



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
January 24, 2022
7:30 PM**

Members of the public can view the Regular City Council Meetings live via the Romulus Public Access Channel 12 and YouTube at www.youtube.com/cityofromulus. Public comments can also be emailed to publiccomment@romulusgov.com

Pledge of Allegiance

Roll Call

- 1. Agenda**
 - A. Approval of Agenda
- 2. Minutes**
 - A. Approval of minutes from the regular meeting held on Monday, January 10, 2022, at 7:30 p.m.
 - B. Approval of minutes from the special meeting - study session held on Monday, January 10, 2022, at 6:00 p.m. to discuss the audit presentation by Plante Moran.
- 3. Petitioner**
- 4. Chairperson's Report, John Barden, Mayor Pro-Tem**
 - A. Approval of the Chairperson's Report
- 5. Mayor's Report – Robert A. McCraight, Mayor**
 - A. Exemption of Principal Residence by Reason of Poverty
 - B. Retiree Healthcare Actuarial Valuation
 - C. Intergovernmental Agreement - School Resource Officer
 - D. Police, Fire, & Safety Commission Re-Appointments
 - E. Planning Commission Appointment and Re-Appointment
 - F. Piggyback on MiDeal Contract for Purchase of an Administrative Vehicle
 - G. RFP 20/21-09 Ten (10) Year HVAC Maintenance Contract for all City Buildings
- 6. Clerk's Report – Ellen L. Craig-Bragg, Clerk**
 - A. Study Sessions and Public Hearing Request to discuss the 2022/23 FY Budgets
- 7. Treasurer's Report – Stacy Paige, Treasurer**
- 8. Public Comment** - Citizens are to limit their comments to three (3) minutes. All citizens wishing to speak will be heard.
- 9. Unfinished Business**
- 10. New Business**
- 11. Warrant**
 - A. Approval of Warrant #: 22-2 for checks presented in the amount of \$1,408,603.63.
- 12. Communication**
- 13. Adjournment**



RULES REGARDING THE PUBLIC ADDRESSING A CITY MEETING

Any member of the public shall have the right to address the City Council, Board or Commission on any item on the agenda under the following conditions:

1. Individuals requesting to address City Council, a Board or Commission on an agenda item or under public comment must fill out a “*Request to Address*” card provided – listing name, address, phone number and agenda item on which comments are desired to be made and present it to the Clerk or recording secretary.
2. When the agenda item is reached, the clerk or recording secretary shall call upon the person or persons who filed the request to speak. A member of the public shall not be permitted to enter into debate with a petitioner.
3. Individuals that would like to address City Council under the public comment portion of the agenda, must raise their hand and when recognized by the chair, the person shall approach the microphone and state their name and address.
4. Remarks shall be limited to three (3) minutes, subject to being extended an additional three (3) minutes by consent of the chair. There shall be no personal attacks. Remarks shall not contain any profanity, racial, ethnic, religious, sexual or national origin slurs or overtones. Anyone making such remarks shall lose his/her right to address the City Council, Board or Commission.
5. No person shall be permitted to address the group on any item more than once at any one meeting without the approval of a majority of the quorum present.
6. All of the foregoing does not apply to a person previously granted a hearing at the meeting in question.
7. This rule does not permit members of the public to join in debate or discussion with petitioners, members of the body or with other members of the public present at such meeting.
8. Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.
9. The public may make a request to the Chairperson of the Council on a form provided by the Clerk, to be added to the agenda of a future Council meeting to address a subject that Council would have authority to address. If the Chairperson denies the request, the request may be made to the entire Council under the Public Comment section of the Council’s agenda. If the request is granted by a majority of the Council, it will be added as an agenda item at the next regular meeting of the Council.

The meeting will be held in the City Council Chambers, Romulus City Hall, 11111 South Wayne Road, Romulus, MI 48174. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA), is asked to contact the Clerk’s Office (734-942-7540) 48 hours prior to the meeting – the staff will be pleased to make the necessary arrangements.



City of Romulus

Agenda

Council Meeting Held: **January 24, 2022**

Item No. A.

General Description: Approval of Agenda

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Minutes

Council Meeting Held: **January 24, 2022**

Item No. A.

General Description: Approval of minutes from the regular meeting held on Monday, January 10, 2022, at 7:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING

January 10, 2022

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

The meeting was called to order at 7:30 p.m. by Mayor Pro-Tem John Barden.

Pledge of Allegiance

Roll Call

Present: John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Absent / Excused: Kathy Abdo, Tina Talley, Eva Webb

Administrative Officials in Attendance:

Julie Wojtylko, Chief of Staff

Stacy Paige, Treasurer

D'Sjonaun Hockenhull, Deputy Clerk

Administrative Staff in Attendance:

Julie Wojtylko - Chief of Staff; Merrie Druyor - TIFA/DDA Director

1. Agenda

- A.** Moved by **Celeste Roscoe**, seconded by **Virginia Williams** to accept the agenda as presented.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Nays - None

Motion Carried Unanimously.

2. Minutes

- A. Res. #22-008** Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to approve the Minutes from the Regular Meeting held on January 4, 2022, at 7:30 p.m.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Nays - None

Motion Carried Unanimously.

3. Petitioner - None

4. Chairperson's Report, John Barden, Mayor Pro-Tem

Res. #22-009 Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adopt a memorial resolution for the family of Richard Yeramian.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams,

Nays - None

Motion Carried Unanimously.

- A.** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to accept the Chairperson's Report.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Nays - None

Motion Carried Unanimously.

5. Mayor's Report – Robert A. McCraight, Mayor

Chief of Staff Julie Wojtylko presented the Mayor's Report in the absence of Mayor McCraight.

- A. **Res. #22-010** Moved by **William Wadsworth**, seconded by **Virginia Williams** to concur with the administration and authorize a no-fee permit for all activities during the 2022 Craft and Vendor Shows hosted by Flowers in the Mitten as well as the closure of Goddard Road between Romaine and Olive Streets beginning at 7:00 p.m. and ending at 5:00 p.m. on the following Saturdays: June 25, 2022, August 13, 2022, and September 17, 2022 (as part of Pumpkin Festival), and October 22, 2022.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams
Nays - None

Motion Carried Unanimously.

- B. **Res. #22-011** Moved by **Virginia Williams**, seconded by **William Wadsworth** to concur with the Administration and grant authorization for the Mayor and Clerk to enter into the Second Amendment Lease agreement with Big Steve's Designz, LLC for the lease of 35255 Goddard Road, Romulus, MI 48174.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams
Nays - None

Motion Carried Unanimously.

6. Clerk's Report – Ellen L. Craig-Bragg, Clerk

Tanya Cofield, MLK Day Planning Committee member, updated City Council and residents on the changes to the MLK Day Community Celebration. She announced that the pancake breakfast sponsored by the Romulus Rotary Club has been canceled due to the surge in COVID cases throughout the state. Coffee and packaged pastries will be served in place of the pancake breakfast; however, the community march and subsequent program will proceed as scheduled.

7. Treasurer's Report – Stacy Paige, Treasurer – Nothing to report

8. Public Comment - None

9. Unfinished Business

Councilperson Wadsworth inquired about any legislation that would allow public meetings to be conducted remotely. Chief of Staff Julie Wojtylko responded that there is no pending legislation at this time; however, many municipalities are asking the same questions as they struggle with the COVID surge and hope that their collected concerns will bring legislation to the floor. Councilperson Williams thanked the Chief of Staff for the update and reminded residents that the Council does not have the authority to mandate wearing a mask as the body must follow Federal, State, and County Guidelines.

10. New Business

Councilperson Wadsworth wished his wife a happy birthday.

11. Warrant

- A. **Res. #22-012** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to approve Warrant #:22-1. for checks presented in the amount of \$258,585.73.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams
Nays - None

Motion Carried Unanimously.

12. Communication

Councilperson Williams reminded the residents that Forgotten Harvest has canceled every distribution center

in Wayne County due to the frigid temperatures. She also announced the DTE Customer Assistance Day where programs will be conducted by various organizations to assist with utility bills. She expressed her concerns around the recent promotions in the Romulus Police Department. Councilperson Wadsworth inquired if the recent promotions in the police department will decrease patrol officers. The Chief of Staff confirmed that it will not decrease the number of officers patrolling the streets. State Representative Shery Gay-Dagnago updated the Council and residents on the recent federal lawsuit seeking to block the approved redistricting maps from the Michigan Independent Citizens Redistricting Commission. She also thanked the Council for their unanimous resolution objecting to the approved maps. She further mentioned that the lawsuit will be amended to include the unanimous resolution.

13. Adjournment

Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adjourn the meeting at 8:06 p.m.

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams
Nays - None

Motion Carried Unanimously.

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on January 10, 2022.



Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan



City of Romulus

Minutes

Council Meeting Held: **January 24, 2022**

Item No. B.

General Description: Approval of minutes from the special meeting - study session held on Monday, January 10, 2022, at 6:00 p.m. to discuss the audit presentation by Plante Moran.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



**MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – STUDY SESSION
January 10, 2022**

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

The meeting was called to order at 6:07 p.m. by Mayor Pro-Tem John Barden.

1. Roll Call

Present: John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Absent / Excused: Kathy Abdo, Tina Talley, Eva Webb

Administrative Officials in Attendance:

Robert McCraight, Mayor

Stacy Paige, Treasurer

D'Sjonaun Hockenhull, Deputy Clerk

Administrative Staff in Attendance:

Julie Wojtylko - Chief of Staff; Maria Farris - Finance Director (Remote); Victoria Trush - Assistant Finance Director (Remote)

- 2. Moved by Celeste Roscoe, seconded by Virginia Williams to accept Special Meeting - Study Session Agenda as presented.**

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Nays - None

Motion Carried Unanimously.

3. Discussion: Audit Presentation by Plante Moran

Maria Farris, the City's Finance Director who appeared via Zoom Telecommunications, introduced Stacey Reeves and Elizabeth Addy from Plante Moran, who also appeared via Zoom Telecommunications.

Elizabeth Addy, with the assistance of Stacey Reeves, presented a PowerPoint to highlight the Independent Auditor's Report, the General Fund Expenditures & Transfers, Unassigned Fund Balance, Property Tax collection allocation, the Public Safety Fund property tax revenue & expenditures, the Public Safety Fund transfer from the General Fund, Water and Sewer system, and legacy costs liability changes. Stacey Reeves briefly reviewed the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in accordance with Government Auditing Standards which articulated the financial statement audit findings and end-of-audit communication process.

4. Public Comment - None

- 5. Moved by Celeste Roscoe, seconded by Virginia Williams to adjourn the Special Meeting - Study Session at 6:28 p.m.**

Roll Call Vote: Ayes - John Barden, Celeste Roscoe, William Wadsworth, Virginia Williams

Nays - None

Motion Carried Unanimously.

I, Ellen L. Craig-Bragg, Clerk for the City of Romulus, Michigan do hereby certify the foregoing to be a true copy of the minutes of the regular meeting of the Romulus City Council held on January 10, 2022.

A handwritten signature in black ink, reading "Ellen L. Craig-Bragg".

Ellen L. Craig-Bragg, City Clerk
City of Romulus, Michigan



City of Romulus

Petitioner

Council Meeting Held:

January 24, 2022

Item No. 3

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Chairperson's Report, John Barden, Mayor Pro-Tem

Council Meeting Held:

January 24, 2022

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. A.

General Description: Exemption of Principal Residence by Reason of Poverty

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Exemption of Principal Residence by Reason of Poverty
DATE: January 19, 2022

I concur with the recommendation of Julie Albert, Director of Assessing & Financial Services, and respectfully request Council adopt the attached Resolution for the City of Romulus Poverty Exemption for 2022 to be used by the Board of Review to review or approve poverty exemptions.

Motion by _____, supported by _____, to concur with the administration and adopt the attached Resolution for the City of Romulus Poverty Exemption for 2022 to be used by the Board of Review to review or approve poverty exemptions.



MEMORANDUM

To: Mayor Robert A. McCraight

From: Julie Albert, Director of Assessing & Financial Svcs

Date: December 23, 2021

Subject: **Council Agenda Item for January 24, 2022**
Exemption of Principal Residence by Reason of Poverty

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

The 2021 guidelines were approved by the Romulus City Council on February 22, 2021 (Resolution #21-048). The 2020 guidelines were approved by the Romulus City Council on November 25, 2019 (Resolution # 19-356). The 2019 guidelines were approved by the Romulus City Council on November 26, 2018 (Resolution #18-402). The 2018 guidelines were approved by the Romulus City Council on December 27, 2017 (Resolution #17-449).

I am respectfully requesting that the Honorable Romulus City Council approve the attached "Resolution for City of Romulus Poverty Exemption for 2022".

I have also attached State Tax Commission Bulletin Number 17 of 2021. **Section B** provides the Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2022.

I will be in attendance at the January 24, 2022 Council meeting.

Resolution for City of Romulus 2022 Poverty Exemptions

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

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

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

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

- Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- P.A. 390 of 1994 requires that *all persons residing in the household* MUST submit copies of the following **SIGNED** documents:

Poverty Exemption Application- Form 5737
Affirmation of Ownership & Occupancy – Form 5739
Federal Income Tax Returns
State Income Tax Returns
Homestead Property Tax Credit Claim Form - Form MI-1040CR

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

A *Poverty Exemption Affidavit - Form 4988* MUST be filed for ALL persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.

- The combined assets of all persons residing in the household (minus the value of the principal residence) MUST NOT exceed \$30,000. Assets include but are not limited to: real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- Produce, if requested, a valid driver's license or other form of identification.
- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested
- The applicant(s) MAY NOT have ownership interest in any other real estate other than the homestead property.
- If home has been purchased within the previous 2 years, all closing documentation must be included.
- The Board of Review may require a home audit and inspection done by the Department of Assessment as part of the application process.
- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.

- The following are the federal poverty income guidelines to be used in the determination of 2022 poverty exemptions. They are updated annually by the United States Department of Health and Human Services. The annual income includes income for all person residing in the household. The total household income ***must be less than or equal*** to the guidelines below in order to be considered for this type of exemption.

Family of 1.....	\$ 12,880
Family of 2.....	\$ 17,420
Family of 3.....	\$ 21,960
Family of 4.....	\$ 26,500
Family of 5.....	\$ 31,040
Family of 6.....	\$ 35,580
Family of 7.....	\$ 40,120
Family of 8.....	\$ 44,660
For each add'l person.....	\$ 4,540

In accordance with PA 253 of 2020 the City of Romulus allows for a 50% reduction to taxable value if poverty exemption is granted.

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

Approved by the Romulus City Council on _____

Appeal Rights: An appeal of a decision of the March Board of Review is made by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A decision of the July or December Board of Review may be appealed by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's decision. More information on how to file an appeal is available by contacting the Michigan Tax Tribunal. Information can also be viewed on the Michigan Tax Tribunal's website at <https://www.michigan.gov/tribunal>.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Bulletin 17 of 2021
November 16, 2021
Procedural Changes for 2022

TO: Assessing Officers and County Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Procedural Changes for the 2022 Assessment Year

The purpose of this Bulletin to provide information on statutory changes, procedural changes and reminders for the 2022 assessment year.

A. Inflation Rate Used in the 2022 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2022 Capped Value Formula is 1.033.

The 2022 Capped Value Formula is as follows:

$$\text{2022 CAPPED VALUE} = (\text{2021 Taxable Value} - \text{LOSSES}) \times 1.033 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.033 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2022

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$21,960 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,960. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2022 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

Note: PA 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Poverty Exemption: PA 253 of 2020 and Important Reminders

Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year.

Based on the Audit of Minimum Assessing Requirement reviews conducted in 2021, 50% of the local units reviewed **were not** following the new requirements in the law for poverty exemptions. It is important for assessors to review and understand the changes to the poverty exemption statute and to work with local officials and boards of review to ensure the necessary policies and guidelines are in place and are being followed. The governing body of the local unit may need to revise its policy and guidelines to make sure to comply with the law changes. An income test and an asset test are still required.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is**

not permitted to deviate from the adopted policy and guidelines (this is a change to the law in PA 253).

Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

Starting in 2021, to request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, PA 253 allows the Board of Review to grant a 100%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the [Poverty Exemption Forms & Policy Related to PA 253 of 2020](#) link.

D. Sales Studies

Equalization study dates are as follows for 2022 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2021 studies for 2022 equalization the dates are as follows:

Two Year Study: April 1, 2019 through March 31, 2021
Single Year Study: October 1, 2020 through September 30, 2021

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* March 31, 2021 and September 30, 2021 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2022 tax year.

E. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

F. Public Act 660 of 2018, Property Assessing Reform

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review.

The State Tax Commission will be continuously updating its website with information regarding PA 660 of 2018 including bulletins, guidance and any required forms. Information on Property Assessing Reform is available on the State Tax Commission's website at www.michigan.gov/statetaxcommission under the Property Assessing Reform link.

The Commission has also established a dedicated email for submitting questions related to Property Assessing Reform. Any questions concerning Property Assessing Reform should be directed to AssessingReformQuestions@michigan.gov.

Additional Requirements beginning in 2022

PA 660 contains several requirements in statute ([MCL 211.10g\(1\)](#)) that local units and assessors must follow. Local units are required to ensure that all requirements are being met beginning in the 2022 tax year. This includes having a published policy for when the assessor's office is accessible to taxpayers; information to taxpayers on how to request inspection or production of records in the assessor's office; and online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. The full list of requirements can be found in [MCL 211.10g\(1\)](#).

State Tax Commission Guideline 2020-1 breaks down how the Commission will conduct the audit based on the requirements set by MCL 211.10g(1). Guideline 2020-1 separates the statutory requirements into deficiencies (i.e. failure to have what is required by MCL 211.10g(1)) that may result in a finding of noncompliance or that are technical. Assessors should review MCL 211.10g(1) and Guideline 2020-1 and work with local unit officials to ensure that they are able to meet the statutory requirements. Guideline 2020-1: Audit Procedures is available on the STC website.

