The developer has submitted a site (drainage) plan complying with section 68-23.
- (b) The developer has paid all costs associated with that review and approval pursuant to section 68-24.
- (c) The developer has provided any required performance guarantee under section 68-26.
- (d) The developer has provided or agreed (in a form accepted by the city attorney) to provide all easements necessary to implement the approved drainage plan and otherwise comply with this chapter including, but not limited to, section 68-72. All easements shall be in a recordable form and must be submitted before an occupancy permit is issued.
- (e) The developer provides any required maintenance agreement for routine, emergency, and long-term maintenance of all structural and vegetative BMPs installed and implemented to meet the performance standards, and to comply with the approved drainage plan and this chapter including, but not limited to, section 68-73. The maintenance agreement must be in a form and substance acceptable to the city attorney, may not be amended without approval of the city engineer and city attorney, must run with the land and be binding on future property owners, and must be recorded with the County Register of Deeds.

Sec. 68-23. – Drainage Plan.

- (1) The developer must provide adequate stormwater management facilities for the Development site. Adequate facilities reduce the exposure of people to drainage-related adverse impacts and to health and safety hazards. They reduce the exposure of real and personal property to damage through stormwater inundation. The stormwater management system and stormwater best management practices (BMPs) shall be designed in accordance with the latest version of the Stormwater Standards Manual.
- (2) The developer must provide a drainage plan to the city engineer for the city's engineer's review and approval. The drainage plan shall identify and contain all the information required in the "Stormwater Standards" manual, including an implementation plan relative to the development site.
- (3) The implementation plan for construction and inspection of all stormwater management facilities necessary to the overall drainage plan shall include a schedule of the estimated dates of completing construction of the stormwater management facilities shown on the plan and an identification of the proposed inspection procedures to ensure that the stormwater management facilities are constructed in accordance with the approved drainage plan.

Sec. 68-24. – Stormwater Plan Review Costs.

All expenses and costs the city incurs directly associated with processing, reviewing, and approving or denying stormwater plan reviews and approvals shall be paid to the city before site plan or other approvals are given. In addition, no occupancy permit will be issued until those costs are paid. Such reimbursable expenses include, but are not limited to the following:

- (a) Services of any attorney the city engages directly related to the application.
- (b) Services of any engineer the city engages directly related to the application.
- (c) Services of other independent contractors or consultants the city engages directly related to the application.

- (d) Any additional public hearings, required mailings, and legal notice requirements necessitated by the application.

Sec. 68-25. – Construction Site Runoff Controls.

Prior to making any earth change on a development site regulated by this chapter, the developer shall first obtain any required soil erosion permit issued in accordance with NREPA Part 91. The developer shall install stormwater management facilities and shall phase the development activities to prevent construction site stormwater runoff and off-site sedimentation. During all construction activities on the development site, the city may inspect the development site to ensure compliance with the approved construction site runoff controls

Sec. 68-26. – Performance Guarantee.

- (1) The city may require a stormwater performance guarantee such as an irrevocable standby letter of credit or other performance guarantee in a substance, form, and amount satisfactory to the city attorney and city engineer to ensure the timely and satisfactory construction of all approved stormwater management facilities and to complete site grading in accordance with the approved drainage plan. Upon (i) certification by a registered professional engineer that the stormwater management facilities have been completed in accordance with the approved drainage plan including, but not limited to, the implementation plan required to be submitted in section 68-23, and (ii) receipt of by the city engineer of construction record drawings meeting the city engineer requirements, the city may release or partially release the letter of credit or other performance guarantee subject to final city acceptance and approval.
- (2) Except as provided in subsection (3), the amount of the performance guarantee shall be in an amount the city engineer or city manager reasonably determines is appropriate. The city engineer shall consider the development size and type, the on-site stormwater system size and type, and the nature of the off-site stormwater management facilities the development will utilize.
- (3) The city manager, after consulting with the city engineer, may reduce or waive the amount of the performance guarantee for a development that will not increase the percentage of impervious surface of the development site by more than 10% in accordance with the factors in subsection (2).
- (4) This does not relieve a developer of its obligation to pay costs associated with on-site private stormwater management facilities as well as costs arising from other drainage improvements needed to reduce a development's impact on a drain consistent with adopted design standards.

Sec. 68-7. – Certificate of Occupancy.

No final certificate of occupancy will be issued to a development until stormwater management facilities have been completed in accordance with the approved drainage plan. However, the city may issue a certificate of occupancy if an acceptable letter of credit or other performance guarantee has been submitted to the city, for the timely and satisfactory construction of all stormwater management facilities and site grading in accordance with the approved drainage plan.

Sec. 68-28. - No Change in Approved Facilities.

After construction and approval, stormwater management facilities must be maintained in good operational condition, in accordance with the approved drainage plan, and must not be altered, revised or replaced except in accordance with the approved drainage plan, or in accordance with approved amendments or revisions to that plan.

Sec. 68-29 – Terms and Conditions of Approvals.

The city may impose stormwater plans and disposal terms and conditions as reasonably necessary to effectuate the purposes of this chapter. The developer must comply with such terms and conditions.

ARTICLE III – STORMWATER SYSTEM, FLOODPLAIN AND OTHER STANDARDS, SOIL EROSION CONTROL

Sec. 68-31. – Management of and Responsibility for Stormwater System.

The city is not obligated to provide or responsible for providing drainage facilities on private property for the management of its stormwater. The property owner has the responsibility to provide and maintain private stormwater management facilities serving the property and to prevent or correct accumulation of debris that interferes with the drainage function of a water body or the functioning of such drainage.

Sec. 68-32 – Stormwater System.

All stormwater management facilities must be constructed and maintained in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations and with any permit terms and conditions.

Sec. 68-33. – Stormwater Discharge Rates and Volumes.

The city's minimum design standards as provided in Article VIII of this chapter apply to all new development and redevelopment projects, including preventing or minimizing water quality impacts. Specific exemptions are listed in the Stormwater Standards Manual.

Sec. 68-34. – Floodplain Standards.

