

# City of Fenton

301 South Leroy Street, Fenton, Michigan 48430-2196 (810) 629-2261 FAX (810) 629-2004

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## **COUNCIL WORK SESSION AGENDA**

**Monday, June 5, 2023**

**City Hall Conference Room**

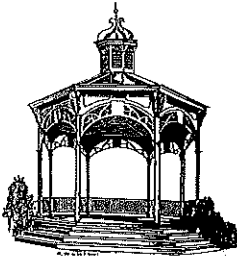
**301 South Leroy Street**

**7:30 PM**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Public Comments: Request by public to speak on specific agenda items.**
- 4. Discussion on One-Way Traffic on Elizabeth Street.**
- 5. Discussion on Water and Sewer Rate Study.**
- 6. Discussion on BS&A Timesheets Module.**
- 7. Council Member Comments.**
- 8. Call to the Audience.**
- 9. Adjournment.**

**IF ACCOMMODATIONS ARE NEEDED DUE TO A DISABILITY, PLEASE CONTACT THE CITY CLERK'S OFFICE.**

# Memorandum



THE CITY OF  
FENTON

PUBLIC WORKS

**DATE:** May 30, 2023

**TO:** Lynn Markland, City Manager

**FROM:** Dan Brisson, Public Works Director  
Tessa Stickel, Communications  
Coordinator.

**RE:** One-way traffic on W. Elizabeth Street

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At the April 10<sup>th</sup> City Council meeting, staff were asked to revisit the effort to obtain input from homeowners on W. Elizabeth Street from Adelaide to Shiawassee regarding one-way westbound traffic flow. Communications Coordinator Tessa Stickel contacted residents along this corridor to obtain their input.

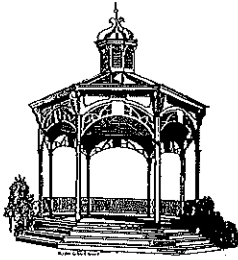
Attached is the April 5<sup>th</sup> memorandum from Dan Brisson highlighting the proposed traffic change with a professional opinion submitted by Traffic Engineer, Mr. Peter LaMourie with Progressive AE. A copy of the April 5th memorandum is attached for your review.

Ms. Stickel will present the survey results to Council at the June 5<sup>th</sup> work session meeting.

Recommended Motion:

**Discussion only.**

# Memorandum




THE CITY OF  
FENTON

PUBLIC WORKS

**DATE:** April 5, 2023

**TO:** Lynn Markland, City Manager

**FROM:** Dan Brisson, Public Works Director 

**RE:** One-way traffic on W. Elizabeth Street

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Based on presentation and discussion at the Council work session meeting on April 3, 2023 regarding one-way westbound traffic on W. Elizabeth Street, I consulted with Mr. Peter C. LaMourie with Progressive AE, who is the traffic engineer for the city. From the work session discussion, Council requested an opinion on one-way westbound W. Elizabeth Street from S. Leroy to Shiawassee Avenue.

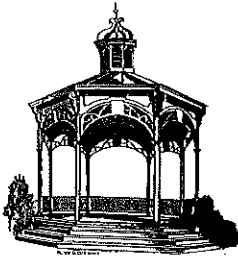
Mr. LaMourie commented in his April 5<sup>th</sup> email, "I don't see any significant problem with making the three-block section one-way westbound. There is often an issue with displacing traffic onto another residential street, but with the closes/parallel proximity of Shiawassee that is a lesser concern. And consistency is always a good thing when it comes to traffic patterns and control. And the characteristics of Shiawassee and S Leroy make for good endpoints."

Based on discussion at the April 3<sup>rd</sup> work session meeting, and April 5<sup>th</sup> comment by Traffic Engineer, Mr. Peter LaMourie, staff recommends approving W. Elizabeth Street from S. Leroy to Shiawassee Avenue be changed to one-way westbound with the appropriate intersection reconfiguration at W. Elizabeth and Shiawassee, when W. Elizabeth and Park Street are reconstructed later this year.

Recommended Motion:

**Discussion only.**

# Memorandum



THE CITY OF  
FENTON

**DATE:** May 31, 2023

**TO:** Lynn Markland, City Manager

**FROM:** Jon Satkowiak Jr, City Treasurer

**RE:** Water and Sewer Rate Study

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Over the past year we have seen increases in operating expenses for both our Sewer and Water systems. We have asked Paul Stauder to give us a proposal to complete a study on whether our Water and or Sewer rates are sufficient to cover these costs now and in the future. The proposal for the water study is \$7,500 and the sewer rate study will be \$7,500 as well. Please see the attached proposal as to what the proposal will cover.

The administration would like to discuss entering into an agreement with PFM to conduct a rate study on our Water and Sewer systems.



555 Briarwood Circle  
Suite 333  
Ann Arbor, MI 48108

734-994-9700  
734-994-9710 fax  
www.pfm.com

May 23, 2023

Mr. Lynn Markland, City Manager  
City of Fenton  
301 S. Leroy Street  
Fenton, Michigan 48430

Re: Water and Sewer System Rate Studies

Dear Lynn:

In accordance with the City's request, the following outlines the parameters of a rate study for the water and sewer systems.

#### Methodology and Areas to be Analyzed

The methodology employed to develop an equitable water and sewer system rate basis are based on the following:

1. Analysis of Existing Usage Patterns

Generally, water consumption provides the revenue base for both water and wastewater services. It is essential to determine existing average water use patterns and the revenues streams that are produced by the various user classifications. The average use data will be processed through current rate schedules to compute revenue which will then be compared to audit reports or financial statement to ensure accuracy and validity.

2. Development of Annual Revenue Requirements

This step in the utility rate study process involves an analysis of projected operation, maintenance and replacement budgets, debt service schedules, anticipated future capital expenditures and any other obligations established by ordinance or State and Federal agencies.

3. Cost of Service Allocations

Using data accumulated in Items 1 and 2 above, public utility expenses are allocated first to the various customer classifications as necessary and subsequently to the various units of service. These costs are detailed between Capital, and Operation, Maintenance and Replacement expenses.

4. Utility Service Rates and Charges

Utilizing the unit costs of service as established in Item 3, new utility service rates may be designed to insure that those customers or customer classifications generate sufficient revenues to cover the cost of serving each user category. This concept is in accord with generally accepted utility rate principles and meets the test of proportionality.



Specific study components that will be addressed in the utility rate study are briefly described below.

- A. Determination of all Revenue Requirements
- B. Determination of Units of Service
- C. Allocation of costs to Units of Service
- D. Allocation of unit costs to customer classes (if necessary)
- E. Design of rate schedule to recapture the unit costs on an equitable basis.

#### Project Timing

We will be prepared to begin the study within two weeks of receiving the information from the City to conduct the studies. Once initiated, we propose to complete the study within a 60 day time period.

#### Cost of Studies

Our fee for the proposed services will be \$7,500 for each of the water and sewer system for a total of \$15,000.

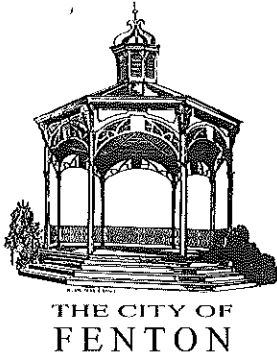
We will be available to make a presentation of our findings at your request.

Sincerely,

A handwritten signature in black ink that reads "Paul R. Stauder". The signature is fluid and cursive, with a large initial "P" and "S".

Paul R. Stauder  
Managing Director

MEMORANDUM



DATE: June 1, 2023  
TO: Lynn Markland, City Manager  
FROM: Jennifer Kienast, City Clerk  
RE: BS&A Timesheets Module

*LHM*  
*JK*

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To streamline the city's payroll process and provide consistency within all departments, the Clerk's office is seeking to implement the BS&A module *Timesheets.net* with the *Employee Self-Service (ESS)* feature. This module will allow all payroll to be tracked electronically, provide better accuracy, and eliminate hours of compiling/deciphering differing departmental spreadsheets. All employees will track their time electronically, with access for administrators to monitor and approve. BS&A is accessible by computer, tablet, or compatible timeclock. This module was approved in the FY 2024 budget. We are seeking to purchase the module and implement this new process in July 2023.

**Recommendation:** Administration recommends the purchase of the BS&A Timesheets Module with the Employee Self-Service (ESS) feature at a total cost of \$13,655.

Proposal for Software and Services, Presented to...

City of Fenton, Genesee County MI

February 9, 2023

Quoted by: Keegan Nixon



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT / fax (517) 641-8960  
bsasoftware.com



## Cost Summary

Applications and Annual Service Fee prices based on an approximate parcel count of 5,247. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Applications

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#### Personnel Management

Timesheets .NET	<b>\$3,995</b>
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#### BS&A Online

Employee Self-Services	<b>\$4,290</b>
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Subtotal:	<b>\$8,285</b>
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### Data Conversions/Database Setup

No data conversion to be performed.

### Project Management and Implementation Planning

#### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$1,000**



## Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

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Personnel Management Applications	Days:	4	<b>\$4,000</b>
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## Cost Totals

*Not including Annual Service Fees*

Applications	\$8,285
Project Management and Implementation Planning	\$1,000
Implementation and Training	\$4,000
<b>Total Proposed</b>	<b>\$13,285</b>
<i>Travel Expenses</i>	<i>\$370</i>

### Payment Schedule

- 1<sup>st</sup> Payment: **\$1,000** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$8,285** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$4,370** to be invoiced upon completion of training.

\$13,655



## Annual Service Fees

*Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).*

<b>Personnel Management</b>	
Timesheets .NET	\$800
<b>BS&amp;A Online</b>	
Employee Self-Services	\$860
<b>Total Annual Service Fees:</b>	<b>\$1,660</b>



## Additional Information

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- › custom payment import/lock box import
- › custom OCR scan-line
- › custom journal export to an outside accounting system
- › custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



# Acceptance

## Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

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Signature

Date

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

## Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [knixon@bsasoftware.com](mailto:knixon@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