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of

completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

G. Tax Tribunal Small Claims Division Hearings

Assessors should carefully read all notices, orders and other correspondence sent by the Tax Tribunal. Assessors should pay special attention to the Notice of Hearing and ensure they are available at the date and time of the scheduled hearing. It is important to appear at the hearing and to timely file with the Tax Tribunal and serve a copy to the taxpayer of all evidence and documentation you wish to be considered at the hearing.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states “calculations too long” and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated. More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtribunal.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

H. EMPP and ESA Reminders

In September and October, the ESA Section begins to send out Summary of Changes letters for all taxpayers that have certified their ESA Statement and paid ESA liability in full. Recognizing that manufacturers occasionally move personal property between facilities located in different jurisdictions, a copy of this letter is sent to every local unit in which a taxpayer has reported EMPP if a change on their ESA Statement has been made to *any* parcel located in *any* local unit. This is done to assist each assessor in identifying property that may have been moved in or out of their local unit. Assessors are advised that even if their local unit is not listed on the Summary of Changes letter, it may be prudent to note whether any changes made to a parcel reported in another local unit may affect a parcel located in their local unit.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake,

but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

I. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2019 and 2020 the property record card for 2019 and the property record card for 2020 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values. Additionally, the 154 petition must contain an original signature. The Commission cannot accept electronic signatures or scanned signatures on petitions.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected personal property location or otherwise confirmed that the personal property was disposed and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor’s communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

J. Disabled Veterans Exemption – Qualified Error

On October 14, 2020, PA 206 of 2020 was signed into law. This Act amends MCL 211.53b regarding July and December Board of Review authority by adding as a qualified error an issue beyond the control of a disabled veteran or the unremarried surviving spouse **that caused a denial** of the disabled veterans exemption:

1. An error made by the local tax collecting unit in processing of a timely filed exemption affidavit; or
2. A delay in the determination by the United States Department of Veterans Affairs that a veteran is permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.

As a reminder, a correction by the July and December Board of Review for a qualified error can be made for the current year and the immediately prior year only.

K. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b. This includes qualified errors listed in MCL 211.53b(8), and appeals related to the principal residence exemption, qualified agricultural exemption, taxable value uncapping, qualified start-up business exemption, disabled veteran's exemption, and poverty exemption.

Assessors should carefully review the Board of Review FAQ and Bulletins 5 of 2017 and 6 of 2018 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

L. Online Education Portal and CERTS Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. You will need to have your username and password to access the courses. If you do not know your username or password, email State-Tax-Commission@michigan.gov.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the CERTS platform to receive the continuing education credit for the course.

MiSUITE/CERTS

Several updates were released in August to make MiSUITE a more user-friendly and secure platform. These updates include allowing users to request and receive an automated password reset link, simplified password requirements, and the ability to securely register a device. Additional security measures were also implemented, including password expirations. Passwords will now expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE/CERTS by going to <https://sso.migov.net>

Assessors can check continuing education hours by logging into the CERTS system and checking your profile page. Total hours remaining to be completed are listed on the profile page in CERTS as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in CERTS. When logging credit, be sure to pick the correct course, date, location and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. B.

General Description: Retiree Healthcare Actuarial Valuation

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Retiree Healthcare Actuarial Valuation
DATE: January 19, 2022

I concur with the recommendation of Maria Farris, Finance Director, and respectfully request that Council authorize the Mayor and Clerk to enter into an agreement with Gabriel, Roeder, Smith and Company for an actuarial valuation for the City's Retiree Health Care Plan. Additionally, this proposal includes GASB Accounting Valuations, as defined under GASB 74 & 75 standards, for June 30, 2022 and June 30, 2023.

Funds for this expense will be available in the 2021/2022 Retirees' Healthcare Fund, Account #676-864-820.000.

Motion by _____, supported by _____, to concur with the administration and authorize the Mayor and Clerk to enter into an agreement with Gabriel, Roeder, Smith and Company for an actuarial valuation to determine the City's Retiree Healthcare Plan.

Memorandum

To: Mayor Robert A. McCraight

From: Maria Farris, Finance Director

Date: January 4, 2022

Re: Agenda Item Request – GRS Fee Proposal - Retiree Health Care Actuarial Valuation as of June 30, 2021: GASB 74 & 75 accounting standards for June 30, 2022 and June 30, 2023.

Attached please find a copy of the fee proposal submitted from Gabriel, Roeder, Smith and Company for the completion of the June 30, 2021 Actuarial Funding Valuation for the City's Retiree Health Care Plan. Additionally, this proposal includes GASB Accounting Valuations, as defined under GASB 74 & 75 standards, for June 30, 2022 and June 30, 2023.

The last valuation that was completed for the City was for the fiscal year ending June 30, 2019. The City has fully implemented the annual required standards in accordance with GASB 74 & 75.

The attached proposal provides a detailed description of the scope of services that will be performed in order to meet the required accounting standards and the fees associated with each phase of the valuation process. There is an additional note within the consulting fee detail (refer to page 6) that discusses additional requirements and costs associated with Public Act 202 and State reporting requirements. As a result, it is recommended that the City would additionally request that Gabriel Roeder complete a supplemental calculation for uniform assumption reporting purposes.

Funds have been budgeted for in the FY21-22 Budget within the Retiree Health Care Fund, #676-864-820.000, for costs associated with 06/30/2021 valuation services and the completion of the GASB 74 & 75 reporting requirements. Valuation services, along with the PA 202 supplemental reporting requirements are to be completed on a bi-annual basis. The GASB 74 & 75 standards are required to be reported on an annual basis within the City's Annual Financial Statements. All items will be detailed within the appropriate budget cycles and line items.

I am requesting that this item be added to the agenda for the **January 24, 2022** Council meeting for approval and authorization to execute engagement of services with Gabriel, Roeder, Smith & Company (GRS) Retirement Consulting.

If you should have any questions or require any additional information, please do not hesitate to contact me.



November 12, 2021

By: Gabriel, Roeder, Smith & Company



City of Romulus

Proposal to Provide OPEB Actuarial Services

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GRS' Background in Health Care Consulting

GRS specializes in assessing complex health care and benefit issues for public sector plans. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.



Scope of Services

Actuarial Funding Valuation

In order to help facilitate the funding of the Plan, we will prepare an actuarial funding valuation of the retiree health care benefits for the City of Romulus Retiree Health Care Plan as of 6/30/2021. The actuarial funding valuation will encompass the phases indicated below:

Determination of:
- Actuarial present value of projected benefits; - Actuarial accrued liability; - Actuarial value of assets; - Unfunded actuarial accrued liability; - Normal cost; and - Actuarially Determined Contribution for the fiscal years ending 6/30/2023 and 6/30/2024.

The Actuarial Retiree Health Care Funding Valuation Will Include the Following:
- Seven contribution rates and a total with assets; - Up to two sets of initial per capita costs based on up to six distinct retiree medical plans, one for current retirees and one for future retirees; - The retiree health plan is fully-insured; and - We will prepare our calculations using one long-term interest rate assumption of 6.00% which is consistent with the 6/30/2020 OPEB Funding Report and most recently the 6/30/2021 GASB Statement Nos. 74 and 75 report.

Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the City would like to meet to discuss the results of the funding valuation, GRS will charge for the meeting(s) based on time and expense. The standard hourly rate for this would range from \$250-\$420 per hour.



GASB Accounting Report

In order to prepare the necessary information for the fiscal years ending 6/30/2022 and 6/30/2023 (for GASB Statement Nos. 74 and 75), we will need to prepare additional accounting reports of the retiree health care benefits for the City of Romulus Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal year. Each GASB Statement Nos. 74 and 75 report will include, but is not limited to, the following information:

GASB Statement Nos. 74 and 75 Reporting

- Determination of the Single Discount Rate;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as determined above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes;
- Deferred Outflows and Inflows of Resources related to OPEBs; and
- Component unit (Court and All Others) reporting information.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the Comprehensive Annual Financial Report to fully comply with GASB Statement Nos. 74 and 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers. This other information includes the annual money-weighted rate of return on OPEB plan investments. If the Plan's investment consultant and its accountant are unable to provide this calculation, GRS can provide it for an additional fee. Please let us know if you require GRS to perform the calculation.

In addition, each GASB Statement Nos. 74 and 75 report will include a supplemental section which can be used to assist the City with the completion of the annual Form 5572 (Retirement System Annual Report) for purposes of compliance with Public Act 202 (PA 202) of 2017. The additional cost for including the supplemental section for PA 202 purposes is encompassed in the consulting fees listed on page 6.



Claims and Premium Rate Analysis

Calculate per Capita Retiree Claim Costs for Medical, Prescription Drugs, Dental, and Vision

In fully-insured ratings, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The GASB and the Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.



Professional Consulting Staff

The GRS team assigned to the actuarial funding valuation of the retiree health care benefits for the City has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial funding valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Determined Contribution.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the City's actuarial funding valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.



Consulting Fees

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down by Valuation Project:

Valuation Project	Fees ¹
1. Actuarial Funding Valuation as of 6/30/2021	\$17,000
2. GASB Report (based on 6/30/2021 actuarial funding valuation) in accordance with GASB Statement Nos. 74 and 75 for FYE 6/30/2022 ² (including PA 202 Calculations and Exhibit) ³	10,500
3. GASB Report (based on 6/30/2021 actuarial funding valuation) in accordance with GASB Statement Nos. 74 and 75 for FYE 6/30/2023 ² (including PA 202 Calculations and Exhibit) ³	10,500
Timing: Projected delivery 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 and 3.	

¹ The fees above will be charged following the completion of each project listed.

² Additional fees may apply if there have been significant changes to the Plan since the Actuarial Funding Valuation was completed or there are component units.

³ Please note that due to Public Act 202, all Local Units of Government must provide figures for uniform reporting on Form 5572 submissions for the State of Michigan.

The fees provided above are based on a biennial valuation cycle where roll-forward techniques will be applied to the 6/30/2021 funding valuation for the purpose of preparing the information for GASB Statement Nos. 74 and 75 for the fiscal years ending 6/30/2022 and 6/30/2023.

A high-quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the Plan Sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.



Project Timing and Communication

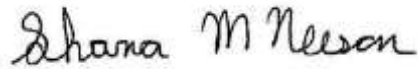
We are prepared to initiate the 6/30/2021 funding valuation upon receipt of the data and following your approval of this proposal. We project that an actuarial funding valuation will be delivered 12 to 16 weeks after receipt of clean and complete data.

Work for each GASB Statement Nos. 74 and 75 report will be initiated after the completion of the applicable fiscal year and upon our receipt of the necessary data. We project that each GASB Statement Nos. 74 and 75 report will be delivered four to six weeks after receipt of clean and complete data.

The consulting fees included in this proposal are guaranteed for one year.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the City of Romulus Retiree Health Care Plan in the preparation of a funding valuation and GASB reporting of its retiree health care benefits.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



Shana M. Neeson, ASA, FCA, MAAA

SMN/dj



Acceptance of Proposal

The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the selected items below as outlined in the proposal dated November 12, 2021.

Acceptance for: City of Romulus Retiree Health Care Plan	
By:	
Printed Name:	
Title:	
Date:	

Acceptance for: City of Romulus Retiree Health Care Plan	
By:	
Printed Name:	
Title:	
Date:	

Please indicate which services the City of Romulus Retiree Health Care Plan would like to approve.

- ☐ 6/30/2021 Actuarial Funding Valuation
- ☐ 6/30/2022 GASB Statement Nos. 74 and 75 Report (including PA 202 Calculations and Exhibit)
Including Court/All Others component unit reporting
- ☐ 6/30/2023 GASB Statement Nos. 74 and 75 Report (including PA 202 Calculations and Exhibit)
Including Court/All Others component unit reporting



Report Distribution List

We plan to mail hard copies of the reports to the following recipient. Please indicate how many copies of each report you would like sent to the following recipient and if you would like an electronic copy of the report in the following chart:

Ms. Maria Farris
Finance Director
City of Romulus Retiree Health Care Plan
11111 Wayne Road
Romulus, Michigan 48174

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired Please Supply an E-mail Address for Receipt
6/30/2021 Actuarial Funding Valuation		
6/30/2022 GASB Statement Nos. 74 and 75 Report		
6/30/2023 GASB Statement Nos. 74 and 75 Report		

Please indicate the following information, if you wish to have a copy of any of the reports mailed to a different recipient:

Name: _____
Company: _____
Mailing Address: _____

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired Please Supply an E-mail Address for Receipt
6/30/2021 Actuarial Funding Valuation		
6/30/2022 GASB Statement Nos. 74 and 75 Report		
6/30/2023 GASB Statement Nos. 74 and 75 Report		



City of Romulus

Retiree Health Care Plan

Data Request

Upon acceptance of the Letter of Engagement, the elements included on the following pages are necessary in order to complete the actuarial funding valuation.

For security purposes, we request that all file transfers occur via the secure file transfer portion of the GRS Advantage™ Website. Information related to using GRS Advantage™ is provided below. Please follow the instructions below to register or access the GRS Advantage™ Website. The reference guide mentioned below details how to download and upload files to the site.

GRS Advantage™ Website

Access or activate your personalized account on the GRS Advantage™ Website

- I. Go to <https://advantage.gabrielroeder.com>
 - a. Register or Login as a Plan Sponsor
- II. Download and open the GRS Advantage user reference guide (<https://advantage.gabrielroeder.com/Documents/Help/GRSAdvantageUserReferenceGuide.pdf>)
 - a. Follow along with the “GRS Advantage Website - Requesting Access to the Website” help topic to activate your account and personalize your password.
 - b. Read over the “GRS Advantage Website - Using the GRS Advantage™ Website” help topic, specifically item “2.” which describes the navigation bar.
 - c. Read over the “Secure File Transfer” section, which describes how to send and retrieve file transfers.

Demographic Data Requirements

In order to complete the funding valuation, a listing will be needed containing the necessary member census information (active, deferred vested (if applicable), and retired). Following approval of our proposal, we will provide an Excel spreadsheet requesting the necessary information. The data will be collected via the GRS Advantage™ Website.

Plan Provisions

Changes to the summary of benefit provisions were reported and clarified as part of the 6/30/2021 GASB report process. Upon approval for the project, we will confirm no additional changes to the Summary of Benefits have occurred.

Asset Information and Pay-As-You-Go Cost

For purposes of the June 30, 2021 funding valuation, we intend to use the asset and pay-as-you-go information provided by the City in connection with the June 30, 2021 GASB Statement Nos. 74 and 75 reports. Please let us know if this differs from your expectations.



City of Romulus

Retiree Health Care Plan

Data Request

OPEB Initial Per-Capita Cost Information

Please provide all data electronically, where available.

1. Please explain which groups/divisions are available for current and future retirees. If more than one group/division is still available, please explain what would cause a retiree to choose one group/division over another. We believe the easiest way to present this information is to provide a table similar to the table below. The information in the table is an example.

OPEB Group: **Sample**

Retiree Group/Division	Offered to Pre-65 and Post-65 Retirees?	Applicable Group	Anticipated Plan Design Changes?	Eligible Active Division(s)/Plan(s)*	Comments**
0001	Pre-65 only	Retired before Jan. 1, 2006	None	Closed to future retirees	
0002	Pre-65 only	Retired on or after Dec. 31, 1995	7/1/2008 - will change Rx Copay to \$10/\$40	0001, 0002 & 0003	
0015	Post-65 only	Retired any time	None	Open to all current/future retirees	

* Please list which active division(s)/plan(s) are eligible to retire into each corresponding retiree division. Note that multiple retiree divisions/plans may be available to each active division/plan.

** Enter any additional information which you feel may be relevant.

2. Please explain any major changes to the Retiree Health plan (e.g., changes in copays, deductibles, change from fully-insured to self-insured, introduction to high deductible health plans, etc.) in the past three years. **Please explain the specifics of the new HRA arrangement.**
3. Please provide a summary of Health Care Coverage Plan Provisions for each health care option. For example, please list copays, and deductibles for the PPO, HMO, etc. If a summary is not available, a member booklet should suffice.
4. Please provide us with the 2022 illustrative monthly active and retiree premium rates for one-person and two-person coverage. For the retirees, we would like both pre-65 (regular premium rates) and post-65 (complementary premium rates). If available, it would be helpful to have the premium rate broken down by coverage component (i.e., medical, prescription drug, dental, and/or vision).

Please provide the annual Rate Sheet for each group/division from your provider. For all Rate Sheets submitted, please indicate the full period these rates are effective. Billing statements do not contain the information needed; therefore, they are not necessary to send.



About Gabriel, Roeder, Smith & Company

GRS Client Base

A Firm with a National Perspective



1,000+ clients in nearly 50 states

38 State or Statewide Retirement Systems covering a total of over 6 million participants and over \$800 billion in assets.

26 Statewide Retirement Systems with 50,000 or more participants.

Our History

Founded in 1938, Gabriel, Roeder, Smith & Company (GRS) is a national actuarial and benefits consulting firm. GRS is dedicated to bringing clients innovative, sustainable solutions that the firm helps put into action. The firm supports the long-term success of pension, OPEB, and health and welfare benefit plans. Associates deliver high-quality services that reflect GRS' core values, which include professionalism and ethics in all aspects of business. The firm attracts the best talent in the industry by providing a collaborative work environment that respects the diversity and professional aspirations of our associate.



About Gabriel, Roeder, Smith & Company



OUR MISSION

To be a trusted advisor to the public sector community; to chart a course through the risks and opportunities in retirement plan design, considering the needs of all stakeholders.