- (1) All new buildings and substantial improvements to existing buildings must be protected from flood damage up to the FPE in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. Floodway alteration in a local floodplain will be permitted only upon the city engineer's review and approval in accordance with an approved drainage plan.
- (2) A drainage plan providing for the filling or alteration of a floodway within a local floodplain must include provisions for maintaining stability of banks of streams or other water bodies. Establishing buffer zones is one means of providing protection of the slopes and banks or water bodies.
- (3) Within a required buffer zone, no earth change shall take place except in accordance with the approved drainage plan. Such a plan may also include provisions for the replacement of local flood plain storage volume, where such storage volume is lost or diminished as a result of approved development.
- (4) Any earth change within a state-regulated floodplain shall only be undertaken in accordance with any required state or federal permit.
- (5) The degree of flood protection required by this chapter is found to be the minimum necessary and reasonable. Larger floods and higher floodwater heights may occur than will be mitigated or controlled by compliance with these requirements. This chapter is not intended to and shall not be construed to represent or guarantee that areas outside the floodway or the state-regulated floodplain or uses permitted within such areas will remain free from flooding or flood damage. Compliance with the terms of this chapter will not guarantee freedom from property damage, personal injury, or death. This chapter is not intended and shall not be construed to create any obligation, responsibility, or liability for the city or any city officer, employee, board member, volunteer or other agent for any flood or flood related damage.

Sec. 68-35 – Soil Erosion and Sedimentation Control.

- (1) Persons who cause, in whole or in part, any earth change must provide soil erosion and sedimentation control to adequately prevent soils from being eroded and discharged or deposited onto adjacent properties or into a stormwater drainage system, a public - right-of-way, wetland, creek, stream, water body, or floodplain. All development must comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.
- (2) During any earth change which exposes soil to an increased risk of erosion or sediment track-out, the property owner and other persons causing or participating in the earth change must:
 - (a) Comply with the stormwater management standards of this chapter.
 - (b) Obtain and comply with the terms of any soil erosion and sedimentation control permit required by law.
 - (c) Prevent damage to public utilities or services within the limits of grading and within any routes of travel or areas of work of construction equipment.
 - (d) Prevent damage to or impairment of any water body on or near the location of earth change or affected by the earth change.
 - (e) Prevent damage to adjacent or nearby land.
 - (f) Apply for all and obtain required approvals or permits prior to the commencing work.
 - (g) Proceed with the work only in accordance with the approved plans and in compliance with this chapter and the Stormwater Standards Manual.
 - (h) Maintain all required soil erosion and sedimentation control measures, including but not limited to, measures required for compliance with the terms of this chapter.
 - (i) Promptly remove all soil, sediment, debris, or other materials applied, dumped, tracked, or otherwise deposited on any lands, rights-of-way, or facilities, as directed by the agency issuing the soil erosion and sediment control permit. Removal of all such soil, sediment, debris or other materials 24 hours will be *prima facie* compliance with this requirement, unless such materials present an immediate hazard to public health and safety.

- (j) Refrain from grading lands at locations near or adjoining lands, rights-of-way, or other public or private property without providing adequate support or other measures as to protect such other lands, streets, sidewalks or other property from settling, cracking or sustaining other damage
- (k) The property owner must have the soil erosion and sediment control measure inspected weekly and within 24 hours of a rain event of sufficient quantity to cause runoff. The inspection for sites 1-acre or greater must be conducted by a EGLE certified construction site stormwater operator who shall maintain written inspection logs. Logs shall be made available to city engineer on request.

Sec. 68-36. – Building Openings.

- (1) No building opening of any building shall be constructed below the most restrictive of the following elevations:
 - (a) 1-foot above the base flood elevation.
 - (b) 1-foot above the 100-year water surface hydraulic grade line of the stormwater system.
 - (c) The building opening established at the time of plat or development approval and on file with the city.
- (2) The lowest floor of any building shall not be constructed below the most restrictive of the following:
 - (a) 1 foot above the highest known ground water elevation.
 - (b) The lowest allowable floor elevation established during plat or other development approval by the city.
- (3) The city engineer may grant a waiver from elevations stated in subsection (1) following receipt of a certification from a registered professional engineer demonstrating that the proposed elevation does not pose a risk of flooding.
- (4) Upon completion of construction of the structure's foundation and/or slab on grade, a registered land surveyor must certify any minimum building opening or lowest floor elevation required by this chapter. This certificate shall attest that the building opening or lowest floor elevation complies with the standards of this chapter. The building permittee must submit the certificate to the city's building official prior to commencement of framing and/or structural steel placement. If the surveyor finds that the minimum building opening or lowest floor elevation is below the elevation specified in subsection (1), that building opening must be raised using a method that meets the city building official's approval. After reconstruction, a registered land surveyor or engineer must re-certify that the minimum building opening or lowest floor elevation complies with the standards of this chapter prior to commencement of framing and/or structural steel placement.

Sec. 68-37. – Sump Pump Discharge.

- (1) Whenever building footing drains are required or used, a direct connection between the footing drains and the storm sewer through a sump pump-check valve system, or a gravity pipe with a double flap gate valve for backflow prevention, is required. The check valve system must be installed on private property and maintained by the property owner.
- (2) A stormwater lateral must be provided for each parcel at the time of storm sewer construction. If no lateral is provided, the property owner must discharge said water in such a manner as to not impact neighboring land or public streets. If a stormwater lateral does not exist, and if it is technically feasible to construct one, the property owner may install one at their expense. Any work to be conducted within the right-of-way must be expressly approved by the city engineer.
- (3) The property owner will have all risks associated with connecting directly into the storm sewer system. Requirements in subsection (1) are the minimum required for the city to allow connection of a foundation drain to the storm sewer system. Additional measures may be considered to reduce the risk of storm sewer backups, such as the inclusion of a physical air gap between the residential stormwater discharge line and the public storm sewer system. All backflow prevention devices must be installed on private property and maintained by the property owner. Stormwater runoff shall not be redirected or infiltrated within the influence of footing drains.
- (4) None of the requirements of this section shall be interpreted to require a property owner to connect to the storm sewer system.
- (5) If a storm sewer connection is not used, foundation drain outlets shall comply with city requirements including those in this chapter, applicable construction codes, and other city ordinance provisions.

