

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
December 1, 2011

Regular Blue Sky - 7:00 pm: Review of Agenda Items for this evening's meeting

REGULAR SESSION - 7:30 P.M.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of [minutes: Regular Meeting](#) and Closed Session of [November 17, 2011](#), and [Biennial Election Meeting of November 14, 2011](#)
5. Mayor's Reading of Citizen Inquiries received since the last City Council Meeting
6. Consider approval of the Agenda
7. Eagle Scout Award proclamation
8. Call to the Public

Consent Agenda

9. Consider approval of [staff's recommended payroll services contract award](#)
10. Consider [Staff recommendation to purchase financial management software from BS &A and upgrade existing BS & A software](#)
11. Appointment of Council Member liaison members to Boards, Commissions, and Subcommittees

Policy Development & Customer Communications' action item

12. Consider a motion to provide direction to the City Attorney and City Manager to prepare documents and/or motions for City Council to approve an extension of the Principal Shopping District Board due to it having reached the end of its previous extension (without special assessments being levied)
13. Consider establishing dates for possible City Council Worksessions in January and February on specific topics relating to Council-adopted goals
14. Receive status update from the City Attorney on the pending SELCRA Bylaws Updating process
15. Receive update from the City Manager on the Michigan Local Governments' benchmarking consortium project that the City of Brighton has been participating in

Other Business

16. Information for City Customers
17. Receive updates from Council Member Liaisons to other Boards and Commission
18. Call to the Public
19. Conduct a closed session to receive an Attorney-Client privilege opinion letter regarding pending City Code enforcement Matters
20. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON NOVEMBER 17, 2011 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

BLUE SKY SESSION

The Council conducted a Blue Sky Session at 7:00 p.m. Present were Mayor Muzzin, Mayor Pro-Tem Cooper, Councilmembers Schillinger, Bandkau, Bohn and Roblee. The Council reviewed the agenda items.

REGULAR SESSION

Mayor Muzzin called the regular meeting to order at 7:30 p.m. Following the Pledge of Allegiance, the roll was called, there being present were Mayor Muzzin, Mayor Pro-Tem Cooper, Councilmembers Schillinger, Bandkau, Roblee and Bohn. Also in attendance were Attorney Paul Burns, Special Legal Counsel Dennis Gabrian and Staff members Dana Foster, Jennifer Burke, Diana Lowe, Amy Cyphert, Matt Schindewolf, Tom Wightman, Kelly Hanna and an audience of 2. Press and Media included Tom Tolen from WHMI.

It was moved by Councilmember Bandkau, seconded by Cooper to excuse Councilmember Pipoly from the evening's meeting. Motion passed 6-0-1.

MINUTES APPROVAL

It was moved by Roblee, seconded by Bandkau to approve the Regular Meeting minutes of November 3, 2011 as presented. Absent: Pipoly. Motion passed 6-0-1.

It was moved by Mayor Pro-Tem Cooper, seconded by Roblee to approve the Closed Session Meeting minutes of November 3, 2011 as presented. Absent: Pipoly. Motion passed 6-0-1.

CITY MANAGER RECOGNITION

City Manager, Dana Foster read a letter of recognition to Councilmember Bandkau for her service to the City of Brighton. He presented the letter and a gavel to her.

Councilmember Bandkau thanked Mr. Foster.

City Manager, Dana Foster read a letter of recognition to Councilmember Bohn for his service to the City of Brighton. He presented the letter to him.

Councilmember Bohn thanked Mr. Foster.

CITIZEN INQUIRIES

None.

City Council
November 17, 2011
Page 2

AGENDA APPROVAL

It was moved by Mayor Pro-Tem Cooper, seconded by Roblee to approve the Agenda as amended. Delete item #5, Eagle Scout Proclamation, item #9, Payroll Services Contract and item #18, Written Opinion Closed Session. Absent: Pipoly. Motion passed 6-0-1.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:47 p.m. Hearing no comment, the Call to the Public was closed.

LEASING OF NON-CITY OWNED PROPERTY

City Attorney, Paul Burns stated it is legally permissible for the City to lease private property for City actions provided it is for a governmental purpose.

CITY HALL PRELIMINARY APPRAISAL

City Manager, Dana Foster gave a report to Council regarding the preliminary appraisal of City Hall building and property from the City's Assessing staff, which is an estimate of the market value.