OUR VALUES

Professionalism

We exhibit professionalism and ethics in all aspects of our business.

Commitment

We commit to providing the best possible service and advice to our clients.

Education

We engage in life-long learning for ourselves, our clients, and other stakeholders.

Respect

We respect the diversity, talents, and professional aspirations of our associates.



About Gabriel, Roeder, Smith & Company

Our Services

Pension and OPEB Services	
Actuarial Services	Best Practice Benefit Design
Valuations	Defined Benefit
Audits	DB/DC Hybrid
Risk Management	Cash Balance
Funding Policy	Adjustable Pension Plan
Experience Studies	Benefit Adequacy Studies
Asset/Liability Studies	Benefit Policy Development
Legislative & Regulatory	Client Software
Cost Impact Studies	MagVal™ Suite: Projection Software
GASB Standards Consulting	GRS Advantage™: Client Services Website
Research & Surveys	GRS Foresight™
	Exclusion Ratio Calculator
	415 Screening Tool

Compliance: While GRS does not practice law, our relationship with the Groom Law Group supports GRS consultants' and clients' understanding of compliance issues.

In addition to the above, GRS also provides a wide range of Health and Welfare Consulting Services.



About Gabriel, Roeder, Smith & Company

Quality Control at GRS

GRS serves plans ranging from the smallest – those with 100 or fewer participants to those with 500,000 or more participants. We are very aware that the services we provide directly affect the future financial well-being of large numbers of people, and that inaccurate calculations can directly affect their lives. Consequently, we have an extensive quality control program. We refer to this program as the “Peer Review Process,” but it is actually much more than that.

Under the Peer Review process, at least four team members are involved in the preparation of every actuarial valuation report.

One team member develops the plan costs and another verifies each value. The supervising actuary will review everything as the valuation process continues to ensure that results not only look correct, but look reasonable. The supervising or primary actuary will review all work completed by the other team members as a final check. At this stage our actuarial valuation report is reviewed by another actuary as a final peer review to assure that the main results and underlying causes are accurate and well communicated. We document peer review guidelines for each member of a GRS client team.

These guidelines were developed by our Professionalism Committee and are reviewed and revised as appropriate. GRS uses its Peer Review process on all services that we provide to our clients.

In completing any client assignment, it is the goal of each employee of GRS to produce the highest quality work. This practice has been an integral component of our corporate culture throughout the entire history of GRS.

The following aspects of our Peer Review process attest to the strength of the quality controls we have built for providing actuarial services.

Professionalism Committee

Quality Assurance Procedures at GRS are developed and monitored by a standing Professionalism Committee (the Chief Actuary serves as an ex-officio member). The GRS Professionalism Committee performs internal audits of the work we do for our clients and monitors compliance with quality forms. The Professionalism Committee reports to the firm’s President. The following paragraphs describe how our quality assurance procedures apply to three specific types of client assignments.



About Gabriel, Roeder, Smith & Company

Actuarial Valuations

Each actuarial valuation for a defined benefit pension plan or a post-retirement health care program is supervised by a qualified consulting actuary, from the beginning of the process until the final product is sent to the client. Actuarial valuations are prepared by an actuarial analyst and are initially checked by a more senior associate.

The two associates work very closely with the consulting actuary to resolve any issues that may arise throughout the process. After completion of the initial checking, the valuation is reviewed by the consulting actuary. The actuary reviews the results for reasonableness. Once the results are finalized and a report is prepared, the report is peer reviewed by another qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

Special Projects

All other projects other than actuarial valuations also follow our standard quality procedures. Initial calculations are prepared by an analyst, checked by a more senior associate and reviewed and peer reviewed by a qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

Client Correspondence

Any substantive client correspondence (letters - hard copy or electronic, reports, presentations, etc.) prepared by one of our actuaries or consultants is peer reviewed by another actuary or consultant. Each step of the process is documented using the quality forms and the documentation is filed with a copy of the correspondence.

Internal Audit

Our internal audit process ensures that our associates follow our quality procedures and that the services provided to our clients are continuously improving. Please note this is a procedural audit. Through this process, a group of our actuaries and consultants audits the work performed for our clients. The various clients are selected randomly. A member of the Professionalism Committee begins the audit with conversations with the actuary or consultant and other client team members, and then reviews the work papers, the valuation report and other relevant files to see if quality procedures have been followed and documented. After the Committee member has completed these steps, the findings are discussed with the actuary or consultant responsible for that client. The findings are shared with the other members of the Professionalism Committee at its next quarterly meeting, after which it is forwarded to the President.

External Audit

Our work on behalf of a variety of our clients has also been audited by other actuarial firms and our work has passed their scrutiny. Of course, as serious, committed professionals, we always welcome constructive suggestions of other qualified professionals.



About Gabriel, Roeder, Smith & Company

GRS Supports its Clients and its Consultants

GRS provides support through various GRS actuarial and research resources. These resources help our consultants deliver the highest quality services to our clients.

GRS encourages its consultants to participate in activities that support public sector benefit plans. We believe that our professional development support creates an environment for service excellence, which has resulted in GRS' low employee turnover.

A few examples of this support are provided:

- **GRS' Internal Software and Programming Group** supports our internally written and maintained actuarial software and provides ongoing training for all actuarial employees on its use. Our consultants know that the work they produce uses methods that comply with the latest actuarial standards, methods, assumptions and tables required for public sector work. Many of our competitors do not place emphasis on software and training for public sector plans.
- **GRS' Research Group** provides clients and GRS consultants with in-depth analysis of public sector benefit plan issues covering plan design, Internal Revenue Code, and other legislative and regulatory issues. It also provides information on federal and state legislation, accounting rules, and other regulatory issues on topics of interest to employee benefit plans. GRS communicates the results of its research through: 1) GRS Insight, its newsletter on pension and health care related topics; 2) GRS Perspectives, our consultant authored articles; and 3) News Scan, brief news summaries produced by our Research Manager. Our current publications are available on our website at www.grsconsulting.com. Clients have access to archived publications through GRS Advantage™, our client services website.
- **GRS Client Education Syllabus** and a wealth of additional information is available at <https://www.grsconsulting.com/education-and-training/>.
- Our consultants remain updated on benefit issues using our **internal company portal** that provides them with GRS Research group publications, benefit related publications from external sources and discussion boards for information sharing.



About Gabriel, Roeder, Smith & Company

- **GRS supports consultants' activities as speakers**, committee members, and as authors of articles for industry and public sector associations such as the National Association of Retirement Administrators (NASRA), National Council on Teacher Retirement (NCTR), National Conference of Public Employee Retirement System (NCPERS), International Foundation of Employee Benefit Plans (IFEBP), American Academy of Actuaries (AAA), the Society of Actuaries, the Conference of Consulting Actuaries, and the Government Finance Officers Association (GFOA).
- **Professionalism Committee** - Quality assurance procedures at GRS are developed and monitored by a standing Professionalism Committee consisting of six Senior Consultants. The GRS Professionalism Committee performs internal audits of the work we do for our clients.
- **GRS Chief Actuary**, David T. Kausch, FSA, EA, FCA, MAAA, PhD, has over 20 years of pension consulting experience and considerable knowledge of current issues facing public employee retirement systems. As Chief Actuary, Mr. Kausch monitors the firm's adherence to established actuarial standards, provides oversight and interpretations for the firm's actuarial methodologies, and serves as a GRS spokesperson for the company's perspectives and positions on actuarial issues.





City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. C.

General Description: Intergovernmental Agreement - School Resource Officer

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Intergovernmental Agreement – School Resource Officer
DATE: January 19, 2022

I concur with the recommendation of Robert Pfannes, Chief of Police, and legal counsel, and respectfully request City Council adopt a resolution authorizing the Mayor and Clerk to enter into the Inter-Governmental Agreement with the Romulus Schools for one (1) School Resource Officer.

Motion by _____, supported by _____, to concur with the administration and authorize the Mayor and Clerk to enter into the Inter-Governmental Agreement with the Romulus Schools for one (1) School Resource Officer.

Memo

To: Robert A. McCraight, Mayor
From: Robert Pfannes, Chief of Police 
Date: January 19, 2022
Re: Intergovernmental Agreement with Romulus Community Schools – School Resource Officer

Attached is the proposed Intergovernmental Agreement with the Romulus Community Schools approved by the Romulus School Board agreeing to the costs with the City for one (1) School Resource Officer.

Annual costs will be shared by the City of Romulus and the Romulus Community School District. Romulus Community Schools portion will be \$70,519 (prorated to \$35,259.83 for the first year July 1, 2021 through June 30, 2022), with a 2% increase on total for the second year, and a 2% increase for the third year, which represents the officer's salary (benefits not included in the calculation) for 41 weeks a year. The City will be responsible for training, uniform costs and benefits.

This is a three (3) year agreement commencing upon approval from City Council and ending on June 30, 2025. This Agreement may be terminated without cause by either party with 90-day written notice.

Steve Hitchcock, City Attorney, has reviewed the attached agreement and concurs with its contents.

If you concur with my request, please seek Council's approval to enter into this agreement.

**SCHOOL RESOURCE OFFICER
INTERGOVERNMENTAL AGREEMENT**

THIS AGREEMENT is entered into this ____ day of January, 2022, by and between the CITY OF ROMULUS, MICHIGAN, and the ROMULUS COMMUNITY SCHOOL DISTRICT, for and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the parties agree as follows:

1. **Purpose.** This Agreement establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the Agreement formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between police officers and the youth of our community in addition to reducing crime committed by juveniles and young adults.
2. **Mission.** The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. This is accomplished by assigning a Romulus Police Officer to school facilities on a full-time basis. The SRO Program accomplishes this mission by creating and maintaining safe, secure, and orderly learning environments for students, teachers, and staff. The SRO will establish a trusting channel of communication with students, parents, and teachers. SRO's will serve as a positive role model to instill in students good moral standards, good judgment, respect for other students, and a sincere concern for the school community. SRO's will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. SRO's will serve as confidential source of counseling for students and parents concerning law-related problems they face, as well as providing information on community resources available to them. The Romulus Police Department will coordinate with the ROMULUS COMMUNITY SCHOOL DISTRICT, through the Superintendent or his/her designee, the work rules and hours of the SRO Program. Supervision of the SROs is the responsibility of the Chief of Police.
3. **Composition.** The SRO Program shall consist of one (1) full-time Romulus Police Officer.
4. **Cost.** The SRO Program cost shall be divided on an equal basis between the CITY OF ROMULUS and the ROMULUS COMMUNITY SCHOOL DISTRICT, with the following stipulations:

A) Training and uniform costs shall be paid by the CITY OF ROMULUS;

*Amount may increase in second and third year of the contract.

B) Annual cost to ROMULUS COMMUNITY SCHOOL DISTRICT shall be \$70,519 (prorated to \$35,259.83 for the first year July 1, 2021 thru June 30, 2022), with a 2% increase on total for the second year, and a 2% increase for the third year, which represents the officer's salary (benefits not included in calculation) for 41 weeks a year;

C) This annual agreement is not an hourly basis or actual time agreement; it is a recognition of cost of an annual program, to coincide with the fiscal budget of the ROMULUS COMMUNITY SCHOOL DISTRICT, which is July 1 through June 30.

5. Duration. This Agreement is for three (3) years, commencing January __, 2022 and ending on June 30, 2025. This Agreement may be terminated without cause by either party with 90-day written notice.

Debi Pyles
President, Romulus Board of Education

Robert McCraight
Mayor, City of Romulus

Donald Weatherspoon
I/Superintendent, Romulus Community Schools

Ellen Craig-Bragg
City Clerk, City of Romulus

*Amount may increase in second and third year of the contract.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. **D.**

General Description: Police, Fire, & Safety Commission Re-Appointments

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

**MOTION CARRIED
UNANIMOUSLY**

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Re-Appointments to the Police, Fire & Safety Commission
DATE: January 19, 2022

I am requesting approval to re-appoint Stanley Bragg and Vonda Cooley to the Police, Fire & Safety Commission with terms to expire on February 22, 2025.

Motion by _____ supported by _____,
to concur with the administration and approve the re-appointments of Stanley Bragg and Vonda Cooley to the Police, Fire & Safety Commission with terms to expire on February 22, 2025.

Wojtylko, Julie

From: Stanley Bragg <Swbragg13@comcast.net>
Sent: Tuesday, December 28, 2021 12:27 PM
To: Mayor
Subject: Letter of Intent

Dear Mayor McCraight:

I respectfully submit this letter with the intent to continue service on the Police, Fire and Safety Commission.

It has been my honor and pleasure to serve on the two previous administrations. You can rely on my dedication and support.

I bring to the Commission 42 years of Military Law Enforcement/Corrections Experience. My term is set to expire 2/22/2022 .

Thank you for your attention,

Stanley W. Bragg
US Army/Retired

Sent from my iPhone

City of Romulus
Mayor's Office
1111 Wayne Rd.
Romulus, Michigan 48174

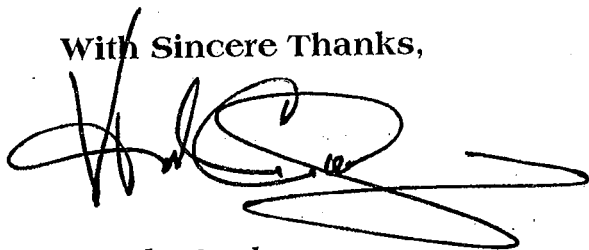
December 20, 2021

Dear Mayor McCraight and Members of Romulus City Council,

I am writing this letter of intent with the hopes of being reappointed to the Police, Fire and Safety Commission. This appointment has given me a new understanding of the concerns of the city and its citizens. I look forward to continuing my journey as a commissioner for Romulus. I have made sure that any concerns brought to my attention are presented to the commission meetings.

I would be honored to continue on the Police, Fire, and Safety Commission for another term. Being on the Commission gives me the opportunity to follow in the footsteps of my father the late Brooker R. Edwards. As well as working on the commission allows me to help make *Our City* one that families and new families would be proud to live in. Feel free to contact me if you have any questions or concerns: 734 992-4062.

With Sincere Thanks,

A handwritten signature in black ink, appearing to read 'Vonda Cooley', with a large, stylized flourish at the end.

Vonda Cooley
11120 Gabriel
Romulus, Michigan 48174



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. E.

General Description: Planning Commission Appointment and Re-Appointment

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Planning Commission Appointment and Re-Appointment
DATE: January 19, 2022

I am requesting approval to re-appoint Cathy Freitag and appoint Emery Long to the Planning Commission to fill the position vacated by David J. Paul with terms to expire January 31, 2025.

Motion by _____ supported by _____,
to concur with the administration and approve the re-appointment of Cathy Freitag and appoint Emery Long to the Planning Commission with terms to expire January 31, 2025.

PLANNING DEPARTMENT MEMORANDUM

DATE: January 18, 2022

TO: Mayor Robert McCraight

FROM: Carol Maise, City Planner

SUBJECT: Planning Commission Appointment and Re-appointment

Please find the Planning Department's recommendations for Planning Commission appointment and re-appointment:

The following Planning Commission member's term will expire on January 31, 2022:

Cathy Freitag

Ms. Freitag has requested to be re-appointed to serve on the Planning Commission. This appointment is for a 3-year term.

To fill the Planning Commission position vacated by David Paul, we recommend:

Emery Long

Please note that Mr. Long currently has a position on the Board of Zoning Appeals. Based on State of Michigan enabling legislation and the Romulus Zoning Ordinance, Mr. Long will be resigning from the BZA since the Planning Commission can only include one member that is also on the Board of Zoning Appeals.

Should you concur with these recommendations, please forward them to the Romulus City Council for appointment and re-appointment of terms to expire on January 31, 2025.

cc: Julie Wojtylko, Chief of Staff
Jill Lambert, Executive Aide

December 9, 2021

Robert McCraight
Mayor, City of Romulus
11111 Wayne Road
Romulus, MI 48174

Dear Mayor McCraight,
I am writing this letter to express my desire to be reappointed to the Romulus Planning Commission. I take this position very seriously as I know I am helping to move the city forward; always mindful of the safety and welfare of our residents. My Planning Commission post will expire January, 2022. I feel I have been an asset to this commission and am requesting to continue.

Please feel free to contact me.

Respectfully,


Cathy Freitag
Chair, Romulus Planning Commission



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. F.

General Description: Piggyback on MiDeal Contract for Purchase of an Administrative Vehicle

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Piggyback on MiDeal Contract #071B770081 for Purchase of an Administrative Vehicle
DATE: January 19, 2022

I concur with the recommendation of Roberto Scappaticci, DPW Director and Gary Harris, Purchasing Director, and respectfully request Council's authorization to piggyback on the MiDeal Contract #071B770081 to purchase one (1) 2022 Ford Explorer XLT (K8B) with options from Gorno Ford at a cost of \$34,823.00.

Victoria Trush, Asst. Finance Director, has verified that funds for the purchase are currently available in the Motor Vehicle Fund, Capital Outlay-Machinery & Equipment expense account #661-258-970.138.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the MiDeal Contract #071B770081 to purchase one (1) 2022 Ford Explorer XLT (K8B) with options from Gorno Ford at a cost of \$34,823.00.



MEMORANDUM

DATE: January 19, 2022
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: Piggyback on MIDeal contract #071B770081 for Purchase of an Administrative Mayor's Vehicle

Director of the Department of Public Works, Roberto Scappaticci, has requested to purchase one (1) 2022 Ford Explorer XLT (K8B) with options for the price of \$34,823.00 by Piggybacking on the State of Michigan's MIDeal Contract #071B770081

Please be advised that the City is not required to solicit competitive bids for this purchase under the exception to competition clause of the Romulus Purchasing Ordinance which allows for the piggybacking on a contract solicited and awarded by another agency and as further outlined in subsection 39-11(d)(10) of the Ordinance:

"The city's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a state or local governmental agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the purchasing director or their designee the procedure meets the intent of competitive sealed bidding under this chapter."