ARTICLE IV – PROHIBITIONS AND EXEMPTIONS

Sec. 68-41 – Prohibited Discharges.

- (1) No person shall discharge to a water body, directly or indirectly, any substance other than stormwater or an exempted discharge. Any person discharging stormwater must effectively prevent pollutants from being discharged with the stormwater, except in accordance with BMPs.
- (2) The city engineer may require dischargers to implement pollution prevention measures, utilizing BMPs as necessary, to prevent or reduce the discharge of pollutants into the city's stormwater drainage system.
- (3) No person shall discharge or cause to be discharged into the city's storm drain system or watercourse any materials, including, but not limited to, pollutants, or water containing any pollutants that cause or contribute to a violation of applicable water quality standards other than stormwater. The commencement, conduct, or continuance of any illicit discharge to the storm drain system is prohibited except for discharges authorized by the city as being necessary to protect public health and safety.
- (4) Prohibition of illicit connections
 - (a) The construction, use, maintenance, or continued existence of illicit connections to the MS4 is prohibited.
 - (b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
 - (c) Connection of line conveying wastewater to the MS4 or allowing such a connection to continue, is, without limitation, a violation of this chapter.
- (5) The prohibitions of this section shall not apply to any non-stormwater discharge permitted under a NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the EPA, if that the discharge fully complies with all requirements of the permit, waiver, or order and other applicable laws and regulations, and if that written approval has been granted for any discharge to the MS4.

Sec. 68-42 – Exempted Discharges.

- (1) The following non-stormwater discharges are exempt from requirement of this article provided they do not violate or result in violation of State Water Quality Standards:
 - (a) Water supply line flushing.
 - (b) Landscape irrigation.
 - (c) Diverted stream flows.
 - (d) Rising ground water.
 - (e) Uncontaminated ground water infiltration to storm drains.
 - (f) Uncontaminated pumped ground water.
 - (g) Discharges from potable water sources.
 - (h) Foundation drains.
 - (i) Air conditioning condensate.
 - (j) Individual residential car washing.
 - (k) Dechlorinated swimming pool water.
 - (l) Street wash water.
 - (m) Discharges or flows from emergency firefighting activities.
 - (n) Discharges for which a specific federal or state permit has been issued.
- (2) None of the exemptions in subsection (1) eliminate the need to provide appropriate pollution control or pollution prevention measures required under this ordinance or under any other federal or state laws, rules, or regulations.

Sec. 68-43 – Interference with Natural or Artificial Drains.

- (1) It shall be unlawful for any person to stop, fill, dam, confine, pave, alter the course of, or otherwise interfere with any natural or constructed drain, ditch, swale, culvert, water body, floodplain, or flood prone area without first submitting a drainage plan to the city engineer and receiving approval of that plan. Any deviation from the approved plan is a violation of this chapter. However, this section does not prohibit a necessary emergency action to prevent or mitigate drainage that would be injurious to the environment or the public health, safety, or welfare.
- (2) No filling, blocking, fencing or above-surface vegetation planting shall take place within a floodway.
- (3) No shrubs or trees shall be planted below the top of the bank of a water body.
- (4) For an overland flow-way:
 - (a) Silt screen fences are prohibited below the top of the bank of a water body.

- (b) Chain link fences may be permitted if the city engineer determines that the fence will not obstruct or divert the flow of water.
- (c) If a fence is removed by the city for drain access or drain maintenance, the fence shall be replaced by the owner of the fence at the owner's expense.
- (5) Unless otherwise approved by the city engineer, shrubs, trees, or other above-ground vegetation shall not be planted over the top of an underground storm sewer or over the top of the easement within which the storm sewer has been installed.

Sec. 68-44 – Storage of Materials in Drainageway.

It shall be unlawful for any person to store, stockpile or dispose of any hazardous, toxic, or non-toxic material including, but not limited to, chemicals, explosives, buoyant materials, yard wastes, logs, brush, unsecured landscaping materials, play or work sheds, animal wastes, fertilizers, flammable liquids, or pollutants within an overland flow-way, drainage system, or a floodplain unless adequate protection and or containment has been provided to prevent such materials from entering, diverting or blocking the city's drainage system, except as specifically permitted by state and federal laws, rules or regulations.

ARTICLE V – INSPECTION, MONITORING, REPORTING, AND RECORDKEEPING

Sec. 68-51. – Inspection and Sampling.

The city may inspect and/or obtain stormwater samples from stormwater management facilities of any discharger to determine compliance with the requirements of this chapter. Upon request, the discharger shall allow the city's properly identified representative to enter upon the discharger's premises at any time necessary for such inspection or sampling. Except in exigent circumstances, the city shall make a reasonable effort to provide the discharger with advance notice of inspection and/or sampling. Unreasonable delays in allowing access to a discharger's facility is a violation of this chapter. As a condition of the issuance of a permit under this chapter, a permittee is deemed to consent to the city's exercise of its right to enter and to place on the discharger's property the equipment or devices used for such sampling or inspection.

Sec. 68-52. – Stormwater Monitoring Facilities.

When directed by the city to do so, a discharger of stormwater runoff shall, at its own expense, install and operate equipment or devices for the monitoring of stormwater runoff so as to provide for inspection, sampling, and flow measurement of each discharge to a water body or a stormwater management facility. The city may require a discharger to provide and operate such equipment and devices if it is necessary or appropriate for the inspection, sampling, and flow measurement of discharges in order to determine whether adverse effects from or as a result of such discharges may occur. All such equipment and devices for the inspection, sampling, and flow measurement of discharges shall be installed and maintained in accordance with applicable laws, ordinances, rules, and regulations.

Sec. 68-53. – Accidental Discharges.

- (1) A discharger who accidentally discharges into a water body any substance other than stormwater or an exempted discharge must immediately inform the city concerning the discharge. If that notification is given orally, a written report concerning the discharge shall be filed with the engineer within 5-days. The written report shall specify all the following:
 - (a) The composition and cause of the discharge.
 - (b) The exact date, time, and estimated volume of the discharge.
 - (c) All measures taken to date to clean up the accidental discharge, and all measures proposed to be taken to reduce and prevent any recurrence.
 - (d) The name and telephone number of the person making the report and the name of a person who may be contacted for additional information on the matter.
 - (e) The name and contact information for the property owner of the property from which the discharge occurred.
- (2) A properly reported accidental discharge shall be an affirmative defense to a civil infraction proceeding brought under this chapter against a discharger for such discharge. It shall not, however, be a defense to a legal action brought to obtain an injunction, recover costs, or to obtain other relief as a result of or arising out of the discharge. A discharge shall be considered properly reported only if the discharger complies with all the requirements of subsection (1).