CITY COUNCIL ADOPTED GOALS WORKSESSION DATES

City Manager, Dana Foster recommended City Council attend the Millpond Master Plan Update Public Input meeting to be held on December 7th or 8th.

It was the consensus of the Council present to conduct a Worksession on December 13, 2011 at 6:30 p.m. relating to topics on Council-adopted goals.

CITY CUSTOMER INFORMATION

Community Development/Planning Director, Amy Cyphert stated the new parking lot on West Street would be open by this weekend.

Department of Public Services Director, Matt Schindewolf stated the leaf collection process is ahead of schedule and unlimited leaf collection from Waste Management is still ongoing.

Councilmember Bandkau stated she received a letter from Mr. David Somerville, Commander of VFW Post 4357 stating they would like to see the American and P.O.W. flags flown at the Veteran's Memorial at the Millpond. She also stated the City of Brighton was the gold winner of the International Communication Award from the MML for the Abbey Road album cover. She read a few letters from the Cornerstone second grade class thanking her and Mr. Foster for hosting a visit to the City Hall Council Chambers.

Mayor Pro-Tem Cooper stated DTE would present Smartmeter information to the MML Energy and Technology Commission.

City Council
November 17, 2011
Page 3

Councilmember Roblee stated that a draft Mill Pond Master Plan Update plan has been introduced and the Holiday Glow event will be this Saturday at 6:00 p.m.

Mayor Muzzin gave a Brighton Area Fire Authority update stating a Fire Chief agreement offer went to Mike O'Brien and will be voted on at the next meeting. He stated he attended the recent DDA meeting and there was a Parking Study and Millpond Master Plan presentation.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 8:27 p.m. The following comments were heard:

Susan Walters-Steinacker referenced the City Charter relative to meeting locations.

Hearing no further comment, the Call to the Public was closed at 8:28 p.m.

CITY LABOR ATTORNEY CLOSED SESSION

It was moved by Mayor Pro-Tem Cooper, seconded by Bandkau to go into Closed Session with the City's Labor Attorney to discuss attorney client privileged written communication pursuant to MCL 15.268(c). A roll call vote was taken. Yes: Schillinger, Bohn, Cooper, Muzzin, Bandkau, Roblee. No: none. Absent: Pipoly. Motion passed 6-0-1.

The Council convened into Closed Session at 8:28 p.m.

The Council reconvened the Regular Session at 8:56 p.m.

PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT FOR 2012

It was moved by Councilmember Bohn, seconded by Bandkau that the City of Brighton be exempted from the requirements of the Publicly Funded Health Insurance Contribution Act, MCL 15.561, et. seq., for calendar year 2012, as permitted by Section 8 of the Act. A roll call vote was taken. Yes: none. No: Schillinger, Bohn, Cooper, Muzzin, Bandkau, Roblee. Absent: Pipoly. Motion failed 0-6-1.

It was moved by Councilmember Bohn, seconded by Roblee that the City of Brighton comply with the requirements of the Publicly Funded Health Insurance Contribution Act, MCL 15.561, et. seq., for calendar year 2012, in accordance with Section 3 of the Act, which provides for fixed maximum employer annual payments/contributions for medical benefit plans. A roll call vote was taken. Yes: Schillinger, Bohn, Cooper, Muzzin, Bandkau, Roblee. No: none. Absent: Pipoly. Motion passed 6-0-1.

It was moved by Councilmember Bohn, seconded by Schillinger to direct Staff to explore and begin the process for implementing new health insurance plans for employees that provide benefits for premiums that are less than the maximum employer contribution rates permitted under Section 3 of the Publicly Funded Health Insurance Contribution Act. Motion passed 6-0-1.

City Council
November 17, 2011
Page 4

City Manager, Dana Foster stated Dennis Gabrian, Jennifer Burke and Kelly Hanna have done an incredible amount of work to achieve conformance of this issue.

ADJOURNMENT

It was moved by Mayor Pro-Tem Cooper, seconded by Roblee to adjourn the meeting at 9:04 p.m. Motion passed 6-0-1.