The solicitation of bids to obtain pricing for vehicles by the State of Michigan Department of Technology, Management and Budget (host agency) resulted in Gorno Ford being awarded the contract for Ford vehicles under their extended purchasing program, MiDeal (Contract term August 1, 2017-November 30, 2022).

It is the recommendation of myself and DPW Director Roberto Scappaticci to proceed with the purchase. If you concur, please request Council's permission to Piggyback on the MIDeal Contract #071B770081 for the purchase of one (1) 2022 Ford Explorer XLT (K8B) with options for the price of \$34,823.00 from Gorno Ford.

Victoria Trush, Assistant Financial Services Director, has verified that funds for this purpose are currently available in the Motor Vehicle Fund, Capital Outlay-Machinery & Equipment expense account (661-258-970.138).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris
Purchasing Director

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Gary Harris, Director Purchasing

FROM: Roberto J. Scappaticci, DPW Director

CC: Mayor Robert McCraight
Kathy Hood, Assistant Director of DPW

DATE: December 23rd, 2021

SUBJECT: Piggy Back Purchase of Administrative Mayors Vehicle - Gorno Ford

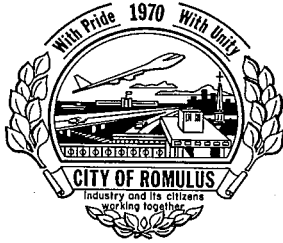
Gary,

Gorno Ford has the State contract for Ford vehicles for the State of Michigan. They are willing to extend this bid option to the City of Romulus for the purchase of a Mayors Vehicle.

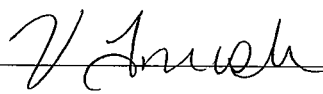
This is for a fleet trim level ford explorer, the cost is \$34,823.00. At this time we are recommending that the City join this cooperative for this vehicle.

Should there be any questions, please do not hesitate to contact me.

y:\admin documents\motor veh fund\mayors explorer\letter to council_mv.doc



FUNDS VERIFICATION FORM

<u>DEPARTMENT:</u> DPW	
<u>FUND NAME:</u> Fleet Capital Outlay	
<u>ACCOUNT NUMBER/S:</u> 661-258-970.138	
<u>PURPOSE FOR REQUEST:</u> purchase of Mayor's Vehicle	
<u>AMOUNT OF EXPENDITURE:</u> \$34,823.00	
<u>SIGNATURE OF DEPARTMENT HEAD:</u> 	
<u>FUNDS CURRENTLY AVAILABLE:</u>	\$ 38,012.85 as of 1/11/2022
<u>FINANCE DEPARTMENT APPROVAL:</u> 	
<u>DATE:</u>	1-11-22

MICHIGAN CONTRACT HOLDER

Robert K. Alderman

GORNO FORD

Woodhaven Mi

ralderman@gornoford.com

Bus: 734-671-4017

CITY OF ROMULUS

ATT: JERRY FRAYER

12-21-21

ROMULUS, MI 48174

BUS: 734-664-2853

EMAIL: @romulusgov.com

2022 EXPLORER XLT (K8B) 4X4,200A PKG, CONTRACT# 071B7700181

2.3L ECOBOOST ENGINE

10 SPEED AUTO TRANS

OXFORD WHITE

CLOTH SEATS EBONY

18" PAINTED ALUMINUM WHEELS

P225 / 65R18 AS

18 GALLON FUEL TANK

POWER LIFTGATE

CARPET FLOORS W/ CARPET MATS

PRIVACY GLASS SECOND ROW

CRUISE CONTROL

8 WAY POWER DRIVERS SEAT

REVERSE SENSING

ONE TOUCH POWER WINDOWS / DOOR LOCKS

REAR WINDOW DEFROSTER

REARVIEW CAMERA

AM/FM/MP3

POWER HEATED MIRRORS

DELIVER TO ROMULUS, MI \$ 34,823.00

(MSRP= \$ 39,440.00)

RECOMMENDED OPTIONS

FLOOR LINERS \$ 160.00

TOW PACKAGE \$ 545.00

DAYTIME RUNNING LIGHTD \$ 45.00



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 24, 2022**

Item No. G.

General Description: RFP 20/21-09 Ten (10) Year HVAC Maintenance Contract for all City Buildings

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: RFP 20/21-09 Ten (10) Year HVAC Maintenance Contract for all City Buildings
DATE: January 19, 2022

I concur with the recommendation of Roberto Scappaticci, DPW Director, and Gary Harris, Purchasing Director, and respectfully request Council award RFP 20/21-09 to Campbell, Inc. Mechanical Services for a ten (10) year contract, for performing maintenance and as needed repairs and equipment replacement on the HVAC systems in all City buildings at the costs associated in the attached pricing sheet.

Victoria Trush, Assistant Finance Director, has verified funds for this acquisition have been budgeted for and are available in all department's Heating and Cooling Expense accounts.

Motion by _____, supported by _____, to concur with the administration and award RFP 20/21-09 to Campbell, Inc. Mechanical Services for a ten (10) year contract, for performing maintenance and as needed repairs and equipment replacement on the HVAC systems in all City buildings at the costs associated in the attached pricing sheet.



MEMORANDUM

DATE: January 19, 2022
TO: Mayor Robert A. McCraight
FROM: Gary Harris, Purchasing Director
SUBJECT: 20/21-09 10 YEAR HVAC MAINTENANCE CONTRACT FOR ALL CITY BUILDINGS

Proposals were let to contract for performing maintenance and as needed repairs and equipment replacement on the HVAC systems in all city buildings.

In addition to being advertised in the 7/8/2021 issue of The Telegram Newspaper, RFP documents were made available to down load from the MITN System @ www.mitn.info. The MITN System notified 240 companies of the RFP and of them, 26 companies downloaded the RFP documents.

On 8/11/2021, 2 proposals were received and publicly opened via a Zoom Meeting.

I concur with the recommendation of Director, Roberto Scappaticci to award the ten (10) year contract to Campbell Inc. Mechanical Services, for the costs associated in the attached pricing sheet. Year 1 for all city buildings will cost the City of Romulus \$59,131.00. Our current contract with Honeywell was costing \$96,638.76 netting the City of Romulus a \$37,507.76 savings in year 1 alone. After an extensive review and negotiation, Campbell Inc. was deemed to provide the city the best services moving forward.

Victoria Trush, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in all departments Heating and Cooling Expense Accounts, (***-***-932.000).

If I can be of any further assistance to you regarding this matter, please contact me.

Gary Harris,
Purchasing Director

MINUTES OF 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings

The public opening of the afore mentioned solicitation was held via a Zoom meeting at 3:00 PM, in the Council Office at Romulus City Hall on Wednesday, 8/11/2021.

The following were present for the opening:

Gary Harris - Purchasing Director
Lynn A. Conway – Purchasing Director

2 sealed bids were received and publicly opened.

Campbell Mechanical
Lyon Mechanical

A copy of the tabulation sheet is attached.

Respectfully submitted,



Gary Harris, Purchasing Director

I, Gary Harris, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of RFP 20/21-09 held on 8/11/2021.



Gary Harris, Purchasing Director

CITY OF ROMULUS
DEPARTMENT OF PUBLIC WORKS

Interoffice Memorandum

TO: Mayor Robert McCraight

FROM: Roberto J. Scappaticci, DPW Director

CC: Kathy Hood, Assistant Director of DPW

DATE: December 23rd, 2021

SUBJECT: RFP 20/21-09 - HVAC Contract Award to Campbell Inc.

Mayor,

Attached please find the contract for Campbell Inc., to maintain the HVAC systems of all City facilities and the RAC. There were 2 vendors that responded to this request, and Honeywell responded after the deadline date. After careful review of the proposal, Campbell had the best qualifications and program that met the City's needs for continued maintenance of our HVAC systems.

Please note, the City did bid an energy audit contract for City utilities and HVAC systems however the results of that analysis proposed the City would spend \$4,817,275.00 and receive a return on investment (ROI) after 20 years of \$23,034.00. This included solar energy, HVAC modifications, controls and new installations. Based on the ROI, the City did not entertain this direction further due to the negative to low returns.

As such, RFP 20/21-09 was bid and the vendor with the best program was selected. Here are the details of the contract:

Campbell Inc. – Provides 500 hours of Preventive Maintenance, and filter/belts replacement. Cost for **1st Year** to be **\$59,131.00**.

Please note we currently pay Honeywell \$96,638.76, this new contract would be a \$37,507.76 savings to the City per year. The attached contract has been drafted by Steve Hitchcock's office and myself. At this time we are recommending that this contract be presented to City Council for Mayor and Clerks signature.

Future projects the City will negotiate with Campbell will be controls system upgrades and energy efficiency modifications.

Should there be any questions, please do not hesitate to contact me.

y:\admin documents\hvac\final contract\signed contract\letter to council_hvac.doc

HVAC MAINTENANCE CONTRACT

THIS CONTRACT is made and entered into on November____, 2021, by and between Campbell Inc., an Ohio Corporation (“Campbell”), whose address is 1077 James L. Hart Parkway, Ypsilanti, Michigan 48917 and City of Romulus a Municipal Corporation (“the Customer”), whose address is 11111 S. Wayne Road, Romulus, Michigan 48174.

WHEREAS Campbell is a company engaged in the business of servicing and maintaining Commercial HVAC mechanical systems and is willing to provide such services to Customer as per the terms herein.

WHEREAS Customer desires to have Campbell furnish maintenance for the equipment of Customer listed in Exhibit A.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, the parties hereto agree as follows.

1. Maintenance Services.

Campbell shall provide its Customized Maintenance Program C2 (“Maintenance Program”) listed in Exhibit A and service the following list of equipment (the “Equipment”) listed in Exhibit B and keep the Equipment in good working order in accordance with the Maintenance Program set forth in Exhibit A. Campbell shall provide scheduled preventative maintenance during regular business hours with the schedule to be based on the specific needs of the Equipment as set forth by Campbell in Exhibit B. In addition, Campbell shall provide unscheduled remedial maintenance (“on call service”) as and when needed twenty-four hours, seven days a week (24/7).

2. Excluded Services

Unless authorized in writing by the Customer, Campbell shall not be required to provide any other services not described in this contract unless authorized by the Customer, and if Campbell agrees to perform them, an additional reasonable charge will be made for the service.

3. Trained Employees

Trained personnel directly employed and supervised by Campbell will perform all services required by the terms of this Contract. Campbell agrees that each of its employees will be properly qualified and will use reasonable care in the performance of his or her duties.

4. Working Hours

- (a) The services required of Campbell under this Contract, including emergency service, which shall be performed during the regular working hours of its regular working days, consisting of _____ to _____, except as provided in (b) below.
- (b) If the Customer requests that Campbell perform any of its services at times other than during its regular working hours, then for the services performed outside the regular

working hours ("overtime hours"), the Customer shall be charged \$189.00 per hour as adjusted periodically to compensate for changes in the cost of labor.

5. Contract Price

- (a) The Customer shall pay Campbell at the affixed price for the 1st year of \$59,131.00 for the performance of the Maintenance Program payable \$14,782.75 per quarter in advance for City facilities. Reference Appendix____for scheduled payment over the proposed 10 year term.
- (b) The Customer (RAC) shall pay Campbell at the affixed price for the 1st year of \$29,200 for the performance of the Maintenance Program payable \$7300 per quarter in advance for City facilities. Reference Appendix____for scheduled payment over the proposed 10 year term.
- (c) The amount specified in (a) above shall be adjusted annually to reflect any changes in Campbell's cost of labor, parts and equipment or as set forth in Exhibit C.
- (d) The contract is broken down into two components Schedule A & B. In appendix B, there is a schedule of locations that are required to be serviced by Campbell, they include the City's facilities, and the RAC. The following hours shall be provided at a minimum to the City from Campbell for each account division:
 - a. **City Facilities (Exhibit B, Schedule A)** - The contract includes 500 hours for Professional Maintenance, this includes 4 filter changes a year on all equipment, and belts as needed. Balance of any unused contract hours can be applied towards the Time and Material required for repairs. In addition, the hours shall escalate .05% a year and at the end of the ten year term the City shall receive 525 hours.
 - b. **RAC (Exhibit B, Schedule B)** - The contract includes 160 hours for Professional Maintenance, this includes 4 filter changes a year on all equipment, and belts as needed. Balance of any unused contract hours can be applied towards the Time and Material required for repairs. In addition, the hours shall escalate .05% a year and at the end of the ten year term the City shall receive 168 hours.
- (e) Under the terms of this contract, the Contractor shall supply Time and Material Repairs. The Time and Material Repairs shall be provided at the following terms:
 - a. 29.5% straight mark up on parts. No other additions to acquiring the part shall be placed on the part including freight, shipping (excludes expedited shipping), taxes & supplier added pass-through mark ups.
 - b. Hourly Labor of the following:
 - i. \$126 Standard Rate Per Hour
 - ii. \$189 Overtime Rate Per Hour
 - iii. \$252 Double-time Rate Per Hour
 - c. Costs for equipment including but not limited to scaffolds, ladders, hoists, cranes and equipment to complete the repair shall be considered paid under the 29.5% mark up in parts and incidental.
- (f) Should the undersigned contractor require use of a subcontractor to perform a portion of work, the same terms in payment shall govern and no additional compensation will be paid.

6. Deliverable and Requirements of the Undersigned Contractor

The contractor shall be required to meet on a monthly basis and provide a status of the contract and work performed. At the meetings the contractor shall have reporting of the hours spent at each location, the types and costs of repairs made, and a total accrual of the hours spent under contract to date.

- (a) **Account Management:** This Contract shall be managed by a software system chosen by the contractor to track hours, deliverables, maintenance performed etc.
- (b) **Access to Staff:** The Contractor shall provide emergency contact for staff capable of performing repairs to the system, as well as contact information for the account representative.

7. Warranties

Warranty Terms: All Major Components Labor & Material shall have a 1-year warranty from date of commissioning. Regular minor repairs shall have a 90-day warranty from date of repair.

8. Term of Contract

The term of this Contract shall commence on January 3, 2022, and shall continue in full force and effect until it is terminated. Either party, by giving 60 days' written notice to the other party, may terminate this Contract either at the completion of the first 5 years of service under this Contract or at the end of each subsequent year thereafter.

9. Insurance

The Company, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this section, and shall keep such insurance in force during the entire life of this contract. If requested, proof of insurance as stated below must be submitted within five (5) business days of the written request from the City's Purchasing Director. **Company's name as it appears in the proposal documents must be listed as the named insured on the insurance certificate that is submitted.** To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote.

If any of the above coverages expire during the term of this contract, the Company shall deliver renewal certificates and amendatory endorsements to the City of Romulus at least ten (10) days prior to the expiration date. The requirements below should not be interpreted to limit the liability of the Company. All deductibles and SIR's are the responsibility of the Company. Failure to obtain the required documents prior to the work beginning shall not waive the Company's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

INSURANCE REQUIREMENTS – Romulus Code of Ordinances Sec. 39-15 – Insurance Coverages

All vendors/contractor with the city shall maintain during the time period of their purchase order or contract the following minimum insurance coverages. The administration, along with the applicable department heads, may increase or decrease the amount of the coverage required in specific situations where, in the administration's, along with the applicable department heads', discretion, it deems a different amount is appropriate based on the services to be performed, risk, prior experience or other special circumstances.

- a) Commercial General Liability (CGL). Insurance Services Office Form GC 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- b) Umbrella or Excess Liability. Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor’s general liability and to its automobile liability insurance and shall be written on an occurrence basis. Lower amounts of umbrella or excess coverage may be allowed if higher CGL coverage is provided so the combination of the coverages is equal to \$4,000,000.
- c) Automobile Liability. Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- d) Workers’ Compensation. Insurance as required by the State of Michigan, with statutory limits, and employer’s liability insurance with limits of no less than \$1,000,00 per accident for bodily injury or disease.

If the awarded contractor maintains higher limits than the minimum insurance coverage required as stated above, the contractor shall maintain the coverage for the higher insurance limits.

Additional Insured Status. The city, its officers, officials, employees, volunteers, and others as may be specified in any “special conditions” shall be additional insureds on all policies with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later versions used).

Certificate of Liability Insurance Verbiage

General Liability Insurance limits must contain the following verbiage in verbatim; “*The City of Romulus and its past, present, and future elected officials, trustees, appointed commissions and boards, agents and employees shall be named as “additional named insured” on the General Liability policy with respect to the services provided under this contract.*” Prior to contract execution.

Primary Coverage. For all claims the contractor’s insurance coverage shall be primary insurance as respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees or volunteers shall be excess of the contractor’s insurance and shall not contribute with it.

Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with thirty (30) days’ written notice to the city.

Waiver of Subrogation. Contractor grants to the city a waiver of any right to subrogation which any insurer of the contractor may acquire against the city by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the city has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the city. The city may require the contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All

companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policy holder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

- (1) The Retroactive Date must be shown and must be before the date of the Agreement or the date the contractor starts to perform the services.
- (2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement.
- (3) If coverage provided on a "claims made basis" is canceled or non-renewed, and not replaced with another claims made policy form with a retroactive date prior to the agreement's effective date, the contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of agreement work.

Verification of Coverage. Contractor shall furnish the city with original certificates of coverage and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. The city shall receive and approve all certificates and endorsements before the contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the contractor's obligation to provide them. The city reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

The contractor must submit certificates evidencing the insurance to the purchasing director prior to the time the contractor executes an agreement with the city, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and contractor shall ensure that the city is an additional insured on insurance required from subcontractors and shall present copies to the city for acceptance.