Sec. 68-54. – Record Keeping Requirement.

A person subject to this chapter shall retain and preserve for no less than 3 years any and all books, drawings, plans, prints, documents, memoranda, reports, correspondence and records, including, without limitation, any written records and any records on magnetic or electronic media and any and all summaries of such records, relating to monitoring, sampling, and chemical analysis of any discharge or stormwater runoff from any property.

ARTICLE VI – ENFORCEMENT

Sec. 68-61. – Sanctions for Violations.

- (1) Except as otherwise provided in this section, a violation of this chapter is a municipal civil infraction punishable by a fine of not less than \$250 for a first offense, \$1,000 for a second offense, and \$2,500 for any subsequent offense. In addition to such fines, the court may order other relief such as requiring payment of costs, damages, and expenses, and ordering compliance as authorized by chapter 1 of this Code and by chapter 87 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8701 *et seq.* and other applicable laws, including, without limitation, equitable relief; provided, however, that the violation stated in Section 6.01 (2) shall be a misdemeanor.
- (2) Violation of a stop work order issued under section 68-62 is a misdemeanor punishable by a fine of no more than five hundred (500) dollars or imprisonment for no more than 93 days, or both such fine and imprisonment, and such person shall also pay such costs of prosecution and other charges as may be imposed in the discretion of the court.
- (3) Each day a violation occurs or continues is a separate offense.
- (4) Rights and remedies provided for in this section are cumulative and in addition to any other remedies provided by law.
- (5) An admission or determination of responsibility or guilt shall not exempt the offender from compliance with the requirements of this ordinance.
- (6) For purposes of this section, “subsequent offense” means a violation of the provisions of this chapter committed by the same person within 3 years months of a previous violation of the same provision of this chapter for which said person admitted responsibility or guilt or was adjudicated to be responsible or guilty.
- (7) Any person who aids or abets a person in a violation of this chapter shall be subject to the sanctions provided in this section.
- (8) The city engineer, a deputy city engineer, and all officers and persons designated by sections 1-28 and 1-30 of this Code are authorized to issue municipal civil infraction citations for violations of this chapter.
- (9) The city may initiate a cause of action to recover damages or to seek injunctive or other equitable relief related to any violation of this chapter in lieu of or in addition to pursuing municipal civil infraction actions or misdemeanor prosecutions.
- (10) Violations of this chapter constitute defaults of the city the preclude a violator who has not entirely remedied the violation and paid any ensuing amounts owed the city or owed due to a municipal civil infraction action or prosecution under this chapter from entering into any contract with the city or from being issued a city permit or license, except a permit needed to comply with this chapter.

Sec. 68-62. – Stop Work Order.

Where work is in progress that causes or constitutes, in whole or in part, a violation of this chapter, the city engineer or city building official is authorized to issue a stop work order to prevent further or continuing violations or adverse effects. All persons to whom a stop work order is directed, or who are involved in any way with the work or matter described in a stop work order must fully and immediately comply with that order.

Sec. 68-63. – Failure to Comply; Completion.

In addition to any other remedies, should a property owner fail to comply with this chapter, the city may, after giving reasonable notice and an opportunity for compliance, have the necessary work done, and the owner shall be obligated to promptly reimburse the city for all costs of such work. Without limiting the foregoing, a failure to comply or otherwise bring property into compliance with this ordinance is deemed a public nuisance and shall be subject to abatement.

Sec. 68-64. – Emergency Measures.

When immediate measures are necessary to (i) protect the public safety, health or welfare, (ii) prevent personal injury or damage to property, or (iii) protect natural resources or the environment, the city may

undertake or arrange for such measures. Property owners shall be responsible for costs of such measures made necessary due to a violation of this chapter and shall promptly reimburse the city all such costs.

Sec. 68-65. – Cost Recovery for Damage to Storm Drain System

A discharger shall be liable for all costs the city incurs as the result of a discharge that produces a deposit or obstruction, or causes damage to, or impairs a storm drain, or violates any of the provisions of this chapter. Costs include, but are not limited to, those penalties levied by the EPA or EGLE for violation of a NPDES permit, attorney fees, and other costs and expenses.

Sec. 68-66. – Collection of Costs; Lien.

- (1) To the extent permitted by law, fees, costs, fines and other amounts required to be paid under this chapter shall be liens of the premises on which development, discharges or other activities subject or violating this chapter occurred as provided in the revenue bond act of 1933, MCL 141.101 *et seq.* Any such amounts which are delinquent for 6 months or more may be certified annually to the city treasurer who shall enter the lien on the next tax roll against the premises and the costs shall be collected and the lien shall be enforced in the same manner as provided for in the collection of taxes assessed upon the roll and the enforcement of a lien of taxes.
- (2) Alternatively, the city may (i) undertake a single lot special assessment to recover those fees, costs, fines, and other amounts in accordance with section 66-23 of this Code, or (ii) undertake other remedies as provided in this article or by law.

Sec. 68-67. – Appeals.

- (1) Except as provided in subsection (2), a person aggrieved by a decision of a city official under this chapter may appeal in writing, no later than 30 days after the action or decision being appealed from, to the city's construction board of appeals. The appeal shall identify the manner being appealed and the detail the entire basis for the appeal. The construction board of appeals shall consider the appeal and may affirm, reverse, or modify the action being appealed based on the standards in this chapter and may impose reasonable conditions any decision or action as needed to comply with the terms and purposes of this chapter. The construction board of appeals shall make its decision in writing and shall furnish a copy of the decision to the person making the appeal. In considering any such appeal, the construction board of appeals may consider the recommendations of city engineer, other city officers and staff, and the comments of other persons having knowledge of the matter.
- (2) Challenges to a municipal civil infraction citation or misdemeanor prosecution must be made in the district court under the procedures relating to those actions. Challenges to a single lot special assessments, a lawsuit, or a property tax lien on a premises must be made in accordance with legal procedures challenging those actions.