Diana Lowe, City Clerk

Jim Muzzin, Mayor

**MINUTES OF THE SPECIAL/BIENNIAL ELECTION MEETING OF THE CITY COUNCIL OF
BRIGHTON HELD NOVEMBER 14, 2011, AT THE BRIGHTON CITY HALL, 200 N 1ST
STREET, BRIGHTON, MICHIGAN.**

SPECIAL ELECTION MEETING

Mayor Bandkau called the Special Session to order at 8:00 p.m. Following the Pledge of Allegiance, the roll was called, present were Mayor Bandkau, Mayor Pro-Tem Bohn, Councilmembers Schillinger, Pipoly, Roblee, Bohn, Cooper and Muzzin. Also in attendance were Attorney Paul Burns, Staff Members: Dana Foster, Tom Wightman, Matt Schindewolf, Kelly Hanna, Matt Modrack, Jennifer Burke, Amy Cyphert and Diana Lowe and an audience of 10. Press and Media consisted of Tom Tolen from WHMI and Nicole Krawcke from the Patch.

Mayor Bandkau added a Call to the Public at the end of the meeting.

STATE OF THE CITY

Mayor Bandkau gave the State of the City address (following).

CALL TO THE PUBLIC

Mayor Bandkau gave a call to the public at 8:11 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Councilmember Cooper, seconded by Muzzin to adjourn the Special meeting at 8:11 p.m.

BIENNIAL MEETING

CALL TO ORDER

Manager Foster assumed the Chair to act as Temporary Chairperson for the Biennial Election Meeting until the election of the Mayor. Manager Foster called the meeting to order at 8:12 p.m.

The roll was called present were Councilmembers Bandkau, Pipoly, Schillinger and Councilmembers Elect Bohn, Cooper, Muzzin, Roblee.

OATHS OF OFFICE

City Clerk, Diana Lowe, administered the Oath of Office to the newly elected Councilmembers: James Muzzin, James Bohn, Chad Cooper and Claudia Roblee.

NOMINATION FOR MAYOR

Manager Foster asked for nominations for Mayor. Councilmember Cooper nominated Muzzin for Mayor. Councilmember Bohn nominated Bandkau for Mayor. Councilmember Roblee nominated Cooper for Mayor.

Councilmember Cooper declined the nomination stating he would rather be in a supporting position instead of Mayor.

There being no further nominations, ballots were distributed, voted and read aloud with the following results:

Councilmembers Bandkau and Bohn voted for Bandkau for Mayor. Councilmembers Schillinger, Muzzin, Cooper, Roblee and Pipoly voted for Muzzin for Mayor. Councilmember Muzzin was declared Mayor. City Clerk, Diana Lowe administered the Oath of Office to Mayor Muzzin.

NOMINATIONS FOR MAYOR PRO-TEM

Mayor Muzzin assumed the Chair and asked for nominations for Mayor Pro-Tem. Councilmember Bandkau nominated Bohn for Mayor Pro-Tem. Councilmember Roblee nominated Cooper for Mayor Pro-Tem.

There being no further nominations, ballots were distributed, voted and read aloud with the following results:

Councilmembers Schillinger, Bandkau and Bohn voted for Bohn for Mayor Pro-Tem. Councilmembers Cooper, Muzzin, Roblee, Pipoly voted for Cooper for Mayor Pro-Tem. Councilmember Cooper was declared Mayor Pro-Tem. City Clerk, Diana Lowe administered the Oath of Office to Mayor Pro-Tem Cooper.

OTHER BUSINESS

None.

CALL TO THE PUBLIC

Mayor Muzzin gave a call to the public at 8:28 p.m.

ADJOURNMENT

There being no further business, it was moved by Councilmember Roblee, seconded by Bandkau to adjourn the meeting at 8:28 p.m. Motion passed.

Diana Lowe, City Clerk

Ricci Bandkau, Mayor

CITY OF BRIGHTON STATE OF THE CITY 2011

Good evening to all the citizens and businesses in the City of Brighton

It is a great honor and privilege for me to have been elected, as Mayor of the City of Brighton, to be able to give you 2011 Bi-Annual State of the City Address.

Based upon my history of residing my entire life in the City of Brighton including raising our two daughters, serving on multiple city boards since 1977 and City Council since 2004, I have seen many changes in our wonderful City

Brighton is what it is today because our ancestors positive, innovative and thinking to the future. My Uncle Claude Rolison started Rolison's Hardware Store in 1914. Rolison's will be celebrating their 100th anniversary in three years. It is known as the "place where one can find almost anything"

Today, the many people and businesses of Brighton who continue this forward and creative thinking to achieve goals. We have merchants who are constantly investigating the future possibilities for our City and the safety of all. We need to remain positive and optimistic so we can achieve our goals for our City.

In addition to this, all our employees work tirelessly and effectively for our City. Our City Staff is second to none.

Many residents and businesses devote endless time and energy for Brighton. Some work on City Boards including the appointed Boards the Planning Commission, Zoning Board of Appeals, Traffic Safety Advisory Board, Art and Culture Commission, SELCRA, Huron Valley Watershed Authority, Board of Review, Principle Shopping District, Officer's Compensation Commission, Election Commission, Downtown Development Authority, Brighton Area Fire Board and City Council. These Boards are either elected or appointed. All of these representatives dedicate some of their precious time to the betterment of our City. Success is the strength, knowledge and the will to make a difference. We are thankful for each and every one of you! You have made Brighton the BEST.

Due to the unfortunate downturn in the economy we are and will need to continue to investigate and reimplement policies in our budget. This may indeed mean some uncomfortable changes for all of us.

We continue to monitor the economy of our state and adapt these changes to continue the quality of life each and every one of us deserve. I invite each and every one of you to feel free to contact myself or other City Council members with questions, suggestions or any other thoughts you might have for the positive future of your City.

We are all in this together. We want you to feel free to share your thoughts and ideas!

The staff of our POLICE DEPARTMENT is the best! The professional and dedication of your staff is exemplary. You keep us safe. In addition to their regular duties our Police Officers participate in with the Shop With A Cop Program for our youth at Christmas. Thank you!!

The Livingston County fiber optic public safety records management system is now “hooked” up to both our Police and Fire Departments.

Our DEPARTMENT OF PUBLIC WORKS continues to provide our City with impeccable service whether its snowplowing, garbage pickup, and behind the scene projects we aren’t aware of.

We are recognized for our excellent water and sewer facilities and has received awards and recognition from the National Water Environment Federation and the Michigan Water Environment Association. We, as residents and businesses, have no idea of your involvement to make Brighton the cleanest and best place to be. Thank you.

The DEPARTMENT OF FINANCE has received another Government Finance Officers Association this year. Their accuracy and is second to none. This year we received our 5th distinguished Budget presentation award. We received 2nd Consecutive Certification of Achievement for excellence in financial recording. Thank you, Kelly and your staff.

ARTS AND CULTURE COMMISSION – We now have 37 pieces of art in our downtown from local and national artists. This is our Outdoor Art Museum. People come from afar just to view our art. This next year we have been selected to receive seven outdoor pieces of art to be on display next spring for two months in our City from the. The Arts and Culture Commission is continuing to seek local, national and international artists to share their talents with us. Our City is a “Museum without Walls”.

COMMUNITY DEVELOPMENT DEPARTMENT – This Department works tirelessly to improve Brighton. Bagger Daves, The Pound, the new Chamber Building, 205 Building on Grand River with its pocket park, Jacks Custard, Readdy Wear, White Dress Bridal, Elite Feet, LaMarsa, Wooden Spoon, the St. Paul’s parking lot are examples of our newest projects.

Upcoming projects include the new Excelda building, a new Brewery at the historic location previously known as the “Pink Hotel” Studio West Art Gallery, the Veteran’s Memorial and the exciting Mill Pond area renovations.

City Council
November 14, 2011
Page 5

Matt and his staff's long and short long term visions are unparalleled. He always has something "new" under his hat.

We are working with other communities to investigate possible regional opportunities we can share with cooperatively. This is also the sign of the times. Discussions with SPARK are occurring to bring in commercial and entrepreneurial opportunities to Livingston County.

And, last but not least, is our City Manager who I think sometimes works 24 hour days for our City, he must because of the amount of E-Mails he sends out. Dana, we are so blessed to have you as our City Manager for 20 years.

When we look back at where our City has been and where it is now, the energy, enthusiasm and excitement grows for planning our future. We have accomplished so much to make Brighton, the place to be.

All of us are ambassadors of our City. And, we need to be considerate, respectful of individual differences, listen without interruption and present ourselves in a professional manner.

To our residents, business owners and customers, thank you for your trust and belief in our City. This fosters a cooperative spirit and mutual trust. We need and want you to feel free to contact us if you have any concerns, comments, or questions. That is what we are here for.

Thank you to my council members for your trust and respect for me. I will continue to work for our City in my newly elected position serving on the Michigan Municipal League Board of Trustees. Thank you to all the residents who have supported our council and voted for me. I hope I have lived up to your expectations.

Most importantly, thank you to my wonderful husband, Don, for his continued patience with me.

FINANCE POLICY REPORT

Consider Accepting a Proposal from ADP for Payroll, Workforce Now Essential HR and Flexible Spending Account Services

December 1, 2011

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider accepting a proposal from ADP for Payroll, Workforce Now Essential HR and Flexible Spending Account Services

STAFF RECOMMENDATION:

It is staff's recommendation to accept a proposal from ADP for Payroll, Workforce Now Essential HR and Flexible Spending Account Services. The change to this product will increase efficiency for departments, HR and Finance. This will also offer an increase in benefits for all employees.

BACKGROUND:

Currently, the City has payroll outsourcing services through Automated Resource Management Inc. since 2000. The City has a Cafeteria Plan Document that includes an option for employees to utilize a flexible spending account for Medical and Daycare purposes, however, the City needs an administrator for the program.

The City issued a Request for Proposals for Payroll and Cafeteria Plan Services on September 30, 2011. The City received a total of four responses to the RFP. Over the last several weeks, the finance department has evaluated each proposal and is recommending the City switch payroll services to ADP and begin offering Flexible Spending Accounts to all City employees effective 1/1/2012.

In addition to payroll and cafeteria plan services, ADP is offering an HR package that will create efficiency for our Human Resources, Finance and all individual departments of the City. Listed below are the benefits of the HR package and the Flexible Spending Account.

With ADP's Human Resource Management services you gain the ability to manage:

Human Resources

- Manage salaries and pay grades
 - Track benefits plans
 - Manage government reporting and compliance
 - Integrate with ADP **payroll services**
 - Access, manage, and analyze sensitive and complex HR information, such as salaries and pay grades for performance reviews.
 - Empower managers to conduct performance reviews, approve vacation requests and disseminate vital information with more speed and less paper.
 - Enable employees to make online inquiries and receive instant responses concerning their benefits, company policies and other employment-related information.
 - Help managers align compensation with performance through innovative talent management tools.
-

Employee and Human Resource Manager Self Service Solutions

- Enable employees to review their HR services, payroll check and benefits administration records
 - Allow employees to update personal information
 - Build awareness with online employee communications
-

Flexible Spending Account (FSA)

Flexible Spending accounts allow employees to use tax-free dollars for qualified doctor visits and medical expenses such as prescriptions, over-the-counter medications and durable medical equipment.

Employees receive:

- Tax savings by setting aside pre-tax dollars to pay for qualified medical or childcare expenses
 - Timely communications regarding their FSA activity
 - Real-time, secure internet access to their FSA information and FSA plan activity
 - Reimbursement checks or direct deposit of payments with payment explanation, and year-to-date FSA summary
 - An ADP FSA Card, a secure VISA[®]-branded prepaid card, to which ADP electronically applies eligible FSA expense reimbursements
-

City of Brighton receives:

- FICA tax savings for FSA contributions
 - Seamless, automated payroll deductions
 - Daily claims processing and daily distribution of spending account payments
 - Web access to ADP FSA service and support
-

- Secure access to FSA plan participant information
 - Management reports
 - Basic non-discrimination testing, conforming to IRS regulations
 - Expert handling of complex FSA issues and requirements
-

When your company offers FSAs to your employees, you both benefit. And ADP provides you with the tools for hassle-free FSA benefits administration.

BUDGET IMPACT:

The current FY 2011/12 budget for payroll services is \$5,356. The estimated annual cost for the ADP payroll package, HR package and Cafeteria Plan Services is estimated to be \$6,581. In addition to the annual cost, there is a one-time set-up fee of \$825. The annual additional budget cost will be reduced from the FICA/Medicare savings the City will achieve from the Flexible Spending Account. For instance, if the total annual FSA contributions by employees were \$16,000, the City's FICA/Medicare expense would be reduced by \$1,224. There is the potential for the entire increase in expense to be offset by reduced FICA/Medicare expenses. It is unknown at this time, how much employees will contribute to a FSA.

RELATIONSHIP TO GOALS:

Related to the Information Technology goal to increase efficiency with automation.

ACTION/MOTION:

Motion to accept the attached proposal from ADP to provide the City payroll, HR and Flexible spending account services effective 1/1/2012.



CITY OF BRIGHTON
 200 N. 1st Street
 Brighton, MI 48116

Today's Date: 11/14/2011
 Master Order ID: N/A
 Order ID: 632061
 Order Type: New Client

Executive
 Kelly Lalonde
 lalondek@brightoncity.org
 (810) 227-1911

ADP Sales Associate
 Jeremy Maurer
 jeremy_maurer@adp.com
 (313) 845-6633

Number of Employees for Payroll Processing: 50

Processing Fees - Bi-Weekly	Units	Totals
Workforce Now™ Express Payroll Per Pay*	50	\$218.11
Customized Content Delivery - Payroll Electronic Pay Statements General Ledger Interface Labor Distribution PX New Hire Reporting- Online Reports	Management Payroll Summary BI-Weekly Management Re Packaged MR Payroll Processing* Total Tax Plus - PX Wage Garnishment Service Workforce Now Express Payroll	
Workforce Now™ Express Payroll Set Up	1	\$0.00
Custom Report Writer Paid Time Off Accruals	Self Service Workforce Now Express Payroll	
Workforce Now™ TotalPay	50	\$0.00
Sub Total		\$218.11
Discount (50%)*		-\$109.05
Sub Total Less Discount		\$109.06
Monthly Fees	Units	
Workforce Now™ Essential HR*	50	\$110.00
Custom Report Writer Electronic Pay Statements PX HR & Benefits Tracking	HR Library PR & HR with EE & MGR Self Service Workforce Now Essential HR	
Discount (50%)*		-\$55.00
Sub Total Less Discount		\$55.00
Flexible Savings Account Fees w/ Stored Value Card*	10	\$115.00
Discount (20%)*		-\$23.00
Sub Total Less Discount		\$92.00
Sub Total Less Discount		\$147.00
Annual Fees	Qty	Base
Flexible Savings Account Annual Renewal	1	\$250.00
Premium Only Plan (POP)	1	\$425.00
Sub Total		\$675.00

One Time Fees



CITY OF BRIGHTON

Today's Date: 11/14/2011

Order ID: 632061

Miscellaneous Fees	Qty	Per Unit	
Flexible Savings Account Stored Value Card(s)	10	\$1.75	\$17.50
Sub Total			\$17.50
Implementation Fees			
Workforce Now™ Express Payroll Set Up			\$200.00
Flexible Savings Account Fees w/ Stored Value Card			\$375.00
Premium Only Plan (POP)			\$250.00
Sub Total			\$825.00
Sub Total			\$842.50
Year-End Fees	Per Pay	Min	
Year End W2's PX	1 and higher	\$6.25 Each	\$75.00 \$312.50
Sub Total			\$312.50

Summary

Per Check Fees	\$4.06
Total Annual Fees (Total of all annual fees)	\$5,274.43
Total One Time Fees (Total of all one time fees)	\$842.50

Invoice Detail	Base	Unit Fee	Units	Min
Workforce Now™ Essential HR*		1 and higher \$2.20 Each	50	
Workforce Now™ Express Payroll Per Pay*	\$109.61	3 - 4 \$2.50 Each 5 - 150 \$2.25 Each	50	
Workforce Now™ Express Payroll Set Up				
Flexible Savings Account Fees w/ Stored Value Card*		1 and higher \$5.75 Each	10	\$115.00
Workforce Now™ TotalPay				

Start Date Type	Date
Start Date	1/1/2012
GL	1/1/2012

Contact Type	Contact	Phone
Executive	Kelly Lalonde	(810) 227-1911
Client Security Master	Kelly Lalonde	(810) 227-1911
HR	Denise Meier	(810) 227-1911

Client agrees to direct debit of fees for service: No

THE ADP SERVICES LISTED ON THIS SALES ORDER ARE PROVIDED AT THE PRICES SET FORTH ON THE ABOVE PAGES AND IN ACCORDANCE WITH ADP'S STANDARD TERMS AND CONDITIONS OF SERVICE ATTACHED TO THIS SALES ORDER. BY SIGNING BELOW YOU ARE ACKNOWLEDGING RECEIPT OF AND AGREEMENT TO SUCH TERMS AND CONDITIONS AND TO THE LISTED PRICES.

This price quotation is valid until December 25, 2011.

Client Signature: _____

Sales Associate: _____

Date

Date

Items with '*' have been discounted

FINANCE POLICY REPORT

Consider Accepting a Proposal from BS&A Software for a Financial Management Solution and an upgrade to the BS&A Tax, Assessing, Building and Dog License Program

December 1, 2011

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider accepting a proposal from BS&A Software for a Financial Management Solution and an upgrade to the BS&A Tax, Assessing, Building and Dog License Program

STAFF RECOMMENDATION:

It is staff's recommendation to accept a proposal from BS&A Software for a Financial Management Solution and an upgrade to the BS&A Tax, Assessing, Building and Dog License Program. The change to this product will increase efficiency and automate certain functions for each department. The conversion process would begin April 1, 2012 and will be complete by approximately July 2012.

BACKGROUND:

Currently, the City has a financial software package with Springbrook. The City has been with Springbrook since 2001. Our current Springbrook software package is outdated and needs to be upgraded. Any new computers require extensive set-up in order to work with the outdated software. We have received a cost to upgrade Springbrook for \$57,000. The finance department routinely has support issues with Springbrook, since they are based in Portland, Oregon and there is a three-hour time difference. Our support calls usually require several days, mainly due to the time difference.

The City currently uses BS&A for Tax, Assessing, Building and Dog License programs. The current BS&A software needs to be upgraded to the .Net version. This is the current version Livingston County and the City of Howell use. The upgrade to .Net will allow us to communicate more effectively with Livingston County when we send our Tax and Assessing Data to them throughout the year.

The finance department has reviewed a demo of the BS&A financial software and quickly found many benefits to switching to the BS&A program. Here are just a few of the benefits that will increase our efficiency:

- Approval of Purchase Orders through smart phone technology
 - Ability to email all Utility customers
 - Ability to scan invoices into the system, which then can be viewed by any department
 - Ability to prepare the annual budget through the software
 - Ability to link tax & assessing to the cash receipt and utility bill module. This will save staff time in having to go to multiple software modules's to view information.
 - Ability to depreciate new assets by ½ year (issue during the most recent audit)
-

In addition to the above items, the finance department has viewed BS&A support as above average. Their response time has always been exceptional and because they are a Michigan based company, their support hours are the same as our business hours.

BUDGET IMPACT:

The BS&A proposal includes a payment plan to spread the cost of the financial software and the upgrade over four years, at no additional cost to the City. The first payment would be due July 1, 2012 and would be paid annually each July. On page 3 is a table showing how much the City will save over the next 6 years by switching to BS&A. For the first four years, the savings would be smaller due to the cost of the software. After the fourth year, the annual savings would increase to over \$21,000 annually.

RELATIONSHIP TO GOALS:

Related to the Information Technology goal to increase efficiency with automation.

ACTION/MOTION:

Motion to accept a proposal from BS&A Software for a Financial Management Solution package and an upgrade to the BS&A Tax, Assessing, Building and Dog License Program

Fiscal Year	Springbrook Financial Support Cost	BS&A-Tax, Assessing, Building & Dog License Annual Support Cost	Total Annual Cost	BS & A Financials Annual Support	BS & A Financials Software	BS&A .Net-Tax, Assessing, Building & Dog License Annual Support Cost	BS&A .Net-Tax, Assessing, Building & Dog License Software	Total Annual Cost	Budget difference
2012-2013	21,610.79	4,915.69	26,526.47	-	11,787.50	4,135.00	5,172.50	21,095.00	(5,431.47)
2013-2014	22,691.32	4,977.13	27,668.46	5,030.00	11,787.50	4,259.05	5,172.50	26,249.05	(1,419.41)
2014-2015	23,825.89	5,039.35	28,865.24	5,030.00	11,787.50	4,386.82	5,172.50	26,376.82	(2,488.42)
2015-2016	25,017.18	5,102.34	30,119.52	5,030.00	11,787.50	4,518.43	5,172.50	26,508.43	(3,611.10)
2016-2017	26,268.04	5,166.12	31,434.16	5,180.90	-	4,653.98	-	9,834.88	(21,599.28)
2017-2018	27,581.45	5,230.70	32,812.14	5,336.33	-	4,793.60	-	10,129.93	(22,682.22)
	146,994.68	30,431.32	177,426.00	25,607.23	47,150.00	26,746.87	20,690.00	120,194.10	(57,231.90)