Legal Review

All Certificates of Insurance are subject to the final approval of the City of Romulus Legal Counsel.

10. Miscellaneous Provisions

- (c) **Applicable Law:** This Contract shall be construed under and in accordance with the laws of the State of Michigan and all obligations of the parties created under this Contract are performable in Wayne County, Michigan.
- (d) **Parties Bound:** This Contract shall be binding on and inure to the benefit of the parties to this Contract and their respective heirs, executors, administrators, legal representatives, successors and assign as permitted by this Contract.
- (e) **Legal Construction:** In the event any one of more of the provisions contained in this Contract shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision. This Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.
- (f) **Prior Contracts Superseded:** This Contract constitutes the sole and only Contract of the parties and supersedes any prior understandings or written or oral Contracts between the parties respecting the subject matter of this Contract.

(g) **Amendments:** This Contract may be amended by the parties only by a written Contract.

(h) **Attorneys' Fees:** If any action at law or in equity is brought to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled.

11. Signatures

CAMPBELL, INC.

By: _____ Date: _____

_____, its _____

CITY OF ROMULUS

By: _____ Date: _____

_____, its Mayor

By: _____
_____ its Clerk

Customized Maintenance Program C2

EXHIBIT A

This Contract includes 4 filter changes per year using MERV 8 filters.

This Contract includes preventative maintenance to be done four (4) times per year.

This Contract includes annual coil cleaning.

Emergency Services

Campbell will provide 24-hours emergency services within four (4) hours for emergency services calls.

Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Campbell's rate then in effect) over the sum stated in this Agreement.

City/View/Web Portal

City will have 24/7 access to manage its account online through Campbell's website.

<https://portalvb.lincservice.com/login.aspx>

See Exhibit "B" for equipment and filter list.

Campbell agrees that the City of Romulus system can be serviced by Campbell in its current condition.

EXHIBIT A (continued)

CONTRACT MAJOR COMPONENTS:

Routine Preventative Maintenance. The contractor shall provide Routine Preventative Maintenance to the entire system at least quarterly cycles as determined by Campbell to keep the equipment and facilities running in an orderly operation with HVAC climate control through the seasons. Below are the parameters required for the Routine Preventative Maintenance:

The types of tasks to be performed shall include but not be limited to the following as preventative maintenance:

- i. Cleaning of fins of towers and chillers
- ii. Cleaning condensers unit screening
- iii. Checking boiler setting and operating system controls
- iv. Checking Ignition systems and flame sensors
- v. Lubricating bearing, fans and blowers
- vi. Checking gas pressure on equipment supplied with natural gas
- vii. Checking voltages on electrical equipment
- viii. Treatment of boiler systems shall be included routine maintenance
- ix. There shall be routine inspection of the compressors, heat pumps and heat exchangers in the unit to verify proper performance and safety to occupants.
- x. All appliances shall be inspected on routine schedules to ensure proper cycling and performance of safe operation for occupants of the facilities.
- xi. Any other as deemed necessary by Campbell.
- xii. Maintaining all boiler Ph levels within acceptable limits year round.

Filters and Belts (Belts only as needed.) Campbell shall provide routine schedules quarterly to replace all filters and belts with the HVAC equipment to keep equipment operating properly. This shall be included in the unit price bid per year in this Contract. All replacement parts for the replacement of the filter and belts shall be included in the yearly fee. The following shall be maintained with the filter and belts component:

- i. Quarterly filter and belt replacement, cost of parts shall be included in yearly fixed fee of maintaining their Contract.
- ii. Tracking of records of when filter and belts were replaced shall be provided on a monthly basis.

Campbell shall provide Contact Administration and documentation as included in the yearly maintenance bid of the Contract. Campbell will be required to provide the following at a minimum.

- a. Campbell shall provide a work order system for their technicians depicting what was completed at each building location including hours worked and day of the week of work task took place. These shall be signed off by a representative of the City including a foreman, or director.
- b. Campbell's technician shall "check in" with the City's Building Foreman each and every day that the technician is onsite.
- c. Campbell shall provide the following staffing representatives for the account:
 - i. Designated Contract Administration Representative on the account
 - 1. Responsible for billing
 - 2. Documentation of account work
 - ii. Dedicated Technician for Repairs, Preventative Maintenance
- d. Progress Meetings:
 - i. Campbell should allow for monthly update meetings with DPW Director responsible for this Contract. The following documentation shall be provided to the Directors at these meetings:
 - 1. Monthly T&M reports of the costs approved and completed to date prior to that meeting.
 - 2. Preventative Maintenance reports of the previous month's work that was completed withing the system at each facility, including hours spent at each location.
 - 3. A yearly to date accounting of total hours spent at each location on T&M or preventative maintenance.
 - 4. Filter and Belts Exchange hours and time spent at each location with the exchange.
- e. Campbell shall provide supervision, inspection, labor, materials, tools, equipment and subcontracted items necessary for the execution and completion of work.
- f. Campbell shall provide equipment warranties from the manufacturer, labor and installation warranties and complete clear title to equipment installed.
- g. Campbell shall supply insurance and be responsible for all subcontractors required to perform tasks within the City of Romulus account. Any subcontracted work shall not be marked up by the primary vendor for invoicing to the City. See additional criteria for subcontractor use:
 - i. Should Campbell use a subcontractor to perform any of the work outlined in this Contract, then the Subcontractor shall be covered by the terms and conditions of the original agreement with the awarded contractor and the City of Romulus.
 - ii. No markup will be allowed from the subcontractor to the primary contractor passing through the to the City of Romulus.
 - iii. The City of Romulus reserves the right to disapprove of any of the proposed subcontractors used on the account and when and if a subcontractor is disapproved it shall bear no cost on the City of Romulus with choosing an alternative subcontractor with any price quoted to the City.

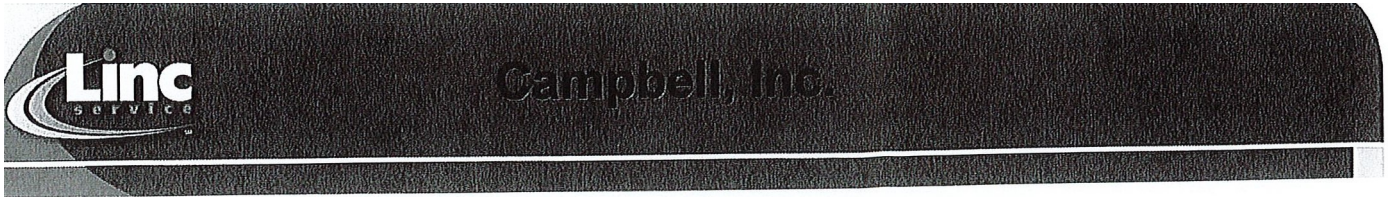
1. City shall permit Campbell free and timely access to areas and equipment and allow Campbell to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Campbell's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Campbell's liability is limited to repair or replacement at its option and such repair or replacement shall be the City's sole remedy. This warranty is conditioned upon proper operation and maintenance by the City and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial start up indicates repairs are required, a firm quotation will be submitted for Customer's approval should Customer not authorize repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. The City shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. The City will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Campbell may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
8. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
10. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
11. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of work.

12. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
13. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA's Hazard Communication Standard Regulations.
14. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this Agreement.
15. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify to customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
16. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OF OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASES OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

**EXHIBIT B
SCHEDULE A**

RFP 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings City Buildings					
	DPW	12600 WAYNE RD	QTY.	Equipment	Services Required
			3	Unit Heater, Gas Fired, <300000 BTU	1 1 Day Lift Rental (required for units higher than 12 Ff off floor - includes delivery and pick-up) 1 Comprehensive
			1	Air Handling Unit (AHU), Mixed Air, <15 HP	1 Belt Change 1 Comprehensive 4 Standard Pleated Filter Change
			1	Split System, Cooling with Gas Heat, <7.5 Tons	1 Belt Change 1 Condenser Coil Cleaning 1 Cooling Comprehensive 1 Gas Heating Comprehensive 1 Return Air Filter Change
			2	Condensing Unit, Air Cooled, Scroll, 10-40 Tons	1 Comprehensive 1 Condenser Coil Cle nino
			7	Heater, Gas Infrared-All	1 Comprehensive
			7	VAV Box, All Types	1 Comprehensive
			1	Controls (Controller/End Devices)	????
2	CITY HALL	11111 WAYNE RD	QTY.	Equipment	Services Required
			1	Air Handling Unit (AHU), Mixed Air, <15 HP	1 Belt Change 1 Comprehensive 4 Standard Filter Cha oe
			35	VAV Box, All Types	1 Operational 1 Comprehensive
			1	Chiller, Air Cooled, Scroll, 61-100 Tons	1 Operational 1 Comprehensive
			2	Boiler, Gas-Fired, Water Tube, 51-150 HP	1 Condenser Coil Cleaning 1 Comprehensive 1 Government/Local Jurisdiction Inspect (performed during fireside cleaning - gaskets not included)
			2	Pump, Hot Water, 0-10 HP	1 Comprehensive
			1	Contractor - Boiler	1 Contractor - Boiler
3	LIBRARY	11121 WAYNE RD	QTY.	Equipment	Services Required
			1	Air Handling Unit (AHU), Mixed Air, <15 HP	1 Belt Change 1 Comprehensive 4 Standard Pleated Filter Change
			1	Condensing Unit, Air Cooled, Scroll, 10-40 Tons	1 Comprehensive 1 Condenser Coil Cleaning
			2	Pump, Hot Water, 0-10 HP	1 Comprehensive
			1	Boiler, Gas-Fired, Atmospheric, >10 HP	1 Comprehensive 1 Government/Local Jurisdiction Inspect (performed during fireside cleanina - aaskets not included)
			1	Contractor - Boiler	1 Comprehensive 1 Government/Local Jurisdiction Inspect (performed during fireside cleanina - aaskets not included)

4	OLD 34TH DISTR ICT COURT	11131 WAYNE RD	QTY.	Eauiomment	Services Required
			11	Roof Top Unit (RTU), Cooling/Gas Heating, with Economizer, 8-15 Tons	1 Belt Change 1 Condenser Coil Cleaning 1 Cooling Comprehensive (with Economizer) 1 Gas Heating Comprehensive (with Economizer) 4 Standard Filter Chanae
5	NEW 34TH DISTRICT COURT	11129 WAYNE RD	QTY.	Equipment	Services Reauired
6	POLICE DEPT.	11165 OLIVE ST	QTY.	Eauipment	Services Required
			5	Roof Top Unit (RTU), Cooling/Gas Heating, with Economizer, 15.5-25 Tons	1 Belt Change 1 Condenser Coil Cleaning 1 Cooling Comprehens ive (with Economizer) 1 Gas Heating Comprehensive (with Economizer)
7	FIRE STATION #1	37230 NORTHLINE RD	QTY.	Equipment	Services Reauired
				Heater, Gas Infrared-All	1 Comprehensive
8	FIRE STATION #2	7221 MIDDLEBELT RD	QTY.	Eauiomment	Services Required
			2	Packaged, Commercial, Self- Contained, <40 Tons	1 Belt Change 1 Comprehensive 1 Condenser Tube Brushing 4 Return Air Filter Chanae
			2	Heater, Gas Infrared-All	1 Comprehensive
			1	Boiler, Gas-Fired, High Efficiency, >10 HP	1 Comprehensive 1 Government/Local Jurisdiction Inspect (performed during fireside cleaning - gaskets not included)
			2	Pump, Hot Water, 0-10 HP	1 Comprehensive
			1	Contractor - Boiler	1 Contractor - Boiler
9	FIRE STAT ION #3	6900 WAYNE RD	QTY.	Eauiomment	Services Required
			2	Heater, Gas Infrared-All	1 Comprehensive
10	FIRE STATION #4	28777 EUREKA RD	QTY.	Equipment	Services Required
			3	Roof Top Unit (RTU), Cooling/Gas Heating, with Economizer, 8-15 Tons	1 Belt Change 1 Condenser Coil Cleaning 1 Cooling Comprehensive (with Economizer) 1 Gas Heating Comprehensive (with Economizer) 4 Standard Filter Chanae
			2	Heater, Gas Infrared-All	1 Comprehensive
11	SENIOR CENTER	36525 BIBBINS ST	QTY.	EQUIPMENT	SERVICES REQUIRED
12	ROMULUS ATHLET IC CENTER	35675 NORTHLINE RD	QTY.	EQUIPMENT	SERVICES REQUIRED
13	ANIMAL SHELTER	12300 WAYNE	QTY.	EQUIPMENT	SERVICES REQUIRED
14	BYRD HOUSE	12055 WAYNE	QTY.	EQUIPMENT	SERVICES REQUIRED
15	HISTORICAL PARK (Kingsley House & School House)	11147 HUNT & 11120 HUNT	QTY.	EQUIPMENT	SERVICES REQUIRED



Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU- North 1 Air Cooled Package Unit			Rooftop
Roof			5.00
1 Compressor			5.00 Tons
1 Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- North 2 Air Cooled Package Unit			Rooftop
Roof			5.00
1 Compressor			5.00 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- North 3 Air Cooled Package Unit			Rooftop
Roof			5.00
1 Compressor			5.00 Tons
1 Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
RTU- North 4 Air Cooled Package Unit			Rooftop
Roof			8.50
1 Compressor			8.50 Tons
1 Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			

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Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU- North 5 Air Cooled Package Unit			Rooftop
Roof			8.50
Compressor			8.50 Tons
Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- North 6 Air Cooled Package Unit			Rooftop
Roof			8.50
1 Compressor			8.50 Tons
1 Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
Economizer			
RTU- North 7 Air Cooled Package Unit			Rooftop
Roof			8.50
1 Compressor			8.50 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- North 8 Air Cooled Package Unit			Rooftop
Roof			12.50
Compressor			12.50 Tons
1 Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			

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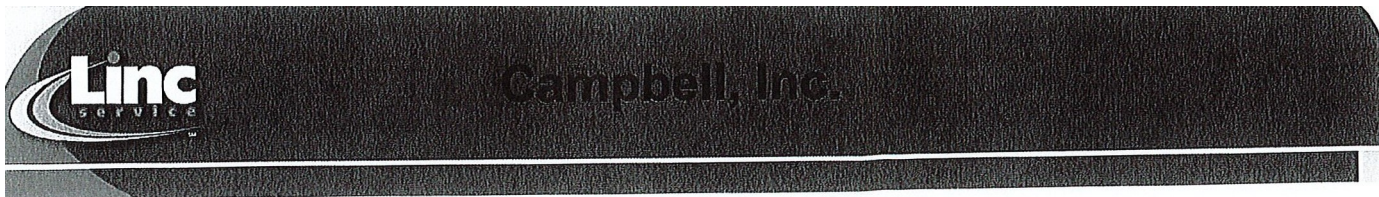
Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU- 9 Air Cooled Package Unit Middle Roof			Rooftop 8.50
Compressor			8.50 Tons
Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
RTU- 10 Air Cooled Package Unit Middle Roof			Rooftop 5.00
1 Compressor			5.00 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- 11 Air Cooled Package Unit Middle Roof			Rooftop 7.50
Compressor			7.50 Tons
Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- 12 Air Cooled Package Unit Middle Roof			Rooftop 6.00
Compressor			6.00 Tons
Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
Economizer			



Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU- 13 Air Cooled Package Unit Middle Roof			Rooftop 6.00
Compressor			6.00 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
RTU- 14 Air Cooled Package Unit Middle Roof			Ro oftop 6.00
1 Compressor			6.00 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
RTU- 15 Air Cooled Package Unit Middle Roof			Rooftop 17.50
1 Compressor			17.50 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- 16 Air Cooled Package Unit Middle Roof			Rooftop 12.50
Compressor			12.50 Tons
Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			



Campbell, Inc.

Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU- South 17 Air Cooled Package Unit Gym Roof			Rooftop 17.50
1 Compressor			17.50 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
RTU- South 18 Air Cooled Package Unit Gym Roof			Rooftop 7.50
Compressor			7.50 Tons
1 Supply Fan			0.50 Hp
Condenser Fan			1.00 Hp
Heat			
Economizer			
RTU- South 19 Air Cooled Package Unit low Roof			Rooftop 10.00
1 Compressor			10.00 Tons
Supply Fan			0.50 Hp
1 Condenser Fan			1.00 Hp
1 Heat			
1 Economizer			
Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
Condensing Unit- 1 Air Cooled Condensing Unit North Roof			Rooftop 4.00
1 Compressor			4.00 Tons
1 Condenser Fan			0.50 Hp

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Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Split Systems	Mfr Date	Serial	Rating
Condensing Unit- North Roof			Rooftop 4.00
1 Compressor			4.00 Tons
1 Condenser Fan			1.00 Hp
Air Handler-1 Split System Air Handling Unit North Roof			Rooftop 1600.00 CFM
1 Supply Fan			1.00 Hp
1 Condensate Pump			0.50 Hp
1 Heat Economizer			
Air Handler 2 Split System Air Handling Unit			Rooftop 1600.00 CFM
1 Supply Fan			1.00 Hp
1 Condensate Pump			0.50 Hp
1 Heat Economizer			
Unit	Mfr	Model	Location
Air Side Systems	Mfr Date	Serial	Rating
Air Handler 1 Package Air Handler			Wall Mounted 8000.00 CFM
AHU Supply Fan			1.00 Hp
Condenser Water Pump			1.00 Hp
Heat			
Unit	Mfr	Model	Location
Exhaust Fans	Mfr Date	Serial	Rating
Exhaust Fan- North Roof			Rooftop 1.00 Hp

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Schedule 1

Equipment Inventory

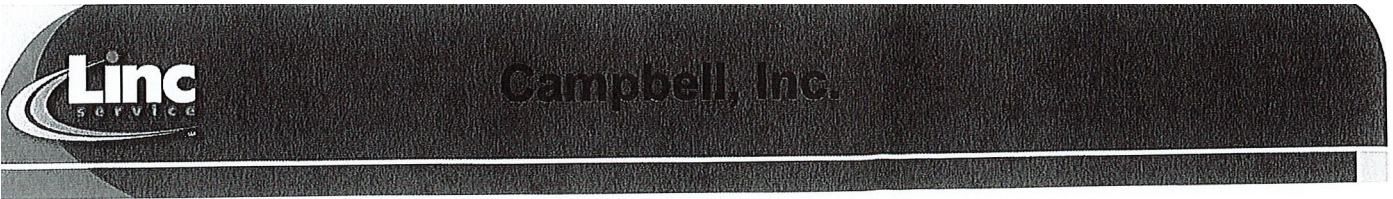
Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Exhaust Fans	Mfr Date	Serial	Rating
Exhaust Fan- North Roof	2 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- Middle Roof	3 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- Middle Roof	4 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South Gym Roof	5 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South Gym Roof	6 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South Gym Roof	7 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South Gym Roof	8 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South Gym Roof	9 Exhaust Fan		Rooftop 1.00 Hp
Exhaust Fan- South low Roof	10 Exhaust Fan		Rooftop 1.00 Hp

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Schedule 1

Equipment Inventory

Generated 10/29/2021 Romulus Athletic Center

Job Site #1

Unit	Mfr	Model	Location
Exhaust Fans	Mfr Date	Serial	Rating
Exhaust 11 Exhaust Fan Fan- South low Roof			Rooftop 1.00 Hp
Exhaust 12 Exhaust Fan Fan- South low Roof			Rooftop 1.00 Hp
Exhaust 13 ExhaustFan Fan- South low Roof			Rooftop 1.00 Hp
Exhaust 14 Exhaust Fan Fan- South low Roof			Rooftop 1.00 Hp
Exhaust 15 ExhaustFan Fan- South end high Roof			Rooftop 1.00 Hp

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Schedule 2

Air Filter Schedule

Generated

Romulus Athletic Center

Job Site #1

CONTRACTOR WILL FURNISH AND INSTALL AIR FILTER MATERIAL(S) AS LISTED BELOW

Unit	Qty	Changes Per Year	Filter Type Description
Air Side Systems			
Air Handler	Package Air Handler		
	12	4	2x20x20 High Cap Pleated, MERV 8
Package Units			
RTU- North Roof 1	Air Cooled Package Unit		
	2	4	2x20x20 High Cap Pleated, MERV 8
RTU- North Roof 3	Air Cooled Package Unit		
	2	4	2x20x20 High Cap Pleated, MERV 8
RTU- North Roof 5	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- North Roof 6	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- North Roof 7	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- North Roof 8	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- Middle Roo9	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- Middle Roo10	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- Middle Roo11	Air Cooled Package Unit		

THE SERVICES DESCRIBED ABOVE BY THE TERMS AND CONDITIONS OF THE PROGRAM OF WHICH THIS SCHEDULE IS PART.

If this program is terminated, Contractor reserves the right to remove Contractor's frames.

*Should experiences show that more or less frequent media changes are required, the Agreement price will be adjusted based on Contractor's rate then in effect.

(S-LPS-045A)



Schedule 2

Air Filter Schedule

Generated

Romulus Athletic Center

Job Site #1

CONTRACTOR WILL FURNISH AND INSTALL AIR FILTER MATERIAL(S) AS LISTED BELOW:

Unit	Qty	Changes Per Year	Filter Type Description
Package Units			
RTU- Middle Roo11	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated , MERV 8
RTU- Middle Roo12	Air Cooled Package Unit		
	4	4	2x18x24 High Cap Pleated, MERV 8
RTU- Middle Roo13	Air Cooled Package Unit		
	4	4	2x18x24 High Cap Pleated, MERV 8
RTU- Middle Roo14	Air Cooled Package Unit		
	4	4	2x18x24 High Cap Pleated, MERV 8
RTU- Middle Roo15	Air Cooled Package Unit		
	12	4	2x20x20 High Cap Pleated, MERV 8
RTU- Middle Roo16	Air Cooled Package Unit		
	5	4	2x20x20 High Cap Pleated, MERV 8
RTU- South Gym 17	Air Cooled Package Unit		
	12	4	2x20x20 High Cap Pleated, MERV 8
RTU- South Gym 18	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated, MERV 8
RTU- South low 19	Air Cooled Package Unit		
	4	4	2x20x20 High Cap Pleated , MERV 8
Split Systems			
Air Handler- Nort 1	Split System Air Handling Unit		
	2	4	2x20x20 High Cap Pleated , MERV 8

THE SERVICES DESCRIBED ABOVE BY THE TERMS AND CONDITIONS OF THE PROGRAM OF WHICH THIS SCHEDULE IS PART.

If this program is terminated, Contractor reserves the right to remove Contractor's frames.

* Should experiences show that more or less frequent media changes are required, the Agreement price will be adjusted based on Contractor's rate then in effect.



Schedule 2

Air Filter Schedule

Generated Romulus Athletic Center
Job Site #1

CONTRACTOR WILL FURNISH AND INSTALL AIR FILTER MATERIAL(S) AS LISTED BELOW:

Unit	Qty	Changes Per Year	Filter Type Description
Split Systems			
Air Handler	2	Split System Air Handling Unit	
	2	4	2x20x20 High Cap Pleated , MERV 8

THE SERVICES DESCRIBED ABOVE BY THE TERMS AND CONDITIONS OF THE PROGRAM OF WHICH THIS SCHEDULE IS PART.

If this program is terminated, Contractor reserves the right to remove Contractor's frames.

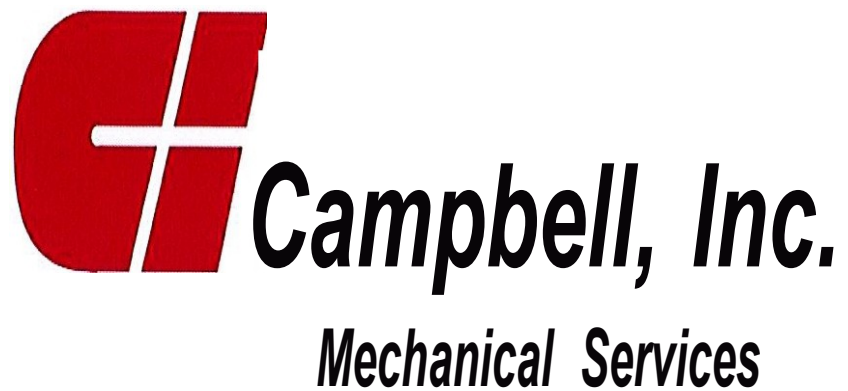
' Should experience show that more or less frequent media changes are required, the Agreement price will be adjusted based on Contractor's rate then in effect.

RFP 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings PRICING SHEET Maintain all Locations for Routine Preventative Maintenance and Filters & Belts (1/12 Annual Contracted Costs to be Remitted Monthly)										
	Yearly Contract Cost - Original Contract Terms (Years 1-5)					5 Year Extension Option (Years 6-10) Yearly Contract Cost				
Building/Location	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
DPW BUILDING	6657	6723	6857	7062	7273	7636	8017	8417	8837	9278
CITY HALL	6543	6608	6740	6942	7150	7507	7882	8276	8689	9123
LIBRARY	5826	5884	6001	6181	6366	6684	7018	7369	7737	8123
OLD 34TH DISTRICT COURT	8296	8378	8545	8801	9065	9518	9994	10493	11017	11567
NEW 34 TH DISTRICT COURT	8291	8373	8540	8796	9059	9512	9987	10486	11010	11560
POLICE DEPARTMENT	5289	5341	5447	5610	5778	6067	6370	6688	7022	7371
FIRE STATION #1	761	768	783	806	830	871	914	959	1007	1057
FIRE STATION #2	2876	2904	2962	3050	3141	3298	3462	3635	3816	4006
FIRE STATION #3	761	768	783	806	830	871	914	959	1007	1057
FIRE STATION #4	3638	3674	3747	3859	3974	4172	4380	4599	4827	5068
SENIOR CENTER	5588	5643	5755	5927	6104	6409	6729	7065	7418	7789
ROMULUS ATHLETIC CENTER										
ANIMAL SHELTER	1584	1599	1630	1678	1728	1814	1904	1999	2099	2204
BYRD HOUSE	1598	1613	1645	1694	1744	1831	1922	2018	2119	2225
HISTORICAL PARK (Kingsley House & School House)	1423	1437	1465	1508	1553	1630	1711	1786	1885	1979
TOTAL ANNUAL ALL BUILDINGS	59131	59713	60900	62270	64595	67820	71204	74749	78490	82407
REQUIRED - Indicate the number of Annual Hours to be included in Proposed Annual Contracted Maintenance Costs INCLUSIVE OF ALL BUILDINGS								500 hours		# hours

*Workmanship Warranty for repairs and equipment replacement. Indicate here, the number of months, work is guaranteed for.

Payment Terms:

CONTINUED NEXT PAGE



10 Year Pricing for the RAC

Year 1	\$29,200
Year 2	\$30,076
Year 3	\$30,978
Year 4	\$31,907
Year 5	\$32,864
Year 6	\$34,507
Year 7	\$36,232
Year 8	\$38,043
Year 9	\$39,945
Year 10	\$41,942

Guaranteed Professional Maintenance

TABULATION SHEET																					
RFP 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings																					
COMPANY	LYON MECHANICAL										CAMPBELL MECHANICAL										
Building/Location	Yearly Contract Cost - Original Contract Terms (Years 1-5)					5 Year Extension Option (Years 6-10)					Yearly Contract Cost - Original Contract Terms (Years 1-5)					5 Year Extension Option (Years 6-10)					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
DPW BUILDING	3,494	3,494	3,494	3,494	3,494	3,669	3,669	3,669	3,669	3,669	6657	6723	6857	7062	7273						
CITY HALL	6,047	6,047	6,047	6,047	6,047	6,349	6,349	6,349	6,349	6,349	6543	6608	6740	6942	7150						
LIBRARY	1,441	1,441	1,441	1,441	1,441	1,813	1,813	1,813	1,813	1,813	5826	5884	6001	6181	6366						
OLD 34TH DISTRICT COURT	9,119	9,119	9,119	9,119	9,119	9,575	9,575	9,575	9,575	9,575	8296	8378	8545	8801	9065						
NEW 34 TH DISTRICT COURT	6,623	6,623	6,623	6,623	6,623	6,954	6,954	6,954	6,954	6,954	8291	8373	8540	8796	9059						
POLICE DEPARTMENT	5,716	5,716	5,716	5,716	5,716	6,002	6,002	6,002	6,002	6,002	5289	5341	5447	5610	5778						
FIRE STATION #1	183	183	183	183	183	192	192	192	192	192	761	768	783	806	830						
FIRE STATION #2	2,738	2,738	2,738	2,738	2,738	2,875	2,875	2,875	2,875	2,875	2876	2904	2962	3050	3141						
FIRE STATION #3	412	412	412	412	412	433	433	433	433	433	761	768	783	806	830						
FIRE STATION #4	2,237	2,237	2,237	2,237	2,237	2,349	2,349	2,349	2,349	2,349	3638	3674	3747	3859	3974						
SENIOR CENTER	6,808	6,808	6,808	6,808	6,808	7,148	7,148	7,148	7,148	7,148	5588	5643	5755	5927	6104						
ROMULUS ATHLETIC CENTER	14,200	14,200	14,200	14,200	14,200	14,910	14,910	14,910	14,910	14,910											
ANIMAL SHELTER	1,007	1,007	1,007	1,007	1,007	1,057	1,057	1,057	1,057	1,057	1584	1599	1630	1678	1728						
BYRD HOUSE	410	410	410	410	410	431	431	431	431	431	1598	1613	1645	1694	1744						
HISTORICAL PARK (Kingsley House & School House)	754	754	754	754	754	492	492	492	492	492	1423	1437	1465	1508	1553						
TOTAL ANNUAL ALL BUILDINGS	61,189	61,189	61,189	61,189	61,189	64,249	64,249	64,249	64,249	64,249	59,131	59,713	60,900	62,720	64,595	0	0	0	0	0	
	REQUIRED - Indicate the number of Annual Hours to be included in Proposed Annual Contracted Maintenance Costs INCLUSIVE OF ALL BUILDINGS								436	# hours	REQUIRED - Indicate the number of Annual Hours to be included in Proposed Annual Contracted Maintenance Costs INCLUSIVE OF ALL BUILDINGS								500	# hours	
	Payment Terms: NET 30										Payment Terms: Not indicated										
Warranty of Workmanship	1 month parts/ 1 year installation										1 year										
STAFF	Original Contract Terms (Years 1-5)					5 Year Extension Option (Years 6-10)					Original Contract Terms (Years 1-5)					5 Year Extension Option (Years 6-10)					
Pipe Fitter	114	114	114	114	114	130	130	130	130	130	126 RT										
Tech/Installer	114	114	114	114	114	130	130	130	130	130	126 RT										
Software Tech/Programmer	150	150	150	150	150	190	190	190	190	190	126RT										
	OTHER (List Below)										OTHER (List Below)										
											Overtime Hourly Rate		189								
											Double time Hourly Rate		252								
	Energy Management Plan										Energy Management Plan										
Cost of Proposed Work:	\$75,000										See Attached-Would perform audit of buildings & Equipment before making recommendations										
Recovery Time In Years								2	YEARS		n/a							n/a		YEARS	
Saving Guarantee per Year	\$35,000										n/a										
CERTIFIED	yes										yes										
Addenda	Yes										yes										
Attch. I-Exceptions	none										none										
ATTACH. IV SUBCONTRACTOR	no										no										
ATTACH. II -QUESTIONNAIRE	yes										yes										
ATTACH. III - QUAL & REFER	yes										yes										
ATTACH.V -CONTRACT	yes										yes										
ATTACH.IX-LICENSE	yes										yes										
ATACH. X - ADD. REIMBURSE.	no										no										

REQUEST FOR COMPETITIVE BIDS

DO NOT FILL THIS FORM IN AND SAVE A COPY TO THIS FOLDER!!!!

- You can save a copy to the Completed forms from Departments Folder or to your own Department's folder.
- Email the completed form to Gary Harris.

DEPARTMENT NAME: ALL W/HVAC DATE: 10/26/2020

I HEREBY REQUEST THAT COMPETITIVE BIDS BE LET FOR THE FOLLOWING MATERIAL/SERVICE:

PURPOSE: HVAC MAINTENANCE CONTRACT

BUDGET YEAR: 2020/2021

ACCOUNT INFORMATION

ACCOUNT/S NUMBER	DEPARTMENT APPROVAL SIGNATURE	DATE	\$ AMOUNT BUDGETED	Finance Approv.
101-265-932.000 - City Hall	<i>Nathan Hood</i>		\$17,660.	
101-265-932.000-Former 34 th Dist. Court	<i>Nathan Hood</i>		\$17,400.	
101-265-932.000-New 34 th Dist. Court	<i>Nathan Hood</i>		\$18,000.	
101-441-932.000 - DPW	<i>Nathan Hood</i>		\$30,150.	
205-301-932.000 -PD	<i>Spencer D...</i>	<u>10/27/20</u>	\$25,490.	
205-336-932.000-Fire #1	<i>Spencer D...</i>	<u>10/27/20</u>	\$1,710.	
205-336-932.000 - Fire #2	<i>Spencer D...</i>	<u>10/27/20</u>	\$330.	
205-336-932.000 - Fire #3	<i>Spencer D...</i>	<u>10/27/20</u>	\$240.	
205-336-932.000 - Fire #4	<i>Spencer D...</i>	<u>10/27/20</u>	\$5,880.	
271-790-932.000 - Library	<i>Spencer D...</i>	<u>10/28/20</u>	\$14,450.	

FINANCE DEPARTMENT APPROVAL

FUNDS AVAILABILITY

ACCOUNT/S NUMBER	\$ AMOUNT BUDGETED
101-265-932.000	\$53,060.
101-441-932.000	\$30,150.
205-301-932.000	\$25,490.
205-336-932.000	\$8,160.
271-790-932.000	\$14,450.

SIGNATURE OF FINANCE DEPARTMENT: *Maria J...*

DATE: 10/28/2020

ADMINISTRATIVE APPROVAL

I HAVE REVIEWED THE REQUEST AND AUTHORIZE TO LET FOR COMPETITIVE BIDS.

SIGNATURE OF MAYOR: *[Signature]*

DATE: 11-11-20

AVAILABILITY OF FUNDS FOR AWARD

THE BID SHALL BE AWARDED IN THE AMOUNT OF \$ NOT TO EXCEED CONTRACTED & BUDGETED FUNDS

I AFFIRM THAT THE FUNDS ARE AVAILABLE IN THE ABOVE MENTIONED ACCOUNT/S

101-265-932.000	\$
101-441-932.000	\$
205-301-932.000	\$
205-336-932.000	\$
271-790-932.000	\$

FINANCE DEPT. APPROVAL: *[Signature]*

DATE: 1-11-22



City of Romulus

Clerk's Report – Ellen L. Craig-Bragg, Clerk

Council Meeting Held: **January 24, 2022**

Item No. A.

General Description: Study Sessions and Public Hearing Request to discuss the 2022/23 FY Budgets

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Date: January 24, 2022

Re: Study Session(s) & Public Hearing Requests – 2022/23 FY Budgets

Maria Farris, Finance Director, is requesting two one (1) hour study sessions and a forty-five (45) minute public hearing before City Council to discuss the 2022/23 FY Budget(s). Below are the following requests and their dates:

1. **Study Session (1 hr.):** April 4, 2022 at 6:00 p.m. to discuss the 2022-23 City Budgets
2. **Study Session (1 hr.):** April 11, 2022 at 6:00 p.m. to discuss the continuation of the 2022-23 City Budgets.
3. **Public Hearing (45 min):** May 2, 2022 at 6:30 p.m. for the proposed 2022-23 FY Budgets pursuant to Section 9.3 of the Romulus City Charter.