Sec. 68-68. – Suspension of MS4 Access.

- (1) The city may, without prior notice, suspend a person's discharge access to the MS4 when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, or to the health or welfare of person or the MS4. If the person fails to comply with a suspension order issued under this section, the city may take any actions the city deems necessary to prevent or minimize damage to the MS4 or the environment, or to minimize danger to persons. A person failing to comply with a suspension order pursuant to this section shall be liable for all cost incurred by the as the result of such failure to comply and a violation shall constitute a public nuisance *per se*.
- (2) Any person discharging to the MS4 in violation of this chapter may have the person's MS4 access terminated if such termination would abate or reduce an illicit discharge. Except in exigent circumstances, the will notify a violator of the proposed termination of its MS4. A person violates this chapter if, without the city's prior approval, the person reinstates MS4 access to a premises terminated pursuant to this section.

ARTICLE VII – STORMWATER EASEMENTS AND MAINTENANCE AGREEMENTS

Sec. 68-71. – Applicability of Requirements.

The requirements of this article concerning stormwater easements and maintenance agreements shall apply to all persons required to submit a drainage plan to the city for review and approval.

Sec. 68-72. – Stormwater Management Easements.

The property owner shall provide all stormwater management easements necessary to implement the approved drainage plan and to otherwise comply with this ordinance in form and substance required by the city and shall record such easements as directed by the city. The easements shall be in a form and substance acceptable to the city engineer and city attorney and shall assure access for proper inspection and maintenance of stormwater management facilities and provide adequate emergency overland flowways.

Sec. 68-73. – Maintenance Agreements.

- (1) The developer shall provide all stormwater maintenance agreements necessary to implement the approved drainage plan and to otherwise comply with this ordinance in form and substance as required by the city and shall record such agreements as directed by the city. The maintenance agreements shall, among other matters, assure access for proper inspection and maintenance or corrective actions of stormwater BMPs, including emergency overland flowways, and include provisions for tracking the transfer of operation and maintenance responsibility to ensure the performance standards are met in perpetuity.
- (2) Maintenance agreements shall include:
 - (a) A maintenance plan and schedule for routine, emergency and long-term maintenance of all structural and vegetative stormwater BMPs installed and implemented to meet the performance standards, with a detailed annual estimated budget for the initial three years, and a clear statement that only future maintenance activities in accordance with the maintenance agreement plan shall be permitted without the necessity of securing new permits.
 - (b) Written notice and submittal of maintenance documentation shall be provided to the city by the property owner at the interval set forth in the maintenance agreement and subject to the provisions of articles V and VI.
 - (c) If the city finds, following notice and an opportunity to be heard by the property owner, that there has been a material failure or refusal to undertake maintenance as required under this ordinance and/or as required in the approved maintenance agreement as required in this article, the city shall then be authorized, but not required, to hire an entity with qualifications and experience in the subject matter to undertake the monitoring and maintenance required, in which event the property owner must advance or reimburse payment for all costs and expense associated with such monitoring and maintenance, together with a reasonable administrative fee. The maintenance agreement required under this chapter shall contain a provision spelling out the requirements and, if the applicant objects in any respect to such provision or the underlying rights and obligations, such objection shall be resolved prior to the commencement of construction of the proposed development of the property.

Sec. 68-74. - Establishment of County or City Drains.

Prior to final approval of a platted subdivision, the stormwater management facilities for the subdivision shall, if directed by the city engineer, be established for long-term maintenance as county drains as authorized in the Drain Code or city drains.

ARTICLE VIII – PERFORMANCE AND DESIGN STANDARDS

Sec. 68-81. – Design Standards.

Stormwater BMPs shall be designed to manage stormwater flow within the available capacity of the downstream conveyance system as determined by the city. In addition, stormwater BMPs shall be designed to meet performance standards as described in section 68-82. Stormwater system design shall be in accordance with the latest version of the Stormwater Standards Manual.

Sec. 68-82. – Performance Standards.

The following stormwater management performance standards are established:

- (a) Water Quality Treatment:
 - (1) Treat the calculated site runoff for the entire project site from the 90% annual non-exceedance storm, which is approximately equal to 1-inch of rain (*i.e.*, on average, 90% of the storm in a given year, produces 1-inch or less). The treatment volume specified is based on capturing and treating the volume of stormwater that is the first to runoff in a storm and expected to contain the majority of pollutants. This volume of runoff is often referred to as the “first flush”. The water quality treatment standard is required for all sites.

- (2) Methods selected to treat the volume of water calculated for the water quality treatment performance standard must be designed on a site-specific basis to achieve either a minimum of 80% removal of TSS, as compared with uncontrolled runoff, or discharge concentration of TSS that does not exceed 80 mg/l. This performance standard is based on TSS as a surrogate for other pollutants normally found in stormwater runoff. Control of TSS to meet this standard is expected to achieve control of other pollutants to an acceptable level that protects water quality.
- (b) Channel Protection.
 - (1) Maintain the post-development project site runoff volume and peak flow rate at or below pre-development levels for all storms up to the 2-year, 24-hour event.
 - (2) At a minimum, pre-development is defined as the last land use prior to the planned new development or redevelopment. The channel protection standard is required for stormwater discharges to surface waters or the MS4.
- (c) Flood control.
 - (1) Control the volume of site runoff from the flood control rainfall event with a maximum allowable release rate to reduce the potential for property damage for overbank flooding and preserve existing floodplains. The flood control event and maximum allowable release rate shall be determined by the city]. The flood control standard is required for all sites.
 - (2) Acceptable overflow routes for the 100-year flood shall be identified for the site and for downstream areas between the site and the nearest acceptable floodway or outlet. Stormwater conveyance systems are usually designed to handle flows generated by the 10-year storm. When larger storms generate higher flows, the conveyance system is expected to surcharge resulting in stormwater accumulating on the surface of the ground. Gravity will cause such stormwater to flow overland to lower elevations. By carefully managing the shape of the land surface such overland stormwater flow can be directed to locations that will not cause property damage. Adequate emergency overland flow-ways will direct stormwater flows generated by the 100-year storm to avoid damage to structures and facilities.
- (d) Site-Specific Requirements:
 - (1) Pretreatment of site runoff is required on a site-specific basis prior to discharging to certain stormwater BMPs. Pretreatment provides for the removal of fine sediment, trash and debris, and preserves the longevity and function of the BMP.
 - (2) Some land use activities have a potentially greater risk of polluted runoff than others. Project sites with these types of activities are referred to as “hot spots” and include uses such as gas stations, commercial vehicle maintenance and repair, auto recyclers, recycling centers, and scrap yards. Hot spots also include areas with the potential for contaminating public water supply intakes. Pretreatment of stormwater runoff to address pollutants associated with hot spots is required for the site. Stormwater management strategies and BMPs that reduce the potential to mobilize existing soil and groundwater contaminants, or that capture and treat stormwater runoff and/or accidental spills to protect groundwater or nearby surface waters are required.
 - (3) Stormwater management strategies and BMPs that minimize thermal impacts from site runoff and maximize groundwater recharge are required for sites with a surface water discharge to a coldwater stream as determined by the MDNR.

Sec. 68-83. – Off-site Mitigation and Payment-in-Lieu Programs for Redevelopment Projects.

The water quality treatment and channel protection performance standards focus on maintaining or restoring stable hydrology. However, potential physical constraints may limit the ability to fully meet the post-construction requirement at the project site.

- (a) The city has some regional detention basins, one or more of which may have remaining capacity to accommodate some drainage from parcels located within the zone that a regional detention basin was intended to serve. If a regional detention basin has adequate remaining capacity to accommodate stormwater from a development, the property owner of the development site may use capacity within that regional detention basin as approved by the city engineer upon payment of fees in accordance with the established fee structure for use of that regional detention basin.
- (b) When physical constraints limit the feasibility of maintaining or restoring hydrology and there is not an available regional city regional detention basin, offsite mitigation and/or payment-in-lieu may be approved by the city in accordance with this subsection.

- (1) Offsite mitigation will only be considered if there is a planned or constructed private mitigation bank or project immediately downstream. The city will only consider payment-in-lieu if the city has a planned or constructed water quality improvement project immediately downstream. The cost of payment-in-lieu will be considered on a case-by-case basis and will represent the actual cost of implementing public downstream water quality enhancements. Any request for payment-in-lieu shall be accompanied by a development agreement that clearly states a public/private partnership has been formed for the site development. Payment-in-lieu will be considered, at the discretion of the city, when reviewing a project of regional significance.
- (2) Consideration of either off-site mitigation or payment-in-lieu will be entirely the discretion of the city.
- (3) Offsite mitigation refers to BMPs implemented at a location different from the original project site.
- (4) Payment-in-lieu refers to the developer paying a fee to the city that is applied to a public stormwater management project. The stormwater management project may be either a new BMP or a retrofit to an existing BMP and developed in accordance with the Stormwater Standards Manual.
- (5) The location for offsite mitigation and payment-in-lieu projects shall be within the same watershed and sewershed as the original project, and within the city's jurisdictional boundaries. The watershed is the area represented by EGLE's 10-digit Hydrologic Unit Code (HUC).
- (6) The determination to approve offsite mitigation or payment-in-lieu will be based on multiple criteria and not solely on the difficulty of cost of implanting BMPs on site. Conditions under which the option to move offsite would become available may include:
 - (A) Limited size of the lot outside of the building footprint to create the necessary infiltration capacity even with amended soils.
 - (B) Soil instability as documents by a thorough geotechnical analysis.
 - (C) A site use that is inconsistent with capture and reuse of stormwater.
 - (D) Too much shade or other physical conditions that preclude adequate use of plants.
 - (E) The potential water quality impact from the original project site and the benefits realized at the offsite location.
- (7) The city may approve offsite mitigation or payment-in-lieu if the developer demonstrates that site constraints preclude sufficient treatment and restoration of hydrology onsite. At a minimum the city requires:
 - (A) The offset ratio for the amount of stormwater not managed onsite in relation to the amount of stormwater required to be mitigated at another site, or for which in-lieu payments will be made as follows:
 - (i) First Tier: Manage a minimum of zero point four (0.4) inches of stormwater runoff onsite and provide a 1:1.5 offset ratio for the remaining amount of stormwater managed offsite.
 - (ii) Second Tier: If it is completely infeasible to manage the minimum onsite, provide a 1:2 offset ratio for the amount of stormwater managed onsite.
 - (B) Offsite mitigation and payment-in-lieu projects shall be completed within 24-months after the start of the original site construction.
 - (C) Offset and in-lieu projects shall be preserved and maintained in perpetuity through city-administered procedures and tracking system.

Sec. 68-84. – Alternative Approach for Channel Protection.

- (1) In many cases, infiltration will likely be used as the primary means of retention. It is not, however, the sole means of providing onsite retention, and the developer must include consideration of stormwater reuse, interception, evapotranspiration, and other vegetative (non-structural) BMPs at the project site. Site constraints that limit the use of infiltration may include:
 - (a) Poorly draining soils (<0.24-inches/hour; typically, hydrologic soil groups C and D).
 - (b) Bedrock.
 - (c) High groundwater, or the potential of mounded groundwater to impair other uses.
 - (d) Wellhead protection areas.
 - (e) Stormwater hot spots.
 - (f) NREPA, Parts 201 and 213 sites, and areas of soil or groundwater contamination.
- (2) The planning commission may grant a waiver of the onsite retention criteria for channel protection described in section 68-82 and allow an alternative approach to meet the channel protection performance standard if the developer demonstrates that site constraints preclude sufficient retention onsite. If a waiver is granted, the developer must detain the portion of the channel protection volume

unable to be retained onsite for a minimum of 24-hours with a maximum release rate no greater than the existing 1-year peak discharge, and a drawdown time no greater than 72-hours.

Sec. 68-85. – Resolution to Establish Additional Performance and Design Standards.

The city council may adopt a resolution establishing more detailed design and performance standards for stormwater management facilities, consistent with this chapter, and to further implement its purposes.

ARTICLE IX – OTHER MATTERS

Sec. 68-91. – Headings.

Article and section heading in this chapter are intended for convenience only and shall not affect the meaning or interpretation of the text of the articles or sections to which they refer.

Sec. 68-93. – Severability.

The provisions of this chapter are severable. If a part or provision of this chapter is declared invalid or unenforceable by any court of competent jurisdiction, that invalidity or unenforceability shall not affect any other part or provision of this chapter.

STAFF REPORT

Date: December 14, 2021
Subject: Stormwater Ordinance
From: Scott Smith, City Attorney
Peter Klooster, City Engineer's Office
Meeting Date: December 20, 2021

RECOMMENDATION:

Adopt the Ordinance to Amend the Code of Ordinances, City of Wyoming Michigan, by Adding Chapter 68, Entitled "Stormwater," to Regulate And Control Stormwater Runoff and Discharges, Protect Floodways, Control Soil Erosion, Protect Drains, Provide for Inspection and Monitoring of Stormwater and Other Discharges, Establish Stormwater Design and Performance Standards, and Provide Penalties for Violations; and by Repealing Articles IV and V of Chapter 86 Entitled "Stormwater" and "Stormwater Discharges."

COMMUNITY, SAFETY, STEWARDSHIP:

Community – Stormwater regulations ensure developers and other property owners are treated predictably and fairly, ensure stormwater flows do not adversely impact other property, protect against adverse environmental consequences, and help provide for appropriate use of city resources.

Safety – Polluted stormwater, standing or stagnant pools of stormwater, excess flows of stormwater in rights-of-way, and other inappropriate stormwater handling and discharge can adversely risk public health and safety.

Stewardship – Ensuring that developers and property owners appropriately address stormwater flows and contribute toward the cost of city stormwater facilities ensures the costs are borne by those benefitting from the development or property improvements.

BUDGET IMPACT:

The proposed amendments will not impact the budget.

DISCUSSION:

The National Pollutant Discharge Elimination System (NPDES) permit issued by the Michigan Department of Environment, Great Lakes, and Energy (MDEGLE) for the City's stormwater system requires the City to adopt a comprehensive stormwater ordinance. The proposed stormwater ordinance is based on a model ordinance drafted by the Lower Grand River Organization of Watersheds (LGROW) for use by many West Michigan communities. Use of LGROW's model ordinance as a basis for Wyoming's ordinance ensures consistency in regulation, acceptance by MDEGLE, and makes it more predictable for developers and property owners.

The proposed ordinance generally applies to developments, including significant alterations to property, of one acre or more in size. It therefore has limited applicability to single lot or other small developments.

The proposed ordinance provides consequences for violations and enable the City to recover certain costs associated with ordinance administration and enforcement. It also repeals existing ordinance provisions addressing stormwater.

ORDINANCE NO. 3-22

ORDINANCE TO AMEND SECTION 1-27 OF THE CODE OF ORDINANCES PROVIDING FOR
MUNICIPAL CIVIL INFRACTIONS, ISSUANCE OF CIVIL INFRACTION CITATIONS, AND
PENALTIES AND CONSEQUENCES FOR ORDINANCE VIOLATIONS

THE CITY OF WYOMING ORDAINS:

Section 1. That section 1-27 of the Code of Ordinances, City of Wyoming, Michigan, is amended to read as follows:

Sec. 1-27. - Municipal civil infractions; generally; penalties for violations of city ordinances.

- (a) "Municipal civil infraction" means any violation of a provision of this Code or any rule or regulation adopted pursuant to a provision of this Code, which is not a misdemeanor or other crime under this Code, rule, or regulation, and for which civil sanctions, including, without limitation, fines, damages, expenses and costs, may be ordered, as authorized by chapter 87 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8701 *et seq.*
- (b) Unless otherwise provided by this Code, a violation of a provision of this Code or a rule or regulation adopted pursuant to this Code, shall be a municipal civil infraction, the sanction for which shall be a civil fine in the amount as provided by this Code, plus any costs, damages, expenses, orders to comply with or correct violations of this Code, and other sanctions, as authorized by chapter 87 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8701 *et seq.*, and any other applicable law.
- (c) A violation of a provision of this Code or a rule or regulation adopted or issued pursuant to this Code shall not constitute a municipal civil infraction if that same act or omission constitutes a crime under any of the following:
 - (1) Article 7 or section 17766a of the public health code, 1978 PA 368, MCL 333.7101 *et seq.* and 333.17766a;
 - (2) The Michigan Penal Code, 1931 PA 328, MCL 750.1 *et seq.*;
 - (3) The Michigan vehicle code, 1949 PA 300, MCL 257.1 *et seq.*;
 - (4) The Michigan liquor control act of 1998, 1998 PA 58, MCL 436.1101 *et seq.*;
 - (5) Chapter 4, Subchapter 5 entitled "Watercraft and Marine Safety" of the natural resources and environmental protection act, 1994 PA 451, MCL 324.80101 *et seq.*;
 - (6) The aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.1 *et seq.*;
 - (7) Chapter 4, Subchapter 6 entitled "Motorized Recreational Vehicles" of the natural resources and environmental protection act, 1994 PA 451, MCL 324.81101 *et seq.*;
 - (8) Any state law under which the act or omission is punishable by imprisonment for more than 90 days; or
 - (9) Any state law superseding and replacing a law referred to in subsections (1) through (7) above.
- (d) No ordinance or any provision of this Code may designate a violation as a municipal civil infraction if that violation may be designated as a civil infraction under:
 - (1) The Michigan vehicle code, 1949 PA 300, MCL 257.1 *et seq.*;
 - (2) 1969 PA 235, MCL 257.941 *et seq.*;
 - (3) 1956 PA 62, MCL 257.951 *et seq.*;
 - (4) Chapter 4, Subchapter 5 entitled "Watercraft and Marine Safety" of the natural resources and environmental protection act, 1994 PA 451, MCL 324.80101 *et seq.*; or
 - (5) Any state law superseding and replacing a law referred to in subsections (1) through (4) above.
- (e) Except as otherwise provided in this Code, all civil fines shall be \$75.00 for the first offense, \$500.00 for a second offense committed within one year of the first offense, \$2,500.00 for a third and any subsequent offense committed within one year of the first offense.
- (f) Each act of violation and every day upon which any such violation shall occur constitutes a separate offense.

- (g) In addition to any remedies available at law, the city may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of this Code or any rule or regulation adopted pursuant to this Code.
- (h) The following officials are authorized to issue municipal civil infraction citations or notices, as authorized by as authorized by chapter 87 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8701 *et seq.* and any other applicable law:
 - (1) The city manager, deputy city manager, director of public safety, police chief, police officers, fire chief, deputy fire chief, fire marshal, and fire inspector.
 - (2) When acting within the scope of their duties as from time-to-time assigned, the director of community services, director of public safety, director of public works, deputy director of public works, city planner, parks and facilities supervisor, recreation supervisor, inspections supervisor, registered building official, building inspector, housing inspector, code enforcement officer/inspector, mechanical inspector, electrical inspector, plumbing inspector, heating inspector, police cadet, community policing officer, fire fighter, director of utilities, and city personnel assigned to the city's industrial pretreatment enforcement.
 - (3) Any person designated by the city manager.
- (i) The city establishes a municipal ordinance violations bureau as authorized in section 8396 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8396.
 - (1) The purpose of the bureau is to accept admissions of responsibility for municipal civil infractions and to collect and retain civil fines and costs as provided by this Code or any ordinance.
 - (2) The bureau shall be located in the Wyoming Justice Center building and under the supervision and control of the 62-A District Court which shall adopt rules and regulations for the operation of the bureau and appoint any necessary, qualified city employees to administer the bureau in accordance with existing city policies and procedures for employment and the current city budget.
 - (3) Municipal civil infraction violation notices shall be issued, served and disposed of as authorized by the revised judicature act of 1961, 1961 PA 236, MCL 600.8701 *et seq.* and any other applicable law.
- (j) Unless another penalty is expressly provided by this Code for any particular provision or section, the penalty for a misdemeanor violation shall be a fine of not more than \$500.00, plus costs, or by imprisonment for not more than 90 days, or both such fine and imprisonment in the discretion of the court.
- (k) Unless another penalty is expressly provided, the penalties provided by this section apply to any amendment of or addition to this Code whether or not such penalty is made a part of such amendment or addition.
- (l) In addition to any other penalties provided by this section, the court may:
 - (1) Order a person who committed a municipal civil infraction or misdemeanor to:
 - (i) Pay the costs of investigation, prosecution, or other enforcement efforts;
 - (ii) Pay restitution to the owner of any property that was damaged, destroyed, taken, or lost during or as a result of the offense;
 - (iii) Pay restitution to any victim suffering physical injuries, psychological or emotional trauma or other affliction during or as a result of the offense, which may include payment of medical bills, costs for counseling, or other costs incurred by the victim; and/or
 - (iv) Pay additional costs incurred in compelling the appearance of the defendant, which additional costs shall be returned to the general fund of the unit of government incurring the costs;
 - (2) In accordance with MCL 600.8731, in a municipal civil infraction action brought for a violation involving the use or occupation of land or a building or other structure, impose a lien against the land, building, or structure involved in the violation by the city's recording of a copy of the court order requiring payment of the fines, costs, and assessment with the register of deeds for the county in which the land, building, or structure is located. The court order shall not be recorded unless a legal description of the property is incorporated in or attached to the court order. The lien is effective immediately upon recording of the court order with the register of deeds.

- (3) In accordance with MCL 600.8302(4), issue and enforce any judgment, writ, or order necessary to enforce the ordinance, including, without limitation, ordering the responsible or guilty party to comply with the ordinance, to discontinue and/or refrain from acts violating the ordinance, to remedy any conditions violating the ordinance, and/or to take reasonable measures preventing others from violating the ordinance. The court may also enter an order for the city to correct conditions violating the ordinance and for the owner of the offending property and/or other persons responsible to pay any costs incurred by the city to do so, imposing those costs as a lien on the offending premises.

Section 2. That this ordinance shall take effect on _____, 2022.

I certify that this ordinance was adopted by the City of Wyoming at a regular session of the City Council held on _____, 2022.

Kelli A. VandenBerg
Wyoming City Clerk

Ordinance No. 3-22

STAFF REPORT

Date: January 12, 2020
Subject: Amendment to Section 1-27
From: Scott Smith, City Attorney
Meeting Date: January 17, 2022 Council Meeting

RECOMMENDATION:

Adopt the Ordinance to Amend Section 1-27 of the City Code Providing for Municipal Civil Infractions, Issuance of Civil Infraction Citations, and Penalties and Consequences for Ordinance Violations.

COMMUNITY, SAFETY, STEWARDSHIP:

Community – The ordinance revises penalties and other consequences for violations of city ordinances to motivate compliance. It expressly allows the court to order compliance and/or allowing the city to bring property into compliance.

Safety – The ordinance will continue to protect area residents and businesses by motivating compliance with city ordinances.

Stewardship – The ordinance may reduce prosecution and misdemeanor defense costs.

BUDGET IMPACT:

This ordinance may reduce or allow recovery of some costs the city incurs for some ordinance enforcement.

DISCUSSION:

The proposed ordinance amends subsection (e) establishing fines for civil infraction violations. Fines will remain the same for a first offense but will increase from the current \$250 to \$500 for a second offense, and from \$500 to \$2,500 for a subsequent offense. Some defendants routinely pay fines because they are often less than the cost of compliance. This is an effort to make noncompliance more costly than compliance. It will also set the fines at amounts that will encourage some defendants to defend against the charge thereby bringing them before the court where orders can be entered to compel current and future compliance.

The proposed ordinance also adds subsection (l) to expressly state what the court can order. This can provide guidance to the court. However, it can also be cited by the city staff (including the city attorney) to inform property owners and other persons responsible for violations to explain what can happen in court.

City efforts are intended to motivate or otherwise achieve compliance. Penalties are sometimes necessary to achieve that result. When compliance is achieved or it is otherwise appropriate, charges can be reduced (*e.g.*, second or subsequent expenses can be pled to first offense) or can be dismissed.