The times and dates are available for the above requests.

Please note that once confirmation is made, Council will be notified of the presentation schedule for the 34th District Court and the Romulus Municipal Library.

It is requested that Council approves the study session requests for Monday April 4, 2022 and Monday April 11, 2022 and approve the public hearing request for Monday, May 2, 2022 for the purposes of discussing and presenting the 2022/23 FY Budgets.

Memorandum

To: Ellen Craig-Bragg, City Clerk

From: Maria Farris, Finance Director

Date: January 18, 2022

Re: FY 2022-22 Budget Study Sessions & Public Hearing

I am attaching a copy of the FY2022-23 budget calendar. I would like to, at this time, respectfully request to have two study sessions with City Council to discuss the proposed 2022-23 City budgets on April 4, 2022 at 6:00- 7:15p.m. and April 11, 2022 at 6:00-7:15p.m.

We are asking to secure these dates for budget study sessions and will update council on who will be presenting once we receive confirmation from the 34th District Court and the Romulus Public Library.

Additionally, Finance would also like to request a Public Hearing to be held on Monday, May 2, 2022 at 6:30 p.m.

Copies of the Mayor's FY2022-23 Proposed Budgets will be forwarded to City Council by April 1st, as required by City Charter.



City of Romulus

Treasurer's Report

Council Meeting Held:

January 24, 2022

Item No. 7.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Public Comment

Council Meeting Held:

January 24, 2022

Item No. 8.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Unfinished Business

Council Meeting Held:

January 24, 2022

Item No. 9.

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

New Business

Council Meeting Held:
Item No. 10.

January 24, 2022

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Warrant

Council Meeting Held: **January 24, 2022**

Item No. A.

General Description: Approval of Warrant #: 22-2 for checks presented in the amount of \$1,408,603.63.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Seconded by:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

<i>Ayes:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Nays:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams
<i>Abstain:</i>	Abdo	Barden	Roscoe	Talley	Wadsworth	Webb	Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

CITY OF ROMULUS WARRANT REGISTER SUMMARY

Council Meeting Date: January 24, 2022

Warrant Number: 22-02

TOTAL WARRANT REGISTER

.....

P.O.#	CHECK #	PAYEE	AMOUNT

TOTAL DELETIONS

TOTAL ADJUSTED WARRANT (IF ANY DELETIONS)

REWARRANTED ITEMS: (not included in above totals)

P.O.#	CHECK #	PAYEE	AMOUNT

COUNCIL AUTHORIZATION

DATE

The obligations of transfer of funds described on the attached warrant register including the required interfund advances have been authorized by the Council. We hereby authorize the Treasurer of the City of Romulus to disburse funds as listed in payment thereof with the exception of deleted items listed above.

MAYOR

CLERK

1/20/2022**CHECK DISBURSEMENT REPORT FOR CITY OF ROMULUS
CHECK DATE FROM 01/07/2022 - 01/19/2022**

Fund		Amount
Total for fund 101	General Fund	58,155.74
Total for fund 202	Major Street Fund	762.35
Total for fund 203	Local Street Fund	254.11
Total for fund 205	Public Safety Fund	66,491.66
Total for fund 211	Cable TV	274.12
Total for fund 218	Merriman Rd. Spec. Assess	371.66
Total for fund 219	Street Lighting Fund	50,722.08
Total for fund 220	Oakwood SAD	155.44
Total for fund 226	Garbage & Rubbish Collection Fund	91,616.05
Total for fund 261	911 Service Fund	689.70
Total for fund 268	Narc forfeiture - State	6,871.37
Total for fund 271	Library Fund	68,816.42
Total for fund 295	DDA	2,387.67
Total for fund 297	T.I.F.A. District #2	84,293.75
Total for fund 592	Water & Sewer Fund	722,798.38
Total for fund 661	Motor Vehicle	8,261.81
Total for fund 664	Technology Services	7,904.57
Total for fund 676	Retiree's Ins. Benefits	61,422.52
Total for fund 701	Revolving Fund	165,994.50
Total for fund 703	Current Tax	5,605.50
Total for fund 750	Payroll Fund	4,754.23
TOTAL - ALL FUNDS		1,408,603.63

1/20/2022

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 01/07/2022 - 01/19/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank POOL POOLED CASH						
01/19/2022	POOL	77398	1567	ALPHA PSYCHOLOGICAL SERVICES, PC	NEW HIRE PSYCHOLOGICAL EXAMINATION	725.00
01/19/2022	POOL	77399	0885	AMAROCK, LLC-CHASE SIX	2021 Win Tax Refund 80 117 02 0119 000	21.40
01/19/2022	POOL	77400	2804	AMAZON	ROMULUS PUBLIC LIBRARY 60457 8781 02790	61.96
					ROMULUS PUBLIC LIBRARY 60457 8781 027900	9.99
					ROMULUS PUBLIC LIBRARY	6.36
					ROMULUS PUBLIC LIBRARY	109.70
					ROMULUS PUBLIC LIBRARY	93.43
					ROMULUS PUBLIC LIBRARY	15.24
					ROMULUS PUBLIC LIBRARY	25.99
					ROMULUS PUBLIC LIBRARY	12.99
					ROMULUS PUBLIC LIBRARY	15.00
					ROMULUS PUBLIC LIBRARY	21.94
					ROMULUS PUBLIC LIBRARY	102.00
					ROMULUS PUBLIC LIBRARY	59.99
					ROMULUS PUBLIC LIBRARY	180.79
					ROMULUS PUBLIC LIBRARY	(93.43)
						621.95
01/19/2022	POOL	77401	4027	AMAZON CAPITAL SERVICES	CHARGER CORDS & INSTRUCTOR I BOOK	171.96
					KODAK CAMERA PACKAGE FOR FIRE INSPECTOR	179.00
					DOUBLE RAIL ROLLING GEAR RACK	209.97
					TVS FOR STATION	758.00
					VARIOUS OFFICE SUPPLIES	150.48
					AMAZON ORDER 12/8/2021	96.43
					PAPER FOR CITY LETTERHEAD-4 BOXES-500 SH	99.92
					FULL MOTION TV MOUNT	25.98
					SAW BLADES, BATTERIES AND PLANNER	82.97
					TVS FOR STATION	(379.00)
					TVS FOR STATION	(379.00)
						1,016.71
01/19/2022	POOL	77402	2903	APPLIED IMAGING	ANNUAL TYPEWRITER MAINTENANCE 1/15/2022-	150.00
					ACCT. ROMULU01-004, CONTRACT RATE 1/1/22	580.27
					INVERTED PO FY21/22 COPY CHARGES SENIOR	90.86
						821.13
01/19/2022	POOL	77403	0885	ARI-EL ENTERPRISES, INC	2021 Win Tax Refund 80 008 01 0024 000	4,245.82
01/19/2022	POOL	77404	0529	ASSOCIATED NEWSPAPERS OF MICHIGAN	12/06/2021 COUNCIL MEETING	137.73
					11/8/21 COUNCIL MEETING	158.63
					11/22/21 REGULAR MTG	106.80
					ITB 21/22-11 ITB 21/22-12 P.O 07-01-2021	64.66
						467.82
01/19/2022	POOL	77405	3896	AT&T MOBILITY LLC	AT&T FIRSTNET PHONE SERVICE FOR EMERGENC	71.64
01/19/2022	POOL	77406	1081	ATCHINSON FORD SALES, INC.	21/22 BLANKET PO MISC VEHICLE REPAIRS -	33.96
					NEW REAR TAIL LIGHT ASSEMBLY- POLICE # R	586.85
					21/22 BLANKET PO MISC VEHICLE REPAIRS -	40.45
						661.26
01/19/2022	POOL	77407	3649	AUTO VALUE OF ROMULUS	21/22 BLANKET PO FOR MISC MECHANIC PURCH	46.17
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	18.58
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	43.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	5.18
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	13.19
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	9.75
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	19.50
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	33.62
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	504.38
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	150.99

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	150.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	150.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	114.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	2.79
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	5.49
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	3.49
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	150.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	10.26
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	27.98
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	132.99
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	144.50
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	52.79
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	23.08
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	130.00
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	44.97
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	193.39
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	220.00
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	213.00
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	426.00
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	109.79
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	63.80
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	184.94
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	360.34
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	43.29
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	(28.22)
					21/22 BLANKET PO FOR MISC MECHANIC PURCH	(36.00)
						<u>3,741.98</u>
01/19/2022	POOL	77408	3649	VOID		V
01/19/2022	POOL	77409	0770	AXON ENTERPRISE, INC.	SOLE SOURCE PURCHASE FOR TASER CARTRIDG	6,835.36
01/19/2022	POOL	77410	1683	BAKER & TAYLOR	ACCOUNT # 251637 L154147 2 B00000, QTY.	322.31
					ACCOUNT # 251637 L154147 2 B00000, QTY.	420.71
					ACCOUNT # 251637 L154147 2 B00000, QTY.	166.91
					ACCOUNT # 251637 L154147 2 B00000, QTY.	255.56
					ACCOUNT # 251637 L154147 2 B00000, QTY.	445.41
					ACCOUNT # 251637 L154147 2 B00000, QTY.	292.01
					ACCOUNT # 251637 L154147 2 B00000, QTY.	301.24
					CUST. 75041742, COBRA KAI: SEASON 3	21.63
					ACCT # 251637 L154147 2 B00000, QTY 22	302.11
					ACCTT # 251637 L154147 2 B00000, QTY 51	649.22
					ACCT # 251637 L154147 2 B00000, QTY 6	61.38
					ACCT # 251637 L154147 2 B00000, QTY 32	391.31
					ACCT # 251637 L154147 2 B00000, QTY 20	189.67
					ACCOUNT # 251637 L154147 2 B00000, QTY 2	270.60
					ACCT # 251637 L154147 2 B00000, QTY 21	269.25
						<u>4,359.32</u>
01/19/2022	POOL	77411	0885	BASMAJI PROPERTY LLC	2021 Sum Tax Refund 80 041 99 0006 704	218.13
01/19/2022	POOL	77412	4086	BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	ROMULUS PUBLIC LIBRARY-PILOT'S HANDBOOK	30.00
01/19/2022	POOL	77413	3209	BLUE RIBBON CONTRACTING	BD Bond Refund	200.00
01/19/2022	POOL	77414	0417	BLUE RIBBON CONTRACTING INC.	EMERGENCY REPAIR FIX SEWER LEAD AT 38820	35,021.00
01/19/2022	POOL	77415	4041	CAMPBELL INC. MECHANICAL SERVICES	REPLACE FAILED HEAT EXCHANGER AND POWER	81,404.00
01/19/2022	POOL	77416	4077	CENTER FOR PUBLIC SAFETY EXCELLANCE	CFAI AGENCY APPLICATION	600.00
01/19/2022	POOL	77417	3092	CENTER POINT LARGE PRINT	ROMULUS PUBLIC LIBRARY, QTY 8	189.36
01/19/2022	POOL	77418	4084	CHECKERSTV	ROMULUS PUBLIC LIBRARY, WEEKLY 10 MINUTE	275.00
01/19/2022	POOL	77419	3209	COLEMAN JR, JOHNNIE	BD Bond Refund	315.00
01/19/2022	POOL	77420	0006	COLLINS, LAKEISHA	UB refund for account: 017803	287.77
01/19/2022	POOL	77421	1980	COMCAST	BUSINESS CABLE 1/18/22-2/17/22 ACCOUNT #	134.02
01/19/2022	POOL	77422	0572	CONTRACTORS CONNECTION	LOW STOCK - NOT IN INVENTORY- Inventory Order	25.00 <u>301.50</u>
						326.50
01/19/2022	POOL	77423	3191	COREY SADLER	FALL 2021 CLASSES (2) COMPLETED, SIENA H	810.00
01/19/2022	POOL	77424	0225	CROVA SALES & SERVICE	21/22 BLANKET PO FOR CROVA SALES - DPW	77.10
01/19/2022	POOL	77425	3209	D & G BUILDING CO	BD BOND REFUND, 10725 HARRISON 200	10,750.00
01/19/2022	POOL	77426	MISC	DAMIAN HULL	FALL 2021, U OF M DEARBORN, (2) ADMIN OF	4,950.00
01/19/2022	POOL	77427	2980	DETROIT REGIONAL CHAMBER	MACKINAC POLICY CONFERENCE 2022- ROBERT	2,500.00
01/19/2022	POOL	77428	3836	DIAMOND PINNACLE GROUP	RECERTIFICATION FOR FIREFIGHTERS BLS & A	625.00
					RECERTIFICATION FOR FIREFIGHTERS BLS & A	1,875.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						2,500.00
01/19/2022	POOL	77429	3253	DORRIS BENNETT	REIMBURSEMENT FOR JANUARY 2022 RETIREE H	357.57
01/19/2022	POOL	77430	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	WASTEWATER DISPOSAL CHARGES SEPTEMBER 20	151,122.84
01/19/2022	POOL	77431	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	JANUARY 2022 EXCESS FLOW	109,868.00
01/19/2022	POOL	77432	0012	DTE	9102 ELBERT DR, 11/24/21 SERVICE LINE DA	2,834.47
01/19/2022	POOL	77433	0012	DTE ENERGY	7506 MERRIMAN - LANDSCAPING DEC 4 - JAN	371.66
01/19/2022	POOL	77434	0772	DTE ENERGY	DECEMBER 2021 STREETLIGHTING	53,662.63
					MUNICIPAL COMPLEX DECEMBER 2021	9,465.53
						63,128.16
01/19/2022	POOL	77435	3611	EAGLE ENGRAVING, INC.	DEPARTMENT COMMENDATION BARS	154.55
01/19/2022	POOL	77436	0595	ECORSE QUALITY ELECTRIC SERVICE INC	21/22 BLANKET PO FOR ELECTRICAL SUPPLIES	176.60
01/19/2022	POOL	77437	3209	ENCOMPASSING ACREAGE LLC	BD BOND REFUND, 10200 HARRISON	146,229.50
01/19/2022	POOL	77438	2735	FIFER INVESTIGATIONS, LLC	NEW HIRE BACKGROUND INVESTIGATION	800.00
					NEW HIRE BACKGROUND INVESTIGATION	1,800.00
						2,600.00
01/19/2022	POOL	77439	1759	FIRE SYSTEMS OF MICHIGAN, LLC	SYSTEM INSPECTION, KITCHEN SYSTEM,ANSUL	315.50
01/19/2022	POOL	77440	3516	FOAM N MORE	ARCHERY TARGET AND FOAM	915.00
01/19/2022	POOL	77441	3829	FOSTER BLUE WATER OIL, LLC	21/22 INVERTED PO - ITB 19/20-21 2 YEAR	1,614.47
01/19/2022	POOL	77442	3577	FRIED SAPERSTEIN SAKWA, PC	DECEMBER 2021 CITY PROSECUTION SERVICES	4,860.00
01/19/2022	POOL	77443	2380	GEORGE SIMKO JR	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	30.00
01/19/2022	POOL	77444	0128	GIARMARCO, MULLINS, & HORTON, PC	12/13/21-1/5/22, ACCT. 70085-004B, GENER	8,490.80
					12/17/21-1/3/22, ACCT. 70085-005B, HUMAN	667.50
					12/17/21-1/5/22, ACCT 70085-011B, CLERK'	240.00
						9,398.30
01/19/2022	POOL	77445	0338	GRAINGER INC.	21/22 BLANKET PO - FOR MISCELLANEOUS PUR	29.79
01/19/2022	POOL	77446	3264	GREAT LAKES WATER AUTHORITY	ACCT # 100-2451-W WATER USAGE/FIXED CHAR	373,513.48
01/19/2022	POOL	77447	2789	HILLARD'S GLASS, INC.	21/22 BLANKET PO FOR MISC VEHICLE WINDSH	280.00
01/19/2022	POOL	77448	0891	HOME DEPOT	21/22 BLANKET PO FOR MISC SUPPLIES - DPW	184.95
01/19/2022	POOL	77449	1362	HONEYWELL BUILDING SOLUTIONS	PARTS FOR CITY HALL HVAC AND DPW TUBE HE	351.18
01/19/2022	POOL	77450	1420	HYDROCORP, INC.	21/22 INVERTED PO - ITB 17/18-25 5 YR C	1,900.00
					21/22 INVERTED PO - ITB 17/18-25 5 YR C	6,822.00
						8,722.00
01/19/2022	POOL	77451	0885	IANOS NICOLAI - IRENE C	2021 Sum Tax Refund 80 015 99 0068 703	62.85
01/19/2022	POOL	77452	3209	INFINITY - PRESERVES OF ROMULUS LLC	BD BOND REFUND 33472 GAINSBORO CT	300.00
01/19/2022	POOL	77453	2567	J & B MEDICAL SUPPLY CO. INC	21/22 BLANKET PO - J&B MEDICAL - FIRE D	283.01
01/19/2022	POOL	77454	0075	J & M TOWING	TOWING OF POLICE 2006 MAROON FORD TAURUS	150.00
01/19/2022	POOL	77455	1896	JAM BEST ONE FLEET SERVICE	SPARE VECTOR TIRES # 120 & 220	1,339.98
01/19/2022	POOL	77456	4015	JOHN DEMATTIA CONSTRUCTION, LLC	ROMULUS LIBRARY RENOVATION JOB NO. 2021-	51,092.15
01/19/2022	POOL	77457	3725	JOHNSTON ENTERPRISES LLC	WELCOME BROCHURE QTY 500	225.00
					ONE BOX 1000 RPD BUSINESS CARDS WTIIH MIR	245.00
						470.00
01/19/2022	POOL	77458	3721	KELLER THOMA PC	PROF SVCS THROUGH 12/31/21- GENERAL MATT	1,012.50
01/19/2022	POOL	77459	0885	KHAN MUHAMMAD REHAN	2021 Win Tax Refund 80 062 03 0281 000	8.29
01/19/2022	POOL	77460	2266	LINDA CHOATE	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	35.00
01/19/2022	POOL	77461	2267	LINDA WEGIENKA	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	25.00
01/19/2022	POOL	77462	3477	LINDE GAS & EQUIPMENT INC.	21/22 BLANKET PO MISC MECHANIC WELDING S	126.96
01/19/2022	POOL	77463	2268	LOIS DOUGLAS	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	28.80
01/19/2022	POOL	77464	1680	LUSTER CLEANERS, INC	SERVICES 12/20/21-12/26/21	40.00
					21/22 BLANKET PO PRISONERS BLANKET CLEA	80.00
						120.00
01/19/2022	POOL	77465	3209	LYLE TRUCKING AND EXCAVATING	BD Bond Refund	200.00
01/19/2022	POOL	77466	MISC	MARK ESTES	SEVER WATER DEPOSIT REF 36115 VAN BORN	574.12
01/19/2022	POOL	77467	3023	MI CUSTOM SIGNS	CITY HALL LETTERING REPLACEMENT	5,076.00
01/19/2022	POOL	77468	MISC	MIA ALEXANDER	SENIOR CTR. RENTAL DEPOSIT REFUND	100.00
01/19/2022	POOL	77469	0398	MICH ASSOC OF CHIEFS OF POLICE	ACTIVE VOTING CHIEF MEMBERSHIP FOR CHIEF	115.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/19/2022	POOL	77470	0398	MICH ASSOC OF CHIEFS OF POLICE	TRAINING - AMT MORNING SESSION - D. NIPP	50.00
01/19/2022	POOL	77471	0963	MICHIGAN ASSOC. OF MUNICIPAL CLERKS	CLERK'S INSTITUTE FOR DEPUTY CLERK & ELE	1,300.00
01/19/2022	POOL	77472	MISC	MICHIGAN DEPARTMENT OF TREASURY	DISBURSE 2021 C.T. FOR DEC 16-31, 2021	9.03
01/19/2022	POOL	77473	0885	MICHIGAN TITLE INSURANCE AGENCY	2021 Win Tax Refund 80 143 02 0141 300	37.32
01/19/2022	POOL	77474	0427	MIDWEST TAPE	CUSTOMER # 2000015943, QTY 218	455.88
					CUSTOMER # 2000005771 BOOKS, QTY. 8	241.17
					CUSTOMER # 2000005771 QTY 1	14.99
					CUSTOMER # 2000005771, QTY 8	187.92
					CUSTOMER # 2000005771 BOOKS QTY 13	397.37
					CUSTOMER # 2000005771 BOOKS QTY 3	94.97
						1,392.30
01/19/2022	POOL	77475	3282	MKSK, INC.	00094274, PROJECT D16122.28 ROMULUS: ROY	1,515.00
01/19/2022	POOL	77476	1211	MRWA	WASTEWATER COLLECTION SYSTEM MAINTENANCE	490.00
01/19/2022	POOL	77477	0068	MUCHMORE HARRINGTON SMALLEY & ASSOC	LEGISLATIVE SERVICES FOR JANUARY 2022	4,000.00
01/19/2022	POOL	77478	3740	NAVIA BENEFIT SOLUTIONS - LOCKBOX	NAVIA FOR DECEMBER 2021	155.00
01/19/2022	POOL	77479	3041	NORTHSTAR MAT SERVICES, INC.	ACCOUNT # 1862-11121	61.98
01/19/2022	POOL	77480	3917	NYE UNIFORM CO	ITB 20/21-06 MEHRHOF UNIFORM JULY 2021 -	341.99
01/19/2022	POOL	77481	1491	ON DUTY GEAR LLC	ARMOE EXPRESS RAZOR LEVEL II REVVEST FO	990.00
01/19/2022	POOL	77482	0736	ORCHARD, HILTZ & MCCLIMENT	00094133, PROJECT 0155-21-1071	1,991.25
					00094058 PROJECT 0155-21-1081	262.50
					00095446, PROJECT 0155-21-1011	300.00
					00095446, PROJECT 0155-21-1011	688.50
					00094965, PROJECT 0155-21-1051	1,005.75
					00094965, PROJECT 0155-21-1051	1,308.00
					00094965, PROJECT 0155-21-1051	1,671.00
						7,227.00
01/19/2022	POOL	77483	0148	PARAGON LABORATORIES INC	WATER TESTING @10500 SHOOK ROAD	75.00
01/19/2022	POOL	77484	2291	PEGGY SLATER	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	20.00
01/19/2022	POOL	77485	MISC	PHENTEA WADE	SENIOR CTR. RENTAL DEPOSIT REFUND	100.00
01/19/2022	POOL	77486	2960	PHOENIX SAFETY OUTFITTERS, LLC.	ITB 18/19-20 SAFER/OTHER NEW HIRE - TURN	700.00
					ITB 18/19-20 SAFER/OTHER NEW HIRE - TURN	700.00
						1,400.00
01/19/2022	POOL	77487	1209	PONTEM SOFTWARE	ANNUAL SUPPORT MAINTENANCE SUBSCRIPTION	2,020.00
01/19/2022	POOL	77488	0885	PREMIER TITLE AGENCY, LLC	2021 Win Tax Refund 80 076 01 0089 301	313.32
01/19/2022	POOL	77489	2537	RAFT	FY 21/22 BLUE CARD CERTIFICATION-VANOVER	475.00
					FY 21/22 BLUE CARD CERTIFICATION-BLANCHA	275.00
						750.00
01/19/2022	POOL	77490	0885	REA CONSTRUCTION LLC	2021 Win Tax Refund 80 008 01 0037 301	282.70
01/19/2022	POOL	77491	3605	REDGUARD FIRE & SECURITY, INC.	QUARTERLY MONITORING OF FIRE ALARM SYSTE	309.00
					QUARTERLY FIRE SYSTEM ALARM & RADIO NETW	309.00
						618.00
01/19/2022	POOL	77492	3209	RICHARDSON, KATHLEEN	BD Bond Refund	200.00
01/19/2022	POOL	77493	MISC	RIDGECON CONSTRUCTION INC.	BUILDING PERMIT REFUND PB210439	135.00
01/19/2022	POOL	77494	1952	RITTER GIS	21/22 INVERTED- GIS SUPPORT SERVICES 6/3	871.25
					21/22 INVERTED- GIS SUPPORT SERVICES 6/3	658.75
						1,530.00
01/19/2022	POOL	77495	2305	ROSEMARY MAZZOLA	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	13.64
01/19/2022	POOL	77496	1551	S & F FOODS, INC.	21/22 BLANKET PO FOR PIZZA CALZONE 12CT	114.84
01/19/2022	POOL	77497	3333	SESAC INC	2022 LICENSE FEES FOR MUSIC EVENTS 1/1/2	513.00
01/19/2022	POOL	77498	3209	SFR3-030 LLC	BD BOND REFUND, 11024 DELANO	7,800.00
01/19/2022	POOL	77499	2307	SHARON WALKER	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	19.66
01/19/2022	POOL	77500	0885	SHELLPOINT MORTGAGE SERVICES	2021 Win Tax Refund 80 027 03 0092 000	90.29
01/19/2022	POOL	77501	0006	SIMONEAU, JASHUA	UB refund for account: 008913	50.18
01/19/2022	POOL	77502	3808	SPRINGFIELD TOWNSHIP LIBRARY	ROMULUS PUBLIC LIBRARY, GIGI GOD'S LITTL	20.00
01/19/2022	POOL	77503	4040	STAPLES	OFFICE SUPPLIES TREASURER & DPW	54.71
					PAPER, COPY REAM 11"X17" 20 LB.	42.94

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					OFFICE SUPPLIES TREASURER & DPW	9.94
						107.59
01/19/2022	POOL	77504	1016	STATE OF MICHIGAN	S5 LICENSE TESTING FOR COLUMBUS PATTERSO	45.00
01/19/2022	POOL	77505	1016	STATE OF MICHIGAN	S4 LICENSE TESTING FOR TRAVIS LAPORTE	70.00
01/19/2022	POOL	77506	1016	STATE OF MICHIGAN	S4 LICENSE TESTING FOR ROB RADNEY	70.00
01/19/2022	POOL	77507	0503	STERICYCLE, INC.	21/22 BLANKET PO REMOVAL OD PD MEDICAL W	19.02
					21/22 BLANKET PO REMOVAL OD PD MEDICAL W	19.02
					21/22 BLANKET PO REMOVAL OD PD MEDICAL W	19.02
					21/22 BLANKET PO REMOVAL OD PD MEDICAL W	19.02
					21/22 BLANKET PO REMOVAL OD PD MEDICAL W	19.97
						96.05
01/19/2022	POOL	77508	4075	STRYKER SALES, LLC	SOLE SOURCE FOR 2 LUCAS CHEST COMPRESSIO	9,547.20
					SOLE SOURCE FOR 2 LUCAS CHEST COMPRESSIO	30,129.72
						39,676.92
01/19/2022	POOL	77509	3617	SUBURBAN OCCUPATIONAL HEALTH	NEW HIRE PHYSICAL AND DRUG SCREEN	95.00
01/19/2022	POOL	77510	4034	SUPERIOR MEDICAL WASTE DISPOSAL	MEDICAL WASTE DISPOSAL CONTRACT FY 21/22	90.00
01/19/2022	POOL	77511	2254	TED GILLILAND	OCT-DEC 2021 PRESCRIPTION REIMBURSEMENT	58.46
01/19/2022	POOL	77512	3057	THE ACCUMED GROUP	NOVEMBER 2021 EMS/FIRE SERVICES	4,681.51
					DECEMBER 2021 EMS/FIRE SERVICES	4,337.07
						9,018.58
01/19/2022	POOL	77513	1014	THE HARTFORD-PRIORITY ACCOUNTS	JANUARY 2022 HARTFORD CUST # 00875852000	6,731.83
01/19/2022	POOL	77514	1739	THE LIBRARY NETWORK	ACCT. ROMS #22, CIRCUIT SPEED 100M, SHAR	1,310.67
					ACCT. ROMS #22, BASIC FEE, CIRCULATION C	6,766.04
						8,076.71
01/19/2022	POOL	77515	0885	TITLE CONNECT LLC	2021 Win Tax Refund 80 078 01 0279 300	12.87
					2021 Win Tax Refund 80 078 01 0258 000	11.98
						24.85
01/19/2022	POOL	77516	4042	TRUSTED JOURNEY	21/22 BLANKET PO FOR ANIMAL DISPOSAL	255.00
01/19/2022	POOL	77517	1593	ULLIANCE	2022 1ST QTR EMPLOYEE ASSISTANCE PROGRAM	1,201.20
01/19/2022	POOL	77518	2951	UNIQUE MANAGEMENT SERVICES, INC.	12-06, 12-13, 12-20, 12/27 PLACEMENTS	98.45
01/19/2022	POOL	77519	0670	VERIZON WIRELESS	CELLPHONE ACCT # 342127256-00001 DEC 02	1,172.49
01/19/2022	POOL	77520	0670	VERIZON WIRELESS	DATA ACCT # 342127256-00002 USB&MIFI DE	460.13
01/19/2022	POOL	77521	0670	VERIZON WIRELESS	CITY SMARTPHONES DEC 08 - JAN 07 ACCT #	730.41
01/19/2022	POOL	77522	0670	VERIZON WIRELESS	ACCT # 242053368-00001 M2M POLICE CAR MO	689.70
01/19/2022	POOL	77523	0659	WASTE MANAGEMENT	21/22 INVERTED PO-RESIDENTIAL TRASH PICK	91,614.40
01/19/2022	POOL	77524	0106	WAYNE COUNTY	JAN. 2022 FIXED SEWAGE CUST #500373	37,387.00
01/19/2022	POOL	77525	MISC	WAYNE COUNTY LAND BANK	DISBURSE 2021 C.T. FOR DEC 16-31, 2021 W	291.50
01/19/2022	POOL	77526	3174	WAYNE COUNTY PARKS	ROMULUS PUBLIC LIBRARY OUTREACH PROGRAM	75.00
01/19/2022	POOL	77527	0065	WAYNE LAWN & GARDEN CENTER, INC.	21/22 BLANKET PO FOR MECH & GROUNDS - DP	146.90
01/19/2022	POOL	77528	0809	WEST METRO DOOR INC.	21/22 BLANKET PO - MISC MAINT & BLDG SUP	15.00
01/19/2022	POOL	77529	2945	ZONES, LLC	LENOVO LAPTOP WARRANTY RENEWAL - TECH SE	430.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	390.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	1,440.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	35.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	100.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	1,995.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	90.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	700.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	2,370.00
					LICENSE RENEWAL FOR MERAKI WIRELESS ACCE	90.00
						7,640.00
01/19/2022	POOL	842(E)	0581	COMERICA COMM. CARD SERV.	DECEMBER 2021 CARD PURCHASES FOR ELLEN C	300.00
					DECEMBER 2021 COMERICA CARD PURCHAES BY	34.00
					DECEMBER 2021 COMERICA CARD PURCHASES BY	1,228.81

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					DPW INVENTORY ORDER - BATTERIES	108.34
					DECEMBER 2021 COMERICA CARD PURCHASES -	838.28
					DECEMBER 2021 COMERICA CARD PURCHASES-RO	134.47
					DECEMBER 2021 COMERICA CARD PURCHASES-DE	30.00
					DECEMBER 2021 COMERICA CARD PURCHASES FO	468.55
						<u>3,142.45</u>
01/19/2022	POOL	843(E)	0012	DTE ENERGY	7219 MIDDLEBELT - FIRE #2 DEC 4 - JAN 4,	702.34
					11120 HUNT - SCHOOL HOUSE @ HISTORICAL P	44.05
					VINING RD HOT BOX - 34155 GODDARD DEC 7	481.63
					10202 SHOOK RD - CEMETERY DEC 7 - JAN 5	27.72
					11147 HUNT - HISTORICAL PAVILLION DEC 7	54.47
					12300 WAYNE - ANIMAL SHELTER DEC 7 - JAN	464.25
					16869 BRANDT - CREEKSIDE PUMP STATION DE	50.88
					12055 WAYNE - BIRD HOUSE DEC 7 - JAN 5,	9.20
					11189 SHOOK - CHAMBER BLDG DEC 7 - JAN 5	107.60
					9755 OZGA - ELMER JOHNSON PARK - DEC 7 -	35.56
					6900 WAYNE - FIRE STATION #3 DEC 3 - JAN	194.70
					38205 BARTH - EMERGENCY SIREN DEC 3 - JA	26.05
					OAKWOOD STORM SEWER PUMP STATION - 15409	155.44
					6241 DEXTER - BOICE PARK DEC 7 - JAN 5,	38.30
					37230 NORTHLINE- FS #1 DEC 7 - JAN 5, 20	167.33
						<u>2,559.52</u>
01/19/2022	POOL	844(E)	3992	INVOICE CLOUD INC.	SERVICE PERIOD 12/1/21 - 12/31/21	567.75
01/19/2022	POOL	845(E)	3612	TOSHIBA FINANCIAL SERVICES	LOAN PAYMENT JANUARY 2022	2,122.87
01/19/2022	POOL	846(E)	3021	VARIPRO BENEFIT ADMINSTRATORS	FEBRUARY 2022 RETIREE HEALTH	58,282.67
						<u>1,408,603.63</u>
POOL TOTALS:						
Total of 137 Checks:						1,408,603.63
Less 1 Void Checks:						0.00
Total of 136 Disbursements:						<u>1,408,603.63</u>

				ACCOUNT BALANCE AS OF:													
LOCATION	FUND	DEPT #	ADDRESS	NEW ELEC ACCT #	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
PRIMARY SUPPLY-CITY HALL	101	265	11111 WAYNE ROAD	910000054361	12,360.53	13,037.90	13,037.90	10,964.48	10,110.15	9,492.28	9,465.53						78,468.77
CITY HALL - ELECTRIC	101	265			3,659.32	3,859.86	3,859.86	3,246.02	2,993.10	2,810.18	2,802.26	0.00	0.00	0.00	0.00	0.00	23,230.60
COURT BUILDING (Allocation of Primary)	101	265			2,592.75	2,734.83	2,734.83	2,299.91	2,120.71	1,991.10	1,985.49	0.00	0.00	0.00	0.00	0.00	16,459.62
LIBRARY (ALLOCATION OF PRIMARY)	271	790			1,149.06	1,212.03	1,212.03	1,019.28	939.86	882.42	879.93	0.00	0.00	0.00	0.00	0.00	7,294.61
New 34th Distrcit Court	101	265			4,959.40	5,231.18	5,231.18	4,399.49	4,056.49	3,808.58	3,797.85	0.00	0.00	0.00	0.00	0.00	31,484.17



City of Romulus

Communication

Council Meeting Held:
Item No. 11

January 24, 2022

Councilperson Abdo: _____

Councilperson Barden: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____

Councilperson Webb: _____

Councilperson Williams: _____



City of Romulus

Adjournment

Council Meeting Held:

January 24, 2022

Item No. 12

General Description: _____

Resolution No. _____

Moved by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Seconded by: Abdo Barden Roscoe Talley Wadsworth Webb Williams

Ayes: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Nays: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

Abstain: All Abdo Barden Roscoe Talley Wadsworth Webb Williams

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED