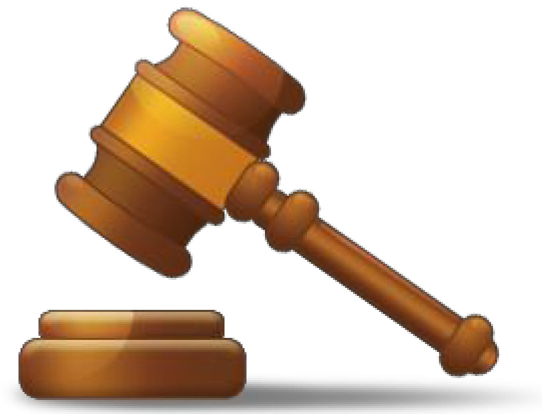
CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
January 22, 2024
7:30 PM

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 8, 2024, at 7:30 p.m.
   - **B.** Approval of the Minutes from the Special Meeting - Study Session held on Monday, January 8, 2024, at 6:30 p.m. to discuss procedure for filling a vacancy on City Council.
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.** Intergovernmental Agreement with Wayne County - 2023 Justice Assistance Grant
   - **C.** Renaissance Zone Service Fees Agreement
   - **D.** Piggyback on Sourcewell Contract - Mitel Business Systems - Upgrade of City Wide Phone System
6. **Clerk's Report – Ellen L. Craig-Bragg, Clerk**
   - **A.** Second Reading and Final Adoption of Budget Amendment 23/24-12
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 #: 24-02 for checks presented in the amount of $971,660.54.
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 22, 2024**

Item No. A.

General Description: Approval of Agenda

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

Minutes

Council Meeting Held: **January 22, 2024**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on Monday, January 8, 2024, at 7:30 p.m.

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING
January 8, 2024
Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174

Pledge of Allegiance

Roll Call

The meeting was called to order at 7:30 p.m. by Mayor Pro Tem John Barden.
Present: Kathy Abdo, John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Virginia Williams
Absent / Excused:

Administrative Officials in Attendance:
Robert McCraight, Mayor
Ellen L. Craig-Bragg, Clerk
Stacy Paige, Treasurer
Administrative Staff in Attendance:
D'Sjonaun Hockenhull - Deputy Clerk; Julie Wojtylko - Chief of Staff; Stephen Hitchcock - City Attorney

1. Agenda

A. Moved by **Tina Talley**, seconded by **Kathy Abdo** to accept the Agenda as presented.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

2. Minutes

A. **Res. #24-015** Moved by **William Wadsworth**, seconded by **Tina Talley** to approve the Minutes from the Regular Meeting held on Tuesday, January 2, 2024, at 7:30 p.m.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

B. **There were no special meeting(s) held on Tuesday, January 2, 2024.**

3. Petitioner - None

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

Res. #24-016 Moved by **Kathy Abdo**, seconded by **William Wadsworth** to adopt a memorial resolution for the family of Jacky Street.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

Res. #24-017 Moved by **Virginia Williams**, seconded by **Kathy Abdo** to fill the vacancy of the City Council with the next candidate in line from the 2021 City Election, Allen R. Wilson.

Roll Call Vote: Ayes - Abdo, Roscoe, Wadsworth, Williams
Nays - Barden, Talley
Motion Carried

A. Moved by **Celeste Roscoe**, seconded by **Tina Talley** to accept the Chairperson's Report.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

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

A. **Res. #24-018** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to concur with the Administration and introduce budget amendment 23/24-12 to recognize expenses for the Mary Ann Banks DNR Grant Project.

FUND/DEPT. ACCOUNT NO.	ACCOUNT NAME	CURRENT BUDGET	AMENDMENT	AMENDED BUDGET
295 DDA Fund				
Fund Balance 295-000-390.000	Retained Earnings	$666,786.00	$200,000.00	$466,786.00
Expense 295-728-980.00	Project Costs	$-	$200,000.00	$200,000.00

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

B. **Res. #24-019** Moved by **Celeste Roscoe**, seconded by **Virginia Williams** to concur with the Administration and consent to piggyback on the MiDeal Contract #071B7700181 for the purchase of three (3) 2023 Ford Police Utility Interceptors, with options and a seven-year extended warranty for a total cost of $143,457.00.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

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

A. **Res. #24-020** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to approve the Second Reading and Final Adoption of Budget Amendment 23/24-11 in the amount of $74,257.00 to purchase a Water & Sewer Dump Truck.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

B. **Res. #24-021** Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the Second Reading and Final Adoption of amendments to Chapter 22, Section 22-23 Reserved, amending Section 109.4 of the International Fire Code, of the City of Romulus Code of Ordinances

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

C. **Res. #24-022** Moved by **Celeste Roscoe**, seconded by **Virginia Williams** to approve the Second Reading and Final Adoption to amend Chapter 22, adding Article 10, Reporting, Section 22-262 to the City of Romulus Code of Ordinances.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

D. **Res. #24-023** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to approve a one-hour and fifteen-minute study session for Monday, April 8, 2024, and Monday, April 22, 2024, beginning at 6:00 p.m. to discuss the proposed 2024-25 City Budgets.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously
Res. #24-024 Moved by **Celeste Roscoe**, seconded by **Kathy Abdo** to schedule a public hearing to be held in the Romulus City Hall Council Chambers for Monday, May 6, 2024, at 6:30 p.m. to discuss the proposed 2024-25 City Budgets in accordance with Chapter 9, Section 9.3 of the Romulus City Charter.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously.

E. **FOR YOUR INFORMATION**: 2024 Meeting Schedules
Romulus Housing Commission
Police Fire and Safety Commission

7. **Treasurer's Report – Stacy Paige, Treasurer**
Treasurer Paige reminded residents that winter taxes and any outstanding summer taxes are due by February 14th. State law require that unpaid taxes go to the county on March 1st.

8. **Public Comment**
A resident addressed the City Council regarding the back taxes of a local business.
Allen Wilson addressed the City Council in appreciation of his appointment to the City Council.
A resident addressed the City Council regarding proposed legislation that will promote transparency in decision-making.
A resident addressed the City Council regarding parking in the Preserves Subdivision.

9. **Unfinished Business -** None

10. **New Business**

11. **Warrant**

A. **Res. #24-025** Moved by **Kathy Abdo**, seconded by **Tina Talley** to approve Warrant #: 23-25 for checks presented in the amount of $410,941.49.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
Nays - None
Motion Carried Unanimously

12. **Communication**
Councilperson Talley commented on an upcoming basketball event for the Romulus Lady Eagles.
Councilperson Williams reminded residents of the Forgotten Harvest Program and inquired about the Wayne-Ecorse construction project.
Councilperson Barden presented a resident's concern to the Mayor.

13. Adjournment

Moved by **William Wadsworth**, seconded by **Celeste Roscoe** to adjourn the meeting at 8:13 p.m.

Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, 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 8, 2024.

Ellen L. Craig-Bragg

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

City of Romulus

Minutes

Council Meeting Held: **January 22, 2024**

Item No. B.

General Description: Approval of the Minutes from the Special Meeting - Study Session held on Monday, January 8, 2024, at 6:30 p.m. to discuss procedure for filling a vacancy on City Council.

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – STUDY SESSION

January 8, 2024

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

1. **Roll Call**

   Present: Kathy Abdo, John Barden, Celeste Roscoe, Tina Talley, William Wadsworth, Virginia Williams
   Absent / Excused:

   Administrative Officials in Attendance:
   Robert McCraight, Mayor
   Ellen L. Craig-Bragg, Clerk
   Stacy Paige, Treasurer
   Administrative Staff in Attendance:
   D'Sjonaun Hockenhull - Deputy Clerk; Julie Wojtylko - Chief of Staff; Stephen Hitchcock - City Attorney

2. Moved by **William Wadsworth**, seconded by **Tina Talley** to accept Study Session Agenda as presented.

   Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, Williams
   Nays - None
   Motion Carried Unanimously

3. **Discussion: Procedure for filling a vacancy in the City Council**

   Clerk Bragg read a memo regarding a proposed application process to fill a vacancy on the City Council as recommended by the Mayor Pro Tem and City Attorney.
   Councilwoman Williams and Councilwoman Abdo commented that the vacancy should be offered to the next highest vote fetter from the previous city election.
   The City Council reviewed and debated the proposed application of interest for a vacant council position. The majority of the Council struck questions 3, 5, 6, 7, 8, and 9 from the application.

4. **Public Comment**

   A resident addressed the City Council regarding how the Council chooses to fill a vacancy.
   Two residents addressed the City Council regarding the appointment of Allen Wilson to fill the vacancy on Council, as he was the next highest vote-getter from the 2021 city elections.
   A resident addressed the City Council regarding the criteria utilized in choosing an individual to fill the vacancy on Council.
   Four members of the public addressed the City Council in support of Allen Wilson filling the vacancy on Council.
   Two residents addressed the City Council in support of an application methodology to fill a vacancy on Council.
   A resident addressed the City Council inquiring about the difference in qualifications of individuals running to be on Council versus individuals being appointed to Council.

5. Moved by **Celeste Roscoe**, seconded by **Tina Talley** to adjourn the Special Meeting - Study Session at 7:26 p.m.

   Roll Call Vote: Ayes - Abdo, Barden, Roscoe, Talley, Wadsworth, 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 Special Meeting – Study Session of the Romulus City Council held on January 8, 2024.

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

City of Romulus

Petitioner

Council Meeting Held: **January 22, 2024**

Item No. 3

General Description: ____

Resolution No._________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

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

Council Meeting Held: **January 22, 2024**

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY — MOTION CARRIED — MOTION FAILED

City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 22, 2024**

Item No. A.
General Description: Exemption of Principal Residence by Reason of Poverty

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Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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 9, 2024

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 2024 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 2024 to be used by the Board of Review to review or approve poverty exemptions.

Romulus
Home of Opportunity

MEMORANDUM

To: Mayor Robert A. McCraight

From: Julie Albert, Director of Assessing & Financial Services

Date: January 3, 2024

Subject: **Council Agenda Item for January 22, 2024**
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.

I am respectfully requesting that the Honorable Romulus City Council approve the attached "Resolution for City of Romulus Poverty Exemption for 2024".

- The 2023 guidelines were approved by the Romulus City Council on December 12, 2023 (Resolution #22-304).
- The 2022 guidelines were approved by the Romulus City Council on January 24, 2022 (Resolution #22-015).
- 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 will be in attendance at the January 22, 2024 Council meeting.

Resolution for City of Romulus 2024 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
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.*
Homestead Property Tax Credit Claim Form - Form MI-1040CR
**MUST be filed even if you are not required to file Federal or State income tax returns*

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. This includes all items in Part 5 as well as scholarships, food assistance (include name and phone number of case worker), gambling winnings, family assistance, etc.

- 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 a valid driver's license or other form of identification for all person residing in the household. A birth certificate or most recent report card is acceptable for school age dependents.

- 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 2024 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	$ 14,580
Family of 2	$ 19,720
Family of 3	$ 24,860
Family of 4	$ 30,000
Family of 5	$ 35,140
Family of 6	$ 40,280
Family of 7	$ 45,420
Family of 8	$ 50,560
For each add'l person	$ 5,140

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 (PLEASE COMPLETE ALL AREAS – DO NOT LEAVE ANY SECTION BLANK (use n/a if an area does not apply to you) 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 XX/XX/2024

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.

City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 22, 2024**

Item No. B.

General Description: Intergovernmental Agreement with Wayne County - 2023 Justice Assistance Grant

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Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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 with Wayne County – 2023 Justice Assistance Grant

DATE: January 9, 2024

I concur with the recommendation of Robert Pfannes, Police Chief, and City Attorney Steve Hitchcock, and respectfully request City Council adopt the attached resolution authorizing the Mayor and Clerk to enter into the Inter-Governmental Agreement with Wayne County for the 2023 Justice Assistant Grant funding program award to the City of Romulus and accept monies from Wayne County in the amount of $16,837.06.

Motion by__________, supported by _________, to concur with the administration and adopt the attached resolution authorizing the Mayor and Clerk to enter into the Inter-Governmental Agreement with Wayne County for the 2023 Justice Assistant Grant funding program award to the City of Romulus and accept monies from Wayne in the amount of $16,837.06.

Memo

To: Mayor Robert A. McCraight

From: Chief Robert Pfannes

Date: January 5, 2024

Re: Justice Assistance Grant (JAG) Agreement #O-BJA-2023-171790
CDFA#16.738

The Romulus Police Department has been awarded $16,837.06 from the Wayne County Department of Homeland Security JAG program through the U.S. Bureau of Justice, Bureau of Justice Assistance.

Given that the Wayne County Department of Homeland Security is the fiduciary of the grant, I am respectfully requesting a signed Intergovernmental Agreement to make application and accept monies from Wayne County Department of Homeland Security as the applicant/fiscal agent for the 2023 JAG funds.

City attorney Steve Hitchcock has reviewed the contract and concurs with its contents.

If you concur, I respectfully request the Mayor's Office seek Council approval to enter into the Intergovernmental Agreement.

JAG 2023

Intergovernmental Agreement

Between

The County of Wayne and The City of Romulus

TABLE OF CONTENTS

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ROMULUS AND THE COUNTY OF WAYNE
O-BJA-2023-171790
CFDA #16.738

THIS AGREEMENT is between the City of Romulus (the Municipality), and the County of Wayne, Michigan, a body corporate and Charter County, acting through the Office of the Wayne County Sheriff (The County).

1. PURPOSE

1.01 The U.S. Department of Justice, Bureau of Justice Services has designated 16 units of local government in Wayne County, as Disparate Jurisdictions and therefore, these communities are eligible to receive a grant under the 2023 Justice Assistance Grant (JAG) program.

1.02 The 2023 Justice Assistance Grant (JAG) solicitation notice outlined the process for application, approval and acceptance of federal funds under the JAG program. All grants must conform to Uniform Grant Regulations (2 CFR 200) Jurisdictions certified as disparate must submit a joint application for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.

1.03 The parties to this agreement authorized and designated the Wayne County Department of Homeland Security as the applicant for the 2023 JAG funds. The Wayne County Sheriff's Office has been designated by the Wayne County Department of Homeland Security to serve as the grant administrator for the program.

1.04 According to the rules and procedures of the JAG award, the Municipality has designated the Wayne County Department of Homeland Security as the applicant for the 2023 JAG funds. The Wayne County Sheriff's Office has been designated by the Wayne County Department of Homeland Security to serve as the grant administrator for the program. As administrator to the program the Wayne County Sheriff's Office will be responsible for monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to the sub recipient of the funds.

1.05 The Municipality through its police agency and authorized by its Mayor has accepted participation in the 2023 Justice Assistance Grant (JAG) program. The Mayor must execute this contract and Appendix (H) "Certification Regarding Debarment and Suspension" form return to the Wayne County Sheriff's Office.

2. ENGAGEMENT OF MUNICIPALITY

2.01 The County engages the Municipality and the Municipality agrees to faithfully and diligently purchase JAG eligible equipment and programs for use in local law enforcement in accordance with the terms and conditions contained in this Agreement and consistent with the standard of practice in the community.

3. SCOPE OF SERVICE

3.01 The Municipality must make any purchases described in Appendix A in a satisfactory manner following local procurement rules and, as determined within the discretion of the County.

3.02 The Municipality agrees to accept the 2023 JAG grant and expend the grant according to all rules, regulations, procedures and laws as established by the U.S. Department of Justice, Bureau of Justice Services. The Municipality must establish a trust fund to deposit its share of JAG funds for non-reimbursement expenditures.

3.03 Expenditures requiring prior approval by the Office of Justice Programs are referenced in Appendix B. Allowable expenditures are in accordance with Appendix C and as follows: law enforcement programs; prosecution and court programs; prevention and education programs; corrections and community correction programs; drug treatment programs; planning, evaluation, technology improvement programs and crime victim and witness programs (other than compensation).

3.04 Unallowable costs are detailed in Appendix D. Prohibited uses of grant funds are: directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety; vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters); luxury items*; real estate*; construction projects, other than penal or correctional institutions*. Funds may be expended in areas marked with an asterisk (*) based on extraordinary or exigent circumstances, and, with pre-approval by BJA and written authorization from the County.

3.05 The Municipality shall expend its grant as described in Appendix B. The Municipality may amend the purpose area of the grant provided it has received pre-authorization from the Wayne County Sheriff's Office and approval of the Bureau of Justice Assistance.

3.06 The Municipality shall provide all fiscal and programmatic reports and documentation including performance measures and program assessment data as established by the Wayne County Sheriff's Office to meet its obligation under the JAG grant.

3.07 The Municipality's legislative body must approve a resolution adopting the terms and conditions of this Agreement prior to this agreement taking effect and shall become a part hereof.

3.08 If there is any dispute between the parties regarding the extent and character of the services to be performed, the interpretation and determination of the County governs.

3.09 The services include all conferences and consultation deemed necessary by the County to properly and fully perform the services.

3.10 All services are subject to review and approval of the County for completeness and fulfillment of the requirements of this Agreement. Neither the County's review, approval, or payment for any of the services shall be construed to operate as a waiver of any rights under the Agreement, and the Municipality shall be and remain liable according to applicable law for all damages to the County caused by the Municipality's negligent performance or nonperformance of any of the Services furnished under this Agreement.

4. TERM OF AGREEMENT

4.01 This Agreement begins upon approval by the Wayne County Commission, execution by the County Executive and approval of Bureau of Justice Services, and ends September 30, 2026. The Municipality must expediently perform the services to achieve the objectives of this Agreement. The Bureau of Justice, at its option may extend the grant for an additional year with a new expiration date of September 30, 2027. Sub-recipient Disclosure under 2 CFR 200 for the Municipality is provided in Appendix E as required by the grant.

5. ADMINISTRATION

5.01 The Municipality must inform the County as soon as the following types of conditions become known:

A. Probable delays or adverse conditions, which do or may materially, prevent the meeting of the objectives of the Agreement. The Municipality must accompany this disclosure with a statement of any remedial action taken or contemplated by it; and

5.02 The Municipality must regularly inform the County of its activities in connection with its duties and must keep the County informed of the status of any program. The Municipality is not required to perform in a manner materially in conflict with requirements imposed by any applicable law, including any statute, county charter, ordinance, resolution or executive order.

5.03 The Municipality shall have no authority in the name of the County to borrow money, commence or defend litigation, spend money or enter into contracts except as otherwise provided in this Agreement.

6. COMPENSATION

6.01 The County shall pay the Municipality according to the budget in Appendix B, attached. The Municipality must secure prior County approval for any deviations from the budget. The budget includes all remuneration to which the Municipality may be entitled. Maximum compensation shall not exceed $16,837.06.

6.02 The Municipality must, upon reasonable notice, be available to participate in any proceeding, whether legal, administrative or otherwise, or in any internal County preparatory meetings for the proceeding, in order to assist the County in any matter relating to the purpose or outcome of this Agreement.

7. METHOD OF PAYMENT

7.01 The County will pay the Municipality after the County receives an invoice for payment. The invoice must certify the total cost of the equipment procured to the project to date for that billing period, and must describe the purchases made. The Municipality must sign the invoice and send it to the County to the attention of the individual specified in the Notice provisions, Article 13. This section is limited by the provisions of Article 6 with regard to the amounts payable for performance.

7.02 The Municipality must submit as part of the invoice, a progress report indicating the Municipality's activities and being signed by an authorized officer of the Municipality.

8. RECORDS - ACCESS

8.01 The Municipality must maintain complete books, ledgers, journals, accounts, or records in which it keeps all entries reflecting its operation pursuant to this Agreement. The Municipality must keep the records according to generally accepted accounting practices and for a minimum of 3 years after the Agreement's termination and completion.

8.02 The County has the right to examine and audit all books, records, documents and other supporting data as the County deems necessary of the Municipality, or any subcontractors, or agents rendering services under this Agreement, whether direct or indirect, which will permit adequate evaluation of the services or the cost or pricing data submitted by the Municipality. The Municipality must include a similar covenant allowing for County audit in any contract it has with a consultant or agent whose services will be charged directly or indirectly to the County. The County may delay payment to the Municipality pending the results of any such audit without penalty or interest.

8.03 The Municipality agrees that representatives of the County are entitled to make periodic inspections to ascertain that the Municipality is properly performing the services. The inspections may be made at any time during normal business hours of the Municipality. If, in the course of the inspections, the representatives of the County should note any deficiencies in the performance of the services of the Municipality, or any other mutually agreed upon performance deficiencies, the alleged deficiencies must be reported promptly to the Municipality, in writing.

The Municipality agrees to promptly remedy and correct any reported deficiencies within 24 hours of notification by the County.

8.04 If, as a result of any audit conducted by or for a County or Federal agency relating to the Municipality's performance under this Agreement, a discrepancy should arise as to the amount of compensation due the Municipality, the County may retain the amount of compensation in question from any funds allocated to the Municipality but not yet disbursed under the Agreement. Should a deficiency still exist, the County may offset such a deficiency against the compensation to be paid the Municipality in any successive or future Contracts between the parties.

9. RELATIONSHIP OF PARTIES

9.01 The Municipality agrees that the County is acting fiduciary with regard to the instant agreement and that it, the Municipality, must procure the agreed upon equipment as stated in this agreement. The Municipality further understands that it is obligated as is the County to fulfill the terms of this agreement in consideration and for the purpose of receiving the subject grant.

10. INSURANCE

10. 01 Municipality shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Municipality, his agents, representatives, employees or subcontractors.

Minimum Scope and limit of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability** (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general

aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Municipality has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriates to the Municipality, with limit no less than $1,000,000 per occurrence or claim, $2,000,000 aggregate. If the Municipality maintains higher limits than the minimums shown above, the Entity requires and shall be entitled to coverage for the higher limits maintained by the Municipality. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Primary Coverage

For any claims related to this agreement, the Municipality's insurance coverage shall be primary insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Municipality's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Municipality hereby grants to Entity a waiver of any right to subrogation which any insurer of said Municipality may acquire against the Entity by virtue of the payment of any loss under such insurance. Municipality agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity 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 Entity. The Entity may require the Municipality to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Municipality must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of work.

Verification of Coverage

The Municipality shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Municipality's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

11. <u>LIABILITY</u>

<u>11.01</u> All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out pursuant to the obligations of the Municipality under this Agreement are the responsibility of the Municipality, and not the responsibility of the County, if the liability loss, or damage is caused by, or arises out of; the actions or failure to act on the part of the Municipality, any of its departments, or anyone directly or indirectly employed by the Municipality. This article is not a waiver of any governmental immunity the Municipality or its agents or employees have under Michigan law.

<u>11.02</u> All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out pursuant to the obligations of the County under this Agreement are the responsibility of the County and not the responsibility of the Municipality if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent. This section is not to be construed as a waiver of any governmental immunity the County, its agencies, or employees, is provided by statute or modified court decisions.

<u>11.03</u> If liability to third parties, loss, or damage arises as a result of activities conducted jointly by the parties in fulfillment of their responsibilities under this Agreement, the liability, loss, or damage must be borne by the parties in relation to each party's responsibilities under these joint activities. This section is not to be construed as a waiver of any governmental immunity by the parties, their agents or their employees. Each party has a duty to mitigate its damages.

11.04 For purposes of these provisions, the term "County" includes, County of Wayne and all other associated, affiliated, or subsidiary departments or division now existing or to be created by their agents and employees.

12. TERMINATION

12.01 If the Municipality violates a condition or conditions of the JAG grant, the County may terminate this Agreement without incurring any further liability, other than as indicated in the Article by giving written notice to the Municipality of the termination. The notice must specify the effective date, at least 14 days prior to the effective date of the termination, and this Agreement will terminate as if the date were the date originally given for the expiration of this Agreement. If the Agreement is terminated, the County will pay the Municipality for the programs and/or equipment procured prior to termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the programs and/or equipment procured, and other means which, in the judgment of the County represents a fair value of the programs and/or equipment, less the amount of any previous payments made. The final payment constitutes full payment. The parties agree that no payments under this section will exceed the amount payable under Article 6.

12.02 After receipt of a Notice of Termination each party shall assist the other party in the orderly termination of this Agreement and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

13. NOTICES

13.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Agreement must be given in writing and mailed by first-class mail and addressed as follows:

If to the Municipality:

Chief Robert Pfannes
Romulus Police Department
11165 Olive Street
Romulus, MI 48174

If to the County:

Regina Banks-Hall
Wayne County Sheriff's Office
4747 Woodward Avenue
Detroit, MI 48201

13.02 All Notices are deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. An authorized representative must sign any notice given by a party. Termination notices, change of address notices, and other notices of a legal nature are an exception and must be sent by registered or certified mail, postage prepaid return receipt requested.

14. LAW AND JURISDICTION

14.01 This Agreement, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan. Each party consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. Service of process at the address and in the manner specified in this Agreement will be sufficient for notice. Neither party will commence any action against the other because of any matter arising out of or relating to the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals. Both parties agree not to commence any action or suit relating to the Agreement more than 3 years after date of termination and to waive any statute of limitation to the contrary.

15. NON-DISCRIMINATION PRACTICES

15.01 Each party must comply with the below and complete the Appendix G Compliance with Equal Employment Opportunity Plan (EEOP) Requirement Certification Form and return to Wayne County.

A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §§ 2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to those Titles.

B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).

C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).

D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.

E. The Michigan Civil Rights Act (P.A. 1976 No. 453) and the Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).

F. The anti-discrimination provisions as required by section 120-194 of the Wayne County Code.

16 MISCELLANEOUS

16.01 The Municipality covenants that it is not, and will not become, in arrears to the County upon any contract, debt, or any other obligation to the County, including real property and personal property taxes.

16.02 Articles 10, 11, and 14 survive termination of the Agreement.

16.03 All the provisions of this Agreement are "covenants" and "conditions" as though the words specifically expressing or imparting covenants and conditions are used in each provision.

16.04 Neither party is responsible for force majeure events. In the event of a dispute between the parties with regard to what constitutes a force majeure event, the County's reasonable determination is controlling.

16.05 Unless the context otherwise requires, the words, "herein", "hereof" and "hereunder", and other words of similar import, refer to this Agreement as a whole and not to any particular article, section, or other subdivision.

16.06 The headings of the articles in this Agreement are for convenience only and must not be used to construe or interpret the scope or intent of this Agreement or in any way affect the Agreement.

16.07 As used, the singular includes the plural, the plural includes the singular, and the use of any gender is applicable to all genders.

16.08 Neither party may assign this Agreement, nor any part, or subcontract any of the work or services to be performed without the other party's prior written approval. If there is consent to an assignment or subcontract, the assigning party must require the assignee or subcontractor to comply with the provisions of this Agreement.

16.09 Each party must comply with and must require its employees to comply with all applicable laws and regulations.

16.10 No amendment to this Agreement is effective unless it references this Agreement, is written, is signed and acknowledged by duly authorized representatives of both parties.

16.11 No failure by a party to insist upon the strict performance of any term of this Agreement or to exercise any term after a breach constitutes a waiver of any breach of term. No waiver of any breach affects or alters this Agreement, but every term of this Agreement remains effective with respect to any other then existing or subsequent breach.

16.12 If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Agreement, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

16.13 This document, including the Appendices, contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set forth. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth.

16.14 The Municipality and the County expressly acknowledge their mutual understanding and agreement that there are and shall be no third party beneficiaries to this Agreement and that this Agreement shall not be construed to benefit any persons other than the Municipality or the County.

17. AUTHORIZATIONS AND CAPABILITY

17.01 Each party warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind its principal to this Agreement.

18. SIGNATURE

18.01 The County and the Municipality, by their authorized officers and representatives have executed this Agreement.

CITY OF Romulus

By: Robert A. McCraight ____________

Its: Mayor ____________

____
Signature

____
Date

COUNTY OF WAYNE

Warren C. Evans
Its: County Executive

____
Signature

____
Date

APPROVED AS TO FORM:

By: ____________________
Department of Corporation Counsel

Revised 07/02/18

Appendix A

Municipality's JAG 2023 Budget

Romulus	**$16,837.06**

APPENDIX B

JAG Costs Requiring Prior Approval

See attached.

3.6 COSTS REQUIRING PRIOR APPROVAL

Introduction

2 C.F.R. § 200.407 sets out costs that require prior, written approval. A list of the most common of these costs for DOJ recipients is also included below. Award recipients must obtain prior written approval for any of these costs. Recipients must also receive prior written approval for costs that contain special limitations (such as expenditure ceilings).

Responsibility for Prior Approval

The DOJ grant-making component reviews all costs requiring prior approval before the recipient incurs the cost. The direct recipient (or pass-through entity) reviews all costs requiring prior approval before the subrecipient incurs the cost.

Procedures for Requesting Prior Approval

In general, requests for costs requiring prior approval must be in writing and must include an explanation justifying the expenditure. Contact the DOJ grant-making component for specific guidance.

Listing of Costs Requiring Prior Approval

Equipment and Other Capital Expenditures

Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity. See 2 C.F.R. § 200.439(b3).

- Expenditures for equipment must be fully justified in the budget and budget narrative; otherwise the grant-making component may require that the type, quantity estimated, unit, or other information be provided before the final budget can be issued.
- In reviewing equipment acquisition budgets and proposals, the following principles should be followed:
  - No other equipment owned by the recipient/subrecipient is suitable for the project;
  - Federal funds are not used to provide reimbursement for the purchase of equipment already owned by the recipient/subrecipient; and
  - Equipment purchased and used commonly for two or more programs should be appropriately divided among each activity.
- An expenditure for equipment purchased for a common pool is generally allowable as a charge to the award at cost value.
- Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.
- A request to purchase a vehicle must be fully justified in the budget and budget narrative; otherwise the grant-making component may require that a vehicle be rented instead of a purchase:
  - No luxury vehicles will be approved;
  - If the vehicle request is approved, the vehicle should be reasonable and the recipient must follow the Internal Revenue Service guidelines; and

3.6 COSTS REQUIRING PRIOR APPROVAL

- If the vehicle(s) was purchased as part of a unit of government fleet by the State local central procurement activities, it is generally accepted as reasonable.

Computing Devices and Software, and Information Technology Systems

The costs of computing devices, software, and information technology systems that are characterized as *equipment* (typically a per-unit acquisition cost of $5000 or more) require prior written approval; those that are characterized as *supplies* typically do not. *See* 2 C.F.R. Part 200.1 definitions, and 2 C.F.R. 200.439 and 200.453. Computing devices, software, and information technology systems must be procured in a manner providing full and open competition, consistent with the standards in 2 C.F.R. 200.319 and 2 C.F.R. 200.320.

Brand names should not be specified in most cases (see Chapter 3.8 Procurement Standards and 2. C.F.R. § 200.319(b)(6)) for more information).

Pre-Award Costs

Pre-award costs are costs incurred prior to the start date of the period of performance and in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of the work. Such costs are allowable only to the extent that they would be allowable if incurred after the start date of the Federal award and only with prior written approval of the DOJ awarding agency. Direct recipients may approve pre-award costs for subrecipients if incurred after the start date of the Federal award. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by the DOJ awarding agency. See 2 CFR §§ 200.210 and 200.458.

Any and all pre-award costs are incurred at the sole risk of an applicant, and will be reimbursed only to the extent that the costs were approved before they were incurred and provided that an award ultimately is made.

Proposal Costs

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs, and allocated currently to all activities of the non-Federal entity. Such cost, where proposed as direct costs, require written prior approval from the grant-making component. No proposal costs of a past accounting period will be allocable to the current period. See 2 C.F.R. § 200.460.

Consultant Rates

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace.

- Each grant-making component periodically establishes a prior approval threshold consultant rate. The current rate for each grant-making component is $650 per day or $81.25 per hour.
- This limit is specified in the terms and special conditions of the award.
- When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a written prior approval is required from the grant-making component. Prior approval requests require additional justification.

3.6 COSTS REQUIRING PRIOR APPROVAL

- An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.
- Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.
- Rates above the established maximum threshold rate will be reviewed on a case-by-case basis. Justification for exceeding the established maximum rate may include where a rate is established through a competitive bidding process.
- In order to calculate a rate of compensation for consultants associated with and employed by institutions of higher learning, divide the total compensation projected for 12 months by 260.
  - If the resulting rate of compensation exceeds the maximum consultant rate established by the grant-making component, written prior approval must be obtained.
- Compensation for consultants employed by State and local government will only be allowed when the unit of government will not provide these services without cost.
  - If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government.
  - If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the maximum rate allowed by the awarding agency without prior written approval.

Conference Costs

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Cooperative Agreement recipients or contractors funded by DOJ must receive written prior approval. An approved award budget is not a prior approval. All prior approval requests must be submitted within the required number of days (90 or 120) in advance of the start date. See Chapter 3.10: Conference Approval, Planning, and Reporting for more information.

Foreign Travel

Foreign travel is defined as any travel outside of the United States and its Territories and possessions. However, for organizations located in foreign countries, foreign travel means travel outside of the organization's country. Some requirements for foreign travel:

- Each separate foreign trip must be pre-approved.
- Direct charges for foreign travel costs are not allowable unless the travel has prior approval from the awarding agency.
- Indirect charges for foreign travel are allowable without prior approval from the awarding agency when they are included as part of a federally approved indirect cost rate and have a beneficial relationship to the project.

Travel (see Ch. 3.9 Allowable Costs, for more details)

3.6 COSTS REQUIRING PRIOR APPROVAL

Moving Money between Categories

Moving monies into any budget category with a zero dollar amount is not allowable without prior approval from the grant-making component. A budget modification is required. See 2 C.F.R. § 200.308(e).

▶ OJP SPECIFIC TIP

Recipients with a federally-approved indirect cost rate may not transfer funds into or out of the indirect cost category without prior approval. A budget modification is required as indicated in Chapter 3.5 Adjustment to Awards. A copy of the current approved indirect cost agreement from the Cognizant Federal Agency must be attached.

Confidential Funds

Confidential funds are subject to prior approval. See section 3.12, OJP's Confidential Funds.

APPENDIX C

JAG Allowable Expenditure Rules

See Attached.

3.9 ALLOWABLE COSTS

Limit on Use of Award Funds for Employee Compensation

DOJ grant funds may not be used to pay cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent of the annual maximum salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.

▶ OJP SPECIFIC TIP

With respect to the limitation, compensation for salary plus bonuses are applicable to any award of more than $250,000.

The 2022 salary table for SES employees is available on the U.S. Office of Personnel Management's 2022 Executive and Senior Level Employee Pay Tables web page.

A recipient may compensate an employee at a higher rate, provided the amount in excess of the limitation is paid with non-Federal funds. For employees who charge only a portion of their time to an award, the allowable amount to be charged to that award is equal to the percentage of time worked on the grant times the maximum salary limit (110% of SES salary).

▶ OJP SPECIFIC TIP

The Assistant Attorney General for OJP (or, for certain awards, the official listed in the applicable program solicitation) may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget. The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Overtime Compensation

Unless specifically exempted under the Fair Labor Standards Act, recipient and subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week (usually 40 hours).

- Payment of more than occasional overtime is subject to periodic review by the awarding agency.
- In addition, overtime compensation is typically reviewed during programmatic, financial monitoring and audits.

Executive, administrative and professional employees who meet the criteria for an exemption from the overtime requirements of the Fair Labor Standards Act may not be reimbursed for overtime under grants and cooperative agreements. More information on overtime exemptions under the Fair Labor Standards Act is available on the Department of Labor's website at https://www.dol.gov/whd/overtime_pay.htm.

3.9 ALLOWABLE COSTS

ⓘ FINANCIAL MANAGEMENT TIP

In no case is dual compensation allowable. That is, an employee may not receive compensation from his/her organization AND from an award for a single period of time (e.g., 1 to 5 p.m.), even though such work may benefit both activities.

Compensation of Federal Employees (Generally unallowable, see Ch. 13 Unallowable Costs)

Bonuses (see Ch. 13 Unallowable Costs, for more details)

Post-Employment Benefits

Post-employment benefits are allowable costs if funded in accordance with actuarial requirements.

Consultants

Please refer to Ch. 3.6 (Prior Approval), Consultant Rates, for a more complete discussion of the requirements and restrictions for these costs.

Conferences and Workshops

All recipients should see Chapter 3.10: Conference Approval, Planning, and Reporting for more information.

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Cooperative Agreement recipients or contractors funded by DOJ must receive written prior approval. An approved award budget is not a prior approval. All prior approval requests must be submitted within the required number of days (90 or 120) in advance of the start date. See Chapter 3.10

▶ OJP SPECIFIC TIP

All contracts under an award funded by OJP awards for events that include 30 or more participants (both Federal and non-Federal) must ensure that lodging costs for any number of attendees do not exceed the prevailing Federal per diem rate for lodging. If the lodging rate is not the Federal per diem rate or less, none of the lodging costs associated with the event are allowable costs to the award. As a result, the recipient would be required to pay for all lodging costs for the event with non-award funds, not just the amount in excess of the Federal per diem. For example, if the Federal per diem for lodging is $78 per night, and the event lodging rate is $100 per night, the recipient would be required to pay the full $100 per night, not just the difference of $22 per night.

Travel

Travel expenses are allowable costs for employees who are in travel status on official business related to the award. These costs must be reasonable and in accordance with the organization's established travel policy. In the absence of an established travel policy, the organization must comply with the Federal travel regulations (48 C.F.R. 31.205-46(a); most easily accessible via the U.S. General Services Administration website). See 2 C.F.R. § 200.475.

- The DOJ awarding agency reserves the right to determine the reasonableness of an organization's travel policy.
- Recipients and subrecipients must follow their own established travel policies.
- If a recipient or subrecipient does not have an established travel policy, they must abide by the Federal travel policy including per diem rates.
- The current per diem rate information is available at the Per Diem rates section of the U.S. General Services Administration (GSA) website.

Cost for tips (for example, tips paid to taxi or shuttle services) are allowable. Tips typically must be within the applicable per diem rate for incidental expenses, unless a different organizational travel policy applies.

Tribal Eligibility for Government Travel Related Discounts

Tribal organizations carrying out a contract, grant, or cooperative agreement are eligible to have access to Federal sources of supply, including lodging providers, airlines, and other transportation providers.

Section 201(a) of the Federal Property and Administrative Services Act of 1949, 40 U.S.C. 481(a), indicates that employees of tribal organizations are eligible to have access to sources of supply on the same basis as employees of an executive agency if a request is made by the tribal organization.

▶ OJP SPECIFIC TIP

Foreign travel requires prior approval by OJP (see Chapter 3.6).

For organizations located inside of the U.S. (including territories and possessions), foreign travel means travel outside of the U.S.

For organizations located outside of the U.S., foreign travel means travel outside that country.)

Federal Agency Employee Travel

- DOJ employee travel is not an allowable use of award funds. (See Ch. 13 Unallowable Costs)
- DOJ does consider to be allowable the travel expenses of other Federal employees, such as those persons serving on advisory committees or other program or project duties or assistance, if travel expenses have been:
  - Approved by the Federal employee's department or agency; and
  - Included as an identifiable item in the funds budgeted approved budget for the project or subsequently approved by the awarding agency.

3.9 ALLOWABLE COSTS

Project Site

Rental costs. The rental cost of space in privately or publicly owned buildings used for the benefit of the project is allowable subject to the conditions stated below:

- The total cost of space does not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. See 2 C.F.R. 200.465(a).
- The cost of space procured for project usage is not charged to the program for periods of non-occupancy without authorization of the grant making component. See 2 C.F.R. 200.446 Idle facilities and idle capacity.
- Rental costs may not be charged to the grant if the recipient owns the building or has a financial interest in the property. See 2 C.F.R. 200.465(b) and (c). (However, the cost of ownership (i.e., depreciation) is an allowable expense – see below and 2 C.F.R. 200.436 Depreciation.)
- Rental costs may not be charged for building purchases or construction originally financed by the Federal Government, during the pendency of the federal interest.
- Costs for rental of any property (to include commercial or residential real estate) owned by individuals or entities affiliated with the recipient or subrecipient, for purposes such as the home office workspace are unallowable. The cost of related utilities is also unallowable. 2 C.F.R. 200.465(c)(6), (f).

The cost of space procured under rental-purchase or a lease-with-option to purchase agreement is allowable with prior written approval by the awarding agency. See 2 C.F.R. 200.439(b)(1); 200.1 (definitions of *capital expenditures* and *capital assets*.) This type of arrangement may require application of special matching share requirements under construction programs.

Ownership costs

- Where the organization owns the facility, the cost of ownership (e.g. depreciation) is an allowable expense.
- Ownership expenses must be determined on the basis of actual cost (including depreciation based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are charged elsewhere such as rental costs, they cannot be charged to the federal award.
- Cost of ownership expenses for a publicly owned building are allowable where "rental rate" systems, or equivalent systems that adequately reflect actual costs, are employed.
- Depreciation or use allowance on idle or excess facilities is not allowable, except when specifically authorized by the Federal awarding agency. See 2 C.F.R. § 200.446.
- Recipients may not use an accelerated method to calculate depreciation without clear evidence indicating that the expected consumption of the asset will be significantly greater in the early portion than in the later portion of its useful life.

Utilities, maintenance, repair, and other facility costs

- The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, ordinary repairs and maintenance, and the like are allowable to the extent they are not otherwise included in rental or other charges for space. See 2 C.F.R. 200.452.

Costs incurred for rearrangement and alteration of facilities required specifically for the award program, or that materially increase the value or useful life of the facility (i.e., capital improvements), are allowable with prior written approval by the awarding agency. See 2 C.F.R. § 200.462 and § 200.439(b)(3). (NEPA requirements may also be applicable; contact the awarding agency for additional information.)

Land Acquisition (generally unallowable – see Ch. 3.13 Unallowable Costs).

State and Local Sales Taxes

State and local state taxes are generally allowable, subject to the restrictions in 2 C.F.R. 200.470(a)(1).

Publication and Printing

Project costs for publication and printing, including distribution, promotion, and general handling of electronic or print media are allowable. If these costs are not identifiable with a particular project or cost activity, the costs should be allocated as indirect costs to all benefiting activities of the organization. To be considered allowable, publication costs must be incurred in accordance with the terms of the project. Additional guidance for publication and printing costs is set out in 2 C.F.R. § 200.461.

Publication

Recipients publicizing project activities and results must follow applicable conditions on their awards, including those related to required publication disclaimers and to the reservation on the part of the federal awarding agency under 2 C.F.R. 200.315(b) of a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

All publication and distribution agreements with a publisher must include provisions giving the Federal Government a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for Federal Government purposes (see Chapter 3.7). The agreements with a publisher should contain also information on any additional awarding agency requirements specific to the project.

Unless otherwise specified in the award, recipients/subrecipients may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material will be subject to the same provisions giving the Federal Government a license as described above. See 2 C.F.R. § 200.315 and Chapter 3.7.

▶ OJP SPECIFIC TIP

Recipients/subrecipients are permitted to display the official awarding agency logo, seal, or any other official awarding agency (or office) insignia in connection with the activities supported by the award, only with the prior written approval of the awarding agency. OJP recipients/subrecipients are expected to review, become familiar with, and adhere to the "Terms of Use" information and all other applicable requirements in the Office of Justice Programs Brand Guidelines.

The logo (or seal or insignia) must appear in a separate space, apart from any other symbol or credit.

The words "Funded/Funded in part by DOJ" shall be printed either below or beside the logo (or seal or insignia), each time it is displayed.

3.9 ALLOWABLE COSTS

Printing and Duplication

Pursuant to the Government Printing and Binding Regulations, no project may be awarded primarily or substantially for the purpose of having material printed for the awarding agency. The Government Printing and Binding Regulations allow:

- The issuance of a project for the support of non-Government publications, provided such projects were issued pursuant to an authorization of law, and were not made primarily or substantially for the purpose of having material printed for the awarding agency.
- The publication of findings by recipients/subrecipients within the terms of their project provided such publication is not primarily or substantially for the purpose of having such findings printed for the awarding agency.
  - If recipients/subrecipients need to duplicate less than 5,000 units of only one (1) page, or less than 25,000 units in the aggregate of multiple pages, of its findings for the awarding agency, DOJ will not consider this duplication to constitute printing primarily or substantially for the awarding agency (e.g., 5,000 copies of 5 pages, etc.).
  - Duplicated pages may not exceed a maximum image size of 10¾ by 14¼ inches.

Equipment and Other Capital Expenditures (Prior Approval Required)

Equipment and other capital expenditures are allowable with the prior written approval of the awarding agency or pass-through entity. Please refer to Ch. 3.6 (Prior Approval), Equipment and Other Capital Expenditures, Ch. 3.7 (Property Standards), and Ch. 3.8 (Procurement) for a more complete discussion of the requirements and restrictions for these costs.

Software Development

Recipients can expense costs associated with software development in the period the costs are incurred, subject to the limits outlined in the budget and budget narrative. See 2 C.F.R. 200.439(b)(4).

Please refer to Ch. 3.6 (Prior Approval), *Equipment and Other Capital Expenditures,* Ch. 3.7 (Property Standards), and Ch. 3.8 (Procurement) for a more complete discussion of the requirements and restrictions for these costs.

Other Allowable Costs

In accordance with 2 C.F.R. § 200.428, costs incurred by a non-Federal entity to recover improper payments are allowable as either direct or indirect cost, as appropriate.

APPENDIX D

JAG Unallowable Expenditure Rules

See attached.

3.13 UNALLOWABLE COSTS

Introduction

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, however, categorized as unallowable costs, that will not be reimbursed. Non-Federal entities must not use award or match funding for unallowable costs. Also within the category of unallowable costs are any costs considered inappropriate by the awarding agency. See 2 C.F.R. § 200.1 (Disallowed Costs).

The allowability of certain costs is discussed in 2 C.F.R. § 200, Subpart E - Cost Principles. (For-profit entities and hospitals follow different cost principles – see FAR 31.2, and 2 C.F.R. Part 200b Appendix. IX, respectively; and certain nonprofit organizations are exempted from the cost principles in Subpart E, see 2 C.F.R. Part 200 Appendix VIII).

Unallowable cost items that may be of particular relevance for DOJ-funded programs are highlighted below.

Land Acquisition

DOJ grant funds may not be used for land acquisition. See, e.g., 34 U.S.C. 10233.

Compensation of Federal Employees

This category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time Federal employees.

Travel of Department of Justice (DOJ) Employees

Award funds may not be spent on transportation, lodging, subsistence, and related travel expenses of agency DOJ employees.

Bonuses or Commissions

Recipients and subrecipients cannot pay any bonus or commission to any individual or organization to obtain approval of an application for award assistance.

Distribution of earnings in excess of costs, such as when used for bonuses and commissions for certain positions for non-profit organizations, may be unallowable. See 2 C.F.R. § 200.430(g).

☑ ACTION ITEM

Be sure to check the award package to determine which salaries, fringe benefits, and other personnel costs are allowable under the specific award.

Lobbying

Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying) and 18 U.S.C. 1913, as appropriate. Also, see Chapter 2.1 of this *Guide* for more specifics about restrictions on lobbying.

- The lobbying cost prohibition applies to all award recipients and subrecipients.
- Award funds cannot be used for the following purposes:
  - Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or

3.13 UNALLOWABLE COSTS

similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;

- Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
- Attempting to influence (a) the introduction of Federal or State legislation; or (b) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), (c) the enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign, or (d) with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- Engaging in or supporting the development of publicity or propaganda designed to support or defeat legislation pending before legislative bodies;
- Paying, directly or indirectly, for any personal service, advertisement, telephone, letter, printed or written matter, or other device, intended or designed to influence a member of Congress or of a State legislature to favor or oppose, by vote or otherwise, any legislation or appropriation by either Congress or a State legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;
- Engaging in legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying;
- Paying a publicity expert for purposes unallowable under the anti-lobbying rules; or
- Attempting to improperly influence, either directly or indirectly, an employee or officer of the executive branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter.

- The Anti-Lobbying Act, 18 U.S.C. § 1913, contains significant restrictions on the use of appropriated funding for lobbying.
  - These anti-lobbying restrictions are enforceable via large civil penalties, with civil fines between $10,000 and $100,000 per each individual occurrence of lobbying activity.
  - These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.
- All recipients must understand that no federally appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of DOJ.
- Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB guidance.
- Any question(s) relating to the lobbying restrictions should be submitted in writing to the awarding agency's ethics official (typically in the awarding agency's Office of the General Counsel) through the DOJ program manager.

3.13 UNALLOWABLE COSTS

▶ OVW SPECIFIC TIP

OVW has some programs with purpose areas that expressly authorize "developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking." Recipients with questions on specific authorized activities should contact their grant manager.

Fundraising

The costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions may not be charged as direct or indirect costs against awards. However, certain fundraising costs for the purposes of meeting the Federal program objectives may be allowable with prior approval of the DOJ awarding agency. See 2 C.F.R. § 200.442 for more details.

- The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
- An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
- Nothing in this section should be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by Federal or matching funds.

Corporate Formation

The cost for corporate formation (startup costs) may not be charged as either direct or indirect costs against the award except with prior approval from the awarding agency. See 2 C.F.R. 200.455.

▶ OVW SPECIFIC TIP

OVW's Grants to Tribal Domestic Violence and Sexual Assault Coalitions may allow for corporate formation costs to be charged directly to the award.

Other Unallowable Costs

Other categories of unallowable costs include:

- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency (2 C.F.R. 200.438);
- Fines and penalties, except when incurred as a result of compliance with specific provisions of an award or contract, or with prior written approval from the awarding agency (2 C.F.R. 200.441);
- Home office workspace and related utilities (2 C.F.R. 200.465(c)(6) and (f));
- Honoraria is unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under an award is allowable;

3.13 UNALLOWABLE COSTS

- Bar charges/alcoholic beverages (2 C.F.R. 200.423), and
- Membership fees to organizations whose primary activity is lobbying (2 C.F.R. 200.454(e)).

▶ OJP SPECIFIC TIP

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV is unallowable.

Costs Incurred Outside the Project Period

Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable, unless written approval covering these costs is granted by the awarding agency. See Section 3.2, Period of Availability of Funds.

APPENDIX E

Sub-recipient Disclosure under 2 CFR 200

See attached.

APPENDIX F

Compliance with Equal Employment Opportunity Plan (EEOP) Requirement Certification Form

See Attached:

- Municipality receiving less than $25,000 must complete Section A;
- Municipality receiving more $25,000 and less than $500,000 must complete Section B;
- Municipality receiving more than $500,000 must complete Section C.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over $500,000, in addition, please complete Section D.

Recipient's Name:

Address:

Is agency a; □ Direct or □ Sub recipient of OJP, OVW or COPS funding? | Law Enforcement Agency? □ Yes □ No

DUNS Number: | Vendor Number (only if direct recipient)

Name and Title of Contact Person:

Telephone Number: | E-Mail Address:

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply

□ Less than fifty employees. □ Indian Tribe □ Medical Institution
□ Nonprofit Organization □ Educational Institution □ Receiving a single award(s) less than $25,000

I, ______________________ [*responsible official*], certify that ______________________ [*recipient*] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that ______________________ [*recipient*] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over $500,000, in addition, please complete Section D

Print or Type Name and Title   *Signature*   *Date*

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, ______________________ [*responsible official*], certify that ______________________ [*recipient*], which has fifty or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

______________________ [*organization*],

______________________ [*address*].

Print or Type Name and Title   *Signature*   *Date*

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of $500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, ______________________ [*responsible official*], certify that ______________________ [*recipient*], which has fifty or more employees and is receiving a single award of $500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on ______________________ [*date*] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over $500,000, in addition, please complete Section D

Print or Type Name and Title   *Signature*   *Date*

Section D—Declaration Stating that Recipient Subawards a Single Award Over $500,000

If a recipient agency, subawards a single award of $500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

Sub-Recipient Agency Name/Address	Sub-Recipient DUNS Number

If additional space in necessary, please duplicate this page.

OMB Control No. 1121-0340 Expiration Date: 12/31/2015

INSTRUCTIONS

Completing the Certification Form
Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over $500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under $25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of $25,000 or more, but less than $500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of $500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over $500,000; *and* (2) subaward a single award of $500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

OMB Approval No. 1121-0340 Expiration Date: 12/31/15

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

APPENDIX G

Certification of Compliance with 8 U.S.C. 1373 & 1644

See attached:

- Local Government:
- Template for use by the Chief Legal Officer of the Local Government

APPENDIX H

Debarment Certification

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION FOR

____

Sub-recipient: ______________________
Contract: ______________________
Contract Term: ______________________

I. The Contractor (sub-recipient) certifies to the best of its knowledge and belief, that:

a. The Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;

b. The Contractor and its principals have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. The Contractor and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in I. b. above; and;

d. The Contractor and its principals have not, within a three-year period preceding this contract, had one or more public transactions (Federal, State or local) terminated for cause or default.

2. The certification in this clause is a material representation of fact upon which reliance was placed. When the County determines that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the County, the County may terminate this Contract for cause or default.

3. The Contractor shall provide immediate written notice to the County if, at any time, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal",

"Proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

5. The Contractor agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the County.

6. The Contractor further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the County, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A Contractor may rely upon a certification of a participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Contractor may decide the method and frequency by which it determines the eligibility of its principals. Each Contractor may, but is not required to, check the Non-procurement List (of excluded parties).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. If a Contractor is in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the County, the County may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Sub-recipient has executed this Certification on the dates set forth below.

WITNESSES: **Sub-recipient**

____

_______________________________ By: _______________________________

_______________________________ Dated: _______________________________

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

This document was acknowledged before me on ____________________ by ________________________, on behalf of __________________________

____
Notary Public,
Wayne County, Michigan
My Commission Expires:_______ Acting in
County of____________________, Michigan

APPENDIX I

Lobbying Certification

1. LOBBYING

As required by 31 U.S.C. 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of $100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. 1352.

City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 22, 2024**

Item No. C.
General Description: Renaissance Zone Service Fees Agreement

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council

FROM: Mayor Robert A. McCraight

SUBJECT: Renaissance Zone Service Fees Agreement

DATE: January 9, 2024

I concur with the recommendation of Kevin Krause, Director of Community Safety and Development and legal counsel, and respectfully request City Council authorize the Mayor and Clerk to enter into the attached Renaissance Zone Service Fees Agreement between Ford Motor Company and the City of Romulus.

Motion by__________, supported by _________, to concur with the administration and authorize the Mayor and Clerk to enter into the attached Renaissance Zone Service Fees Agreement between Ford Motor Company and the City of Romulus.

MEMORANDUM

TO: Mayor Robert A. McCraight and Honorable City Council

CC: Julie Wojtylko, Chief of Staff

FROM: Kevin Krause, Director of Community Safety and Development

DATE: January 03, 2024

SUBJECT: Renaissance Zone Service Fees Agreement

Attached please find a copy of the proposed Renaissance Zone Service Fees Agreement.

This agreement is between the City of Romulus and Ford Motor Company. MSF (Michigan Strategic Fund) previously designated 38100 Ecorse road as a Renaissance Zone pursuant to MCL 125.2688a(2) at the request of A123 Systems Inc. The Renaissance Zone designation of the Parcel was transferred to Ford Motor Company pursuant to MSF Resolution 2021-099 in July of 2021 for the remainder of the designation period which is to expire on December 30, 2025. Phase-out period begins with tax year 2023.

The City provides this parcel with certain services for fire, police, emergency preparedness and other essential service. Ford Motor Company pledges to pay an administrative service fee to the City for the Service noted in a lump sum payment of $90,000 to be paid within 30 days of the execution of this agreement. The total amount of payment is in lieu of taxes or any compensation to the City for Services in the Renaissance Zone through the designation period.

Our city attorney has reviewed the agreement and approved it.

I am respectfully asking for the approval to execute this agreement between the City of Romulus and Ford Motor Company.

Y:\Economic Development Department\Correspondence 2023\memo to Mayor regarding SPARK grant 1 23.docx

RENAISSANCE ZONE SERVICE FEES AGREEMENT

This Renaissance Zone Service Agreement (the "Agreement") is entered into on______________________ , between the City of Romulus, a Michigan municipal corporation (hereinafter the "City"), and Ford Motor Company, a Delaware corporation (hereinafter the "Company").

WHEREAS, the Michigan Strategic Fund ("MSF") previously designated a 75.26 acre parcel of land located in the City of Romulus (Parcel ID# 80-024-99-001-702, more commonly known as 38100 Ecorse Road) (hereinafter the "Parcel"), as a Renaissance Zone pursuant to MCL 125.2688a(2) at the request of A123 Systems, Inc.; and

WHEREAS, the Renaissance Zone designation of the Parcel was transferred to the Company by MSF pursuant to MSF Resolution 2021-099 in July of 2021 for the remainder of the Renaissance Zone designation period, which expires on December 30, 2025 and phases out during the Renaissance Zone phase-out period beginning with tax year 2023 ("the Phase-Out Period"); and

WHEREAS, the Company recognizes that the City provides certain services for police, fire, emergency preparedness, and other essential services to the Company Parcel (hereinafter the "Services"); and

WHEREAS, the Company pledges to pay an administrative service fee to the City for the Services in a lump sum payment.

NOW, THEREFORE, the City and the Company agree as follows:

1. Payment in Lieu of Taxes. The Company will pay, within 30 days of execution of this Agreement, the sum of Ninety Thousand & 00/100 Dollars ($90,000.00) to the City as the total amount of any payment in lieu of taxes or any compensation to the City for Services in the Renaissance Zone through the Renaissance Zone designation period. In addition, ad valorem taxes

that are billed during the Renaissance Zone Phase-out Period will be paid when due, including the proportion of the Police/Fire millage, by Company.

2. Further Assurances. Each party hereto shall execute and deliver all such further instruments and documents as may reasonably be requested by the other party in order to carry out fully the intent and accomplish the purposes of this Agreement.

3. Waiver. No failure or delay on the part of either party in exercising any right, power, or remedy hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any such right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy hereunder. The remedies provided hereunder are cumulative and not exclusive of any remedies provided by law.

4. Amendments. Subsequent to the execution of this Agreement, no amendment, modification, termination, or waiver of this Agreement or any provision hereof nor any consent to any departure herefrom shall be effective unless the same is in writing and signed by an authorized official of both parties, upon which any such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given. No notice to or demand on either party shall entitle such party to any other or further notice or demand in similar or other circumstances.

5. Governing Law. This Agreement shall be governed by and be construed and enforced in accordance with the laws of the State of Michigan.

6. Successors and Assigns. This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns. As expressly provided herein, the Company shall have the right to assign any of its rights, interests, or obligations herein to any other party.

7. Force Majeure. In the event of delay in the performance by either party of obligations under this Agreement, due to unforeseeable causes beyond its control and without its fault or negligence, including, but not restricted to, acts of God or of the public enemy, acts of terrorism, acts of the government, acts of the other party, labor strikes or lockouts, fires, floods, epidemics, or severe weather, the time for performance of such obligations shall be extended for the period of such delays; provided that the party seeking the benefit of the provisions of this Section shall within thirty (30) days after the beginning of such delay, have first notified the other party in writing of the causes of the delay.

SIGNED:	SIGNED:
CITY OF ROMULUS	FORD MOTOR COMPANY
______________________________	______________________________
By: Robert McCraight Its: Mayor	By: ______________________ Its: ______________________
______________________________	
By: Ellen Craig-Bragg Its: Clerk	

City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **January 22, 2024**

Item No. D.

General Description: Piggyback on Sourcewell Contract - Mitel Business Systems - Upgrade of City Wide Phone System

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Resolution No. __________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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 Sourcewell contract #120122-MBS Mitel Business Systems – Upgrade of City Wide Phone System

DATE: January 18, 2024

I concur with the recommendation of Jennifer Madison, Assistant Technology Director and Gary Harris, Purchasing Director, and respectfully request Council's authorization to piggyback on the Sourcewell Contract #120122-MBS for the upgrade of the existing city wide Mitel phone system at the price of $72,102.

Victoria Trush, Asst. Finance Director, has verified that funds for this purpose are currently available in the Technology Services Fund, Technology Services Department, Capital Outlay – Machinery & Equipment Expenditure Expense account #664-228-790.138 and Department Operating Supplies GL#'s 101-171-730.000 Mayor, 592-591-730.000, 592-590-730.000 DPW, 101-371-730.000 Building, 101-721-730.000 Planning, 297-728-730.000 Economic Development/TIFA, and 271-790.970.000 Library.

Motion by__________, supported by _________, to concur with the administration and consent to piggyback on the Sourcewell Contract #120122-MBS for the upgrade of the existing city wide Mitel phone system at the price of $72,102.

MEMORANDUM

DATE: **January 17, 2024**
TO: **Mayor Robert A. McCraight**
FROM: **Gary Harris, Purchasing Director**
SUBJECT: **Piggyback on Sourcewell contract #120122-MBS Mitel Business Systems-Upgrade of City Wide Phone System**

Jennifer Madison, Assistant Technology Services Director, is requesting to piggyback on Sourcewell contract #120122-MBS to upgrade the existing Mitel Phone system in all city buildings. The city's current system, also with Mitel, has reached end of life and has a security vulnerability.

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 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."

Sourcewell is the agency that competitively bid for this contract. Sourcewell membership is available to all government entities; public and private K-12 schools, colleges, and universities; and nonprofit organizations. The published solicitation for Unified Communication was awarded to Mitel Business Systems on June 20, 2023 and will expire March 8, 2027.

It is the recommendation of Jennifer Madison, Assistant Technology Services Director, and myself to proceed with the purchase. If you concur, please request Council's permission to piggyback on the Sourcewell Contract #120122-MBS for the upgrade of the existing city wide Mitel phone system for the price of $72,102.18.

Victoria Trush, Assistant Financial Services Director, has verified that funds for this purpose are currently available in the Technology Services Fund, Technology Services Department, Capital Outlay - Machinery & Equipment Expenditure Expense Account (664-228-970.138) and Department Operating supplies GL#'s 101-171-730.000 Mayor, 592-591-730.000, 592-590-730.000 DPW, 101-371-730.000, Building, 101-721-730.000, Planning, 297-728-730.000 Economic Development/TIFA and Library 271-790-970.000.

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

Gary Harris
Purchasing Director

INTEROFFICE MEMORANDUM

TO: Gary Harris, Purchasing Director

FROM: Jennifer Madison, Assistant Technology Services Director

CC: Stephen Dudek, Technology Director

SUBJECT: Recommendation to Upgrade City Wide Mitel Phone System

DATE: January 12, 2024

It is my recommendation that the City of Romulus enter into installation agreement with BSB Communication Inc, perform City Wide Mitel Phone Infrastructure System Upgrade.

MiVoice software support has reached end of life, requiring a majority of the hardware infrastructure to be upgraded. Following a review, it has been identified that only partial replacement and reduction of some equipment is required. The upgrade to current software and hardware does provide consistent compatibility with remaining hardware. Upgrading this equipment also corrects a security vulnerability present in current system. All pricing listed is based on Mitel Business Systems Sorcewell Contract #120122-MBS which was awarded following RPF #120122 Publication.

The monies have been budgeted and approved for Fiscal Year 2023-24 in the appropriate Technology Services Fund, Capital Outlay – Machinery & Equipment – 664-228-970.138 and Department Operating supplies GL#'s 101-171-730.000 Mayor, 592-591-730.000, 592-590-730.000 DPW, 101-371-730.000, Building, 101-721-730.000, Planning, 297-728-980.000 Economic Development 297-728-730.000 and Library 271-790-970.00

If you concur with my recommendation, please present to City Council for their approval.

If you require any additional information, please do not hesitate to contact me.

Thank you,

Jennifer Madison

Jennifer Madison
Technology Services Assistant Director
City of Romulu

FUNDS VERIFICATION FORM

CITY OF ROMULUS

DEPARTMENT: Technology Services	
FUND NAME: Technology Services Fund, Software	
ACCOUNT NUMBER/S: 664-228-970.138, 101-171-730.000, 592-591-730.000, 592-590-730.000, 101-371-730.000, 297-728-730.000, 101-721-730.000, 271-790-970.000 Tech $67,632.13 Mayor $1,129.05 DPW Split $253.50 Building $253.50 Eco Dev $1,992.25 Planning $169 Library $672.75	
PURPOSE FOR REQUEST: To upgrade the Mitel Phone System Programming and Infrastructure City Building Wide. Project Budgeted for FY 23-24	
AMOUNT OF EXPENDITURE: $72,102.18	
SIGNATURE OF DEPARTMENT HEAD:	
FUNDS CURRENTLY AVAILABLE: $79,632	
FINANCE DEPARTMENT APPROVAL:	
DATE: January 12, 2024	

C:\Users\gharris\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SU6YS1FF\FUNDS VERIFICATION FORM - Mitel Phone System Upgrade (006).docx

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

TERMS AND CONDITIONS

BSB Communications Inc, 41150 Technology Park Dr, Ste 101, Sterling Heights, MI 48314 hereinafter referred to as **BSB**, agrees to provide City of Romulus, hereinafter referred to as **City of Romulus**, the items and services as described in " SCHEDULE A ", dated 1/10/2024 as well as any following schedule(s) or documents attached to and made part of this agreement. Both parties shall initial any schedule(s) or document(s) attached as part of this agreement

The following terms and conditions shall apply:

a) Title of the system shall be retained by BSB until payment in full is received.
b) City of Romulus agrees to provide ready access to the site at reasonable hours.
c) City of Romulus agrees to provide required heat, air conditioning, light and power during and after the installation.
d) City of Romulus agrees to provide a suitable location for the installation of the equipment.
e) City of Romulus shall be responsible for providing approved raceway if required.
f) City of Romulus shall be responsible for obtaining any permits required by the City, Township, County, State or any other agency, necessary for the installation of the cabling or equipment covered under this agreement.
g) City of Romulus agrees to provide the information necessary to complete the installation and programming of the system as specified in this agreement. This shall include, but not be limited to; Keysheet Information, Carrier Information, required IP addresses, or other reasonable information requested by BSB or its agents.
h) BSB, at the request of City of Romulus, will place orders for carrier services and act as City of Romulus's agent. BSB assumes no responsibility for the performance of the carrier(s) or the ability of the carrier(s) to deliver the requested services.
i) BSB shall not be responsible for any equipment or services provided by City of Romulus. This includes, but is not limited to, voice cabling, data cabling, data switches, routers, Wide Area Connections (WAN) or carrier services. In the event BSB is requested to service any equipment or services provided by City of Romulus, BSB will bill City of Romulus for labor or equipment at the current rate.
j) Systems that are networked using Voice over Internet Protocol (VoIP) are subject to testing by BSB and successful results of the testing. In the event the networking connection(s) require additional equipment, programming or other services not covered by this agreement, the additional labor and equipment shall be billed at the current rate.
k) Possible performance degradation on the public Internet. If connected to the public Internet, IP devices will function, but voice quality may suffer due to dynamic bandwidth availability. Possible undesirable consequences include voice quality degradation, garbled speech, dropped calls, equipment resets, etc. Also, the VoIP suitability of any Internet connection can change at any time without advance notice. BSB cannot guarantee satisfactory voice quality if this equipment is operated through the public Internet. Therefore, BSB will bear no responsibility for network quality issues that are caused by using this product through the public Internet.
l) City of Romulus agrees to the terms of payment as set forth below. Cutover is defined as the point in time that the system is connected to the public network and both internal and external communications are established, all the equipment listed in the schedules is onsite and working and any major problems have been resolved. In the event there are minor problems or items not required for normal operation are not installed, City of Romulus may retain ten percent of the balance until said issues are resolved. In the case of a third party lease, the leasing company's terms and conditions apply.

Any additions or credits to this agreement will be made through change orders and the cost will be adjusted accordingly.

This installation agreement constitutes the entire understanding of the parties and no other understanding, collateral or otherwise shall be binding unless in writing, attached to this agreement and signed by both parties.

Cash Purchase Price :	**$72,102.18**	Sales Tax NOT Included	
Equipment :	$48,102.18		
Labor :	$24,000.00		
Sales Tax :	$0.00		
Terms of Payment :	$36,051.09	50%	Upon Execution of this Agreement
	$28,840.87	40%	At Cutover
	$7,210.22	10%	Upon Completion

X ______________________________
Accepted by BSB Communications, Inc.

X ______________________________
City of Romulus Authorized Signature

Dated : X ______________________

Dated : X ______________________

Customer Name : **City of Romulus**	Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174		
Install Address : 11111 Wayne Road, Romulus, MI 48174	Install Date	TBD

SCHEDULE A

TERMS AND CONDITIONS (Continued)

j) IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA, OR FOR ANY INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF THE OCCURRENCE OF SUCH DAMAGES AND WHETHER SUCH DAMAGES WERE FORESEEABLE, AND WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE.

BSB'S MAXIMUM LIABILITY TO THE OTHER, FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ANY INDIVIDUAL SOW TO THIS AGREEMENT, (INCLUDING BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), SHALL BE LIMITED TO AN AMOUNT EQUAL TO THE FEES PAID TO BSB UNDER THIS AGREEMENT; PROVIDED, HOWEVER, NOTHING HEREIN SHALL LIMIT A PARTY'S OBLIGATION FOR INDEMNIFICATION OF THIRD PARTY CLAIMS, BREACH OF CONFIDENTIALITY OR DAMAGES OCCASIONED BY THE WILLFUL MISCONDUCT OR GROSS NEGLIGENCE OF A PARTY.

City of Romulus shall defend, indemnify and hold harmless BSB from and against all debts, claims, suits, demands, actions, losses, judgements, liens, costs, expenses and liabilities arising out of or resulting from any third party actions arising out of or resulting from either of the following: (i) bodily injury, death of any person or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of City of Romulus; and (ii) City of Romulus's material breach of any representation or obligation of City of Romulus in this Agreement, provided that any failure to pay BSB its fees in accordance with services or products provided in accordance with this Agreement will constitute a material breach of this Agreement.

In addition, City of Romulus shall defend, indemnify and hold harmless BSB from and against all debts, claims, suits, demands, actions, losses, judgements, liens, costs, expenses and liabilities based on a claim that any information provided by City of Romulus and relied upon by BSB in performing services under this Agreement or City of Romulus directed development (i) infringes any intellectual property right of a third party arising under the laws of the United States, or (ii) causes third party claims based on any state or federal advertising or privacy laws.

City of Romulus Initial : **X** BSB Initial : **X**

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**	Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174		
Install Address : 11111 Wayne Road, Romulus, MI 48174	Install Date	TBD

SCHEDULE A

Total Price for Core Solution: **$72,102.18**

Qty	Part Number	Description	Unit Sell	Ext Sell
		MiVoice Business Hardware		
1	50008403	AG4124 Universal (w/o AC cord)	$519.25	$519.25
6	BSB64101	BSB Page Adapter	$230.00	$1,380.00
3	HT812	2 Port ATA	$65.00	$195.00
1	HT818	8 Port ATA	$199.00	$199.00
1	54011858	MiVB on SMB Controller	$1,195.95	$1,195.95
2	20350436	Extension Interface Card 4 x a/b	$233.16	$466.32
1	20351208	System Module 2 DSPX	$277.88	$277.88
1	50008381	SMB Controller 8/38G	$569.50	$569.50
1	54011858	MiVB on SMB Controller	$1,195.95	$1,195.95
1	20351208	System Module 2 DSPX	$277.88	$277.88
1	50008381	SMB Controller 8/38G	$569.50	$569.50
		MiVoice Business Software		
1	54005748	MiVoice Business Virtual for Enterprise	$904.50	$904.50
1	54005339	MiVoice Border Gateway Virtual	Incl.	Incl.
1	54005339	MiVoice Border Gateway Virtual	$150.00	$150.00
		MiVoice Business License		
225	54000297	MCD Mailbox license	Incl.	Incl.
40	54002701	MiVoice Business License-SINGLE LINE EXT	Incl.	Incl.
187	54005066	MiVoice Bus Enterprise Dynamic Extension	Incl.	Incl.
3	54002390	MiVoice Business License - SIP Trunk x1	Incl.	Incl.
23	54004491	SIP Trunking Channel Proxy	Incl.	Incl.
2	54005400	MiVoice Business SIP Trunks x10	Incl.	Incl.
		Endpoints		
1	50006271	PWR CRD C13 10A 125V - NA Plug	$10.07	$10.07
1	50006874	M695 PKM	$154.05	$154.05
1	50008342	802.3af POE Power Injector Universal	$29.90	$29.90
1	50008348	C5 Power Cord with NA Plug Type	$8.45	$8.45
154	50008384	6915 IP Phone	$143.00	$22,022.00
14	50008385	6920w IP Phone	$227.50	$3,185.00
1	50008386	6930w IP Phone	$292.50	$292.50
12	50008387	6940w IP Phone	$386.75	$4,641.00
1	51005172	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	$7.80	$7.80
1	51005172	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	$7.80	$7.80
		Software Assurance & Support		

City of Romulus Initial : X BSB Initial : X

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Qty	Part Number	Description	Unit Sell	Ext Sell
		(SWAS)		
40	54007864	SWA Std 3y MiVBus Analog Port	$9.88	$395.20
1	54007872	SWA Std 3y MiVBus System	$276.00	$276.00
187	54007873	SWA Std 3y MiVBus User	$22.85	$4,272.95
23	54007971	SWA Std 3y MiV BG SIP Connect	$12.67	$291.41
1	54007973	SWA Std 3y MiV BG System	$53.81	$53.81
1955	54006933	CC Advantage Software Assurance	$0.60	$1,173.00
1	54011869	SWA Adv 3y MiVBus on SMB Controller	$261.60	$261.60
1	54007973	SWA Std 3y MiV BG System	$53.81	$53.81
1	54011869	SWA Adv 3y MiVBus on SMB Controller	$261.60	$261.60
		MiContact Center Solutions		
1	54006798	MiVoice Business Reporter Starter Pack	$2,142.00	$2,142.00
3	54006799	MiVoice Business Reporter Extension x50	$220.50	$661.50
		EQUIPMENT SUB-TOTAL		**$48,102.18**
		Services		
24	L3-LBR-PM	L3 Project Management	$175.00	$4,200.00
96	L3-LBR-TEC	L3 Enterprise Implementation & Design	$175.00	$16,800.00
62	L3-LBR-INS	L3 Station Setup/Progam/Placement	$175.00	$10,850.00
6	L3-LBR-TT	L3 End User - Train the Trainer Hour(s)	$175.00	$1,050.00
4	L3-LBR-AT	L3 Enterprise Admin Training Hour(s)	$175.00	$700.00
		- Monday-Friday (8:00AM-5:00PM) *- Excluding Holidays*		
1	LaborDisc	Labor Discount	-$9,600.00	-$9,600.00
		Warranty / Support		
1	PartsWrty	1 Year Standard Parts Warranty	Incl.	Incl.
1	Support24X7	1 Year (24x7) Labor Support	Incl.	Incl.
		SERVICES SUB-TOTAL		**$24,000.00**

SDA_City of Romulus_MiVB_14177_v4
Note 1: Pricing is based on the Mitel Sourcewell Contract #120122-MBS

- *Three (3) Year Mitel Standard Software Assurance (Included in above Schedule of Equipment & Services)*
  - *Provides access to new software releases, updates, technical support services during normal business hours (8AM-8PM Mon-Fri). (Does not include BSB Support Services unless otherwise stated).*
  - *Additional Software Assurance subscription(s) can be purchased yearly, or in 2-5 year bundles.*
  - *Subscription(s) must be extended prior to expiration of the current Software Assurance term.*
  - *In event the current software assurance has expired; a new subscription can be purchased with an additional re-enlistment fee.*

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

About this Statement of Work

This Statement of Work (SOW) outlines the services and deliverables that BSB Communications (hereafter referred to as BSB) will provide to City of Romulus (hereafter referred to as City of Romulus) when implementing the product(s) as detailed below. In addition, this SOW outlines the roles and responsibilities of BSB and City of Romulus during the implementation and the key dependencies upon which this SOW is based.

During the implementation process, BSB will work closely with City of Romulus on a consultative basis to optimize the success of the implementation. Any requested changes to this SOW will be accommodated according to the change management process outlined below.

Provision of the services and deliverables in this SOW is designed to properly configure the product(s) according to manufacturer specifications. In addition, all work performed under this SOW will comply with manufacturer-recommended implementation procedures.

Description of Services and Deliverables

Outlined below is a complete description of all services that will be provided by BSB. Certified engineers will perform all work according to established implementation procedures and guidelines. Prior to the completion of work, BSB will perform standard test procedures to confirm operability of equipment according to manufacturer-published specifications.

Mitel Software Implementation

- Design, program and test the appropriate networking applications, communications system applications and/or software options as purchased in the Schedule of Equipment
- City of Romulus to provide all application specific information as required

Implementation

Scheduling

BSB will schedule this project upon acceptance of this SOW and the Installation Agreement's Terms and Conditions for the services defined herein. BSB resources will be assigned and scheduled based on availability, provided that City of Romulus is located within a service coverage area of a BSB local Operations Center. Additional charges, outlined in the Schedule of Equipment and Services, apply when City of Romulus is located outside these areas. A kick-off meeting will be held with the implementation team and City of Romulus-designated representatives. During this meeting critical implementation milestones will be discussed and agreed upon. Assigned Project Manager is responsible for maintaining the master project schedule.

Performance of Work

BSB will install the proposed product solution as listed in the Schedule of Equipment and Services below. Implementation services will be performed in a professional workmanlike manner consistent with manufacturer-published specifications and practices.

Cut-Over

Implementation by BSB shall include one (1) single continuous phase, unless a "multi-phased" implementation (purchasable option) is requested by City of Romulus. In the event a multi-phased cutover is requested, additional charges may apply. All implementation activities up to the evening of cutover will be performed during regular business hours (8 a.m. to 5 p.m. local time at the Site).

City of Romulus Initial : X BSB Initial : X

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Removal of Existing Equipment and Infrastructure

Removal, disposal and cleanup of all existing cable, telephony and associated equipment (e.g., power supplies, racks, blocks, etc.) is not included, unless otherwise stated. Removal of existing equipment and infrastructure will require a separate quote, which can be provided at the customer's request.

Key Dependencies

The scope, pricing and successful completion of this statement of work is dependent on the key assumptions and expectations listed below. Please review these assumptions carefully and validate their accuracy. Should these assumptions and expectations require modification, BSB will endeavor to accommodate such modifications by revising the SOW or issuing a Change Order that documents the requested change and, if applicable, any impact on pricing.

Designated Point of Contact

City of Romulus will assign a designated single point of contact to work with BSB for the duration of the implementation. City of Romulus will ensure that during the period of implementation, Information Technology (IT) / Telecom resources responsible for key LAN/WAN/Telephony configurations will be available to work with BSB. It is assumed that the assigned contact will have the authority to make decisions regarding implementation activities in a timely manner.

Facilities

City of Romulus will provide full access to all of City of Romulus's premises as needed by BSB to perform its responsibilities under this SOW. Any refusal of access shall relieve BSB of its performance obligations and the implementation schedule shall be revised to reflect the delay. City of Romulus will also provide a suitable work area for BSB personnel.

General Building Specifications

City of Romulus will be responsible for any additional costs that may be incurred for the supply and installation of any infrastructure that is required for the installation of cable as necessary for this implementation; this infrastructure includes but is not limited to conduits, floor ducts, overhead troughs, floor access, drilling holes, monuments, moving equipment and furniture, etc. It is assumed that any existing cable ducts, troughs and/or conduits have sufficient space remaining to install new cabling as required for this implementation.

City of Romulus must identify asbestos contaminated areas prior to implementation. If BSB discovers previously unknown asbestos contaminated areas during the implementation, BSB will stop all work in this area until the asbestos is removed or the area is made safe for work to continue. BSB shall not be held responsible for the delay caused as a result of asbestos contamination. City of Romulus is responsible for the removal of asbestos and/or the coordination of and all costs associated with sourcing a company that specializes in installing cable in asbestos contaminated areas.

Power and Environmental

City of Romulus must adhere to the equipment manufacturer's published power and environmental specifications and conform to all local electrical code requirements. City of Romulus will provide power to purchased equipment via an adequate number of circuits provisioned according to the equipment manufacturer's specifications. City of Romulus will assume responsibility for the cost to supply and install any infrastructure required to accommodate these published power and environmental specifications. BSB recommends the installation of a UPS providing 60 minutes of standby power. Installation of power conditioning/surge suppression devices for all equipment is highly recommended.

City of Romulus Initial : **X** BSB Initial : **X**

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Cable Plant and Cross Connect Records

City of Romulus's existing cable plant should conform to the EIA-T568B or UL/CSA standards and follow accepted wiring practices. Failure of the cable plant to meet the minimum acceptable requirements may result in a delayed cutover and/or additional expense. City of Romulus will provide BSB with a complete set of up-to-date cable records. Should these cable records be inaccurate or unavailable, BSB may require the purchase of cable "Tone & Testing." Current cable plant and cross connect records will be generated from the tone and testing procedure.

Network Services Verification & Liaison

City of Romulus will assume responsibility for all Network Service Provider liaison activities, including the ordering and delivery coordination of network services, unless otherwise stated. City of Romulus will provide BSB with accurate Network Service Provider records identifying all existing network services and any new network services that are being ordered, including the expected delivery date(s) of the new services. The delivery date of new network services will be mutually agreed by BSB, the Network Services Provider and City of Romulus, and this date will be documented as a milestone in the master project schedule. In the event that the Network Service Provider documentation given to BSB proves to be inaccurate or unavailable, all BSB labor required to verify and document the existing network services and/or coordinate the delivery of new services with the City of Romulus's Network Service Provider(s) is subject to an additional charge. Alternatively, BSB can provide City of Romulus with an additional quote for Network Service Provider "Audit, Verification and Liaison" services.

Floor Plans

If available, City of Romulus will provide BSB with two copies of current floor plans that identify the placement of all desktop devices, voice mailbox users and PCs. These floor plans should be signed to indicate their completeness and accuracy. If City of Romulus requests generation of required floor plans by BSB, a Change Order for additional labor will be required.

Equipment Delivery & Inventory Acceptance Process

BSB will coordinate equipment delivery with City of Romulus based on a mutually agreed delivery schedule. At the time of delivery, both BSB and City of Romulus will inspect and inventory the equipment. To facilitate generation of this equipment inventory, BSB will provide a Notice of Equipment Delivery (NED) form. Upon completion of the inventory, both the designated contact of BSB and the designated contact of City of Romulus will confirm receipt of the equipment by signing the NED form.

City of Romulus should be aware that equipment may be delivered to the site in stages, and City of Romulus is responsible for equipment once it is delivered to the site. City of Romulus will pre-arrange for elevator and/or other facility access necessary to accommodate delivery. City of Romulus agrees to provide for secure storage of equipment. City of Romulus is responsible for the costs of any hoisting or building alterations that may be required to gain entry to the communications room.

Design & Programming

BSB will meet with City of Romulus designated point of contact to review the Design Plan options purchased, introduce the Station/Voice Mailbox Information Design Forms and agree on expectations for the completion and return of Design Forms.

Training

City of Romulus will provide a suitable on-site training facility for purchased training classes. The training room should be adequately cabled for installation of the training room endpoints. City of Romulus is responsible for scheduling the training classes for its employees and providing BSB with a copy of the schedule. There should be a maximum of two people per set for display phones. BSB will record attendance for each training class and provide a copy to City of Romulus upon completion of training.

City of Romulus Initial : **X** BSB Initial : **X**

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

City of Romulus-Supplied PCs

All City of Romulus-supplied servers and client PCs will meet the hardware & software specifications for all application software purchased. Any additional work required by BSB due to "out-of-spec" City of Romulus-supplied PCs will be subject to an additional charge.

City of Romulus-Supplied OEM Equipment

City of Romulus will provide BSB all required information about the integration between the proposed equipment and all City of Romulus-supplied OEM equipment (including existing PBXs and Voice Messaging systems). City of Romulus will assume responsibility for all OEM equipment vendor coordination as applicable.

Product Specific Prerequisites

Additional prerequisites may apply to the specific product solutions being implemented; refer *to Description of Services and Deliverables* section.

Remote System Access and Alarm Reporting

Remote system access will provide the most timely and efficient manner of performing remote database changes as well as diagnostics and/or proactive remote system monitoring. City of Romulus will provide access for remote system monitoring if remote system access and/or monitoring functionality is desired. Remote system diagnostics/proactive remote monitoring services are available at additional charge and are not included in this statement of work.

Completion & Acceptance Criteria

The provision of implementation services shall be deemed completed upon system cutover, as specified in the Notification of Cutover form submitted to City of Romulus by BSB.

If City of Romulus has purchased optional post-cut-over support services, BSB will provide these additional services immediately following cutover for the duration purchased.

Change Management

BSB will review changes to this statement of work that are requested by City of Romulus. As part of this review, BSB will prepare a Change Order that documents the requested change and, if applicable, any impact on the implementation schedule and pricing.

BSB will incorporate the change into the project schedule and scope of work upon receipt of the City of Romulus-signed Change Order.

It is important to note that changes requested during implementation will result in changes to the previously negotiated "cut-over" date. BSB will work with City of Romulus to anticipate requested changes prior to implementation so as to minimize the impact of requested Change Orders on the negotiated "cut-over" date. Change requests will be reviewed according to the process outlined above.

Statement of Work (Terms and Conditions)

This Statement of Work (SOW) is subject to the terms and conditions executed by and between City of Romulus and BSB Communications.

City of Romulus Initial : **X** BSB Initial : **X**

Customer Name : **City of Romulus**	Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174		
Install Address : 11111 Wayne Road, Romulus, MI 48174	Install Date	TBD

SCHEDULE A

This SOW is also subject to the completion of a Site Survey by BSB to validate BSB's understanding of site conditions as documented in this SOW and to identify any potential areas of concern. Any additional requirements or deliverables identified through the Site Survey, and/or requested by City of Romulus, must be confirmed in writing through a Change Order or separate SOW.

This Statement of Work (SOW) is also subject to the following terms and conditions:

- City of Romulus acknowledges that while BSB maintains overall responsibility for the management and delivery of the services requested, BSB may utilize an authorized subcontractor(s) to perform some or all of the specific services defined herein.
- BSB shall not be responsible for any delays in the implementation of the proposed equipment that result from incomplete or inaccurate information supplied by City of Romulus.
- Any work performed by BSB that is not listed in the scope of work or which is required to assist City of Romulus with the completion of site preparation activities will be subject to the change management process described above.
- BSB will not be responsible for any delays attributed to faulty cabling that is not provided or installed by BSB.
- In the event that a universal power supply (UPS) is not provided, BSB shall not be responsible for any or all damage(s) related directly or indirectly to power related problems.

BSB shall not be responsible for any failure of equipment or network service resulting from the integration of the equipment with any City of Romulus-supplied OEM equipment. City of Romulus shall at its expense indemnify and defend BSB, its parent and subsidiaries from any claim of actual or alleged infringement of valid Canadian or U.S. intellectual property rights arising from City of Romulus's integration of the proposed equipment with any City of Romulus-supplied OEM equipment.

PRICE
The price for the Equipment is $72,102.18 ("Purchase Price"), excluding taxes. The Purchase Price may be adjusted to reflect any new configuration of the Equipment. The Customer shall pay under the following schedule:

50%	Upon Execution of this Agreement
40%	At Cutover
10%	Upon Completion

City of Romulus Initial : **X** BSB Initial : **X**

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Notice to Proceed

Execution of this Statement of Work (SOW) by City of Romulus shall constitute notice to BSB to proceed with the work described in this SOW. By signing this SOW the customer acknowledges that they will undertake site preparations and meet network specifications as detailed in the Site Preparation section of this SOW.

BSB Communications	**City of Romulus**
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Date	Date

Customer Purchase Order# ______________________________

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Next Steps

Upon receipt of Notice to Proceed and confirmation of purchase order receipt, BSB will initiate the following "next steps":

1. Contact City of Romulus to schedule implementation dates and introduce BSB's Project Manager (if applicable).
2. Assign trained and certified technical resources following confirmation of scheduled implementation dates. These resources will ensure successful implementation of the product(s) and solutions as detailed in this SOW.
3. Schedule a Project Kick-off Meeting/Conference call with City of Romulus. During this meeting, BSB will introduce the implementation team, work with City of Romulus to develop a detailed project schedule, set project milestones and discuss all aspects of this implementation. The Kick-off will provide an opportunity for BSB and City of Romulus to address any outstanding questions or areas of concern. In addition, BSB's system designer will consult with the designated contact of City of Romulus to further clarify requirements and expectations. The system designer will also review station information design forms and identify any other information that BSB will need from City of Romulus to complete the implementation.
4. Begin implementation according to this statement of work and the agreed implementation schedule.

City of Romulus Initial : **X** BSB Initial : **X**

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

First Year Support Plan

Scope and Definition of Support Services

During the first twelve (12) months from Cutover, BSB will provide services for the Equipment and Applications at the Site as follows:

Full Service 24 x 7 Plan with 4 Hour Response for Major Failures

Description of Coverage: Equipment

Hours of Coverage

- 24x7x365 (24 hours per day, seven days per week, 365 days per year) remote and onsite and support for a Major Failure.
- 8 a.m. - 5 p.m. Monday through Friday (local time at the Site, excluding BSB's locally observed holidays) remote and onsite support for a Minor Failure.

Response Objectives

Major Equipment Failure

- Response within two (2) hours upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
- Onsite response within four (4) hours upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.

Minor Equipment Failure

- Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the Site, excluding BSB's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
- Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the Site, excluding BSB's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.

Parts Replacement

- Expedited replacement of defective parts and materials is included in this Support Plan during the coverage hours purchased as detailed above.

Additional Services

- Network service provider liaison support: BSB will communicate and cooperate with the End-User's network service provider to determine the source of Equipment failure (when applicable).
- Clock will be changed remotely twice per year (when applicable) at the End-User's request.
- Periodic system back-ups to be done remotely as needed.

City of Romulus Initial : **X** BSB Initial : **X**

INSTALLATION AGREEMENT

Customer Name : **City of Romulus**		Date	01/10/2024
Current Address : 11111 Wayne Road, Romulus, MI 48174			
Install Address : 11111 Wayne Road, Romulus, MI 48174		Install Date	TBD

SCHEDULE A

Description of Coverage: Application(s)

Hours of Coverage

- 24x7x365 (24 hours per day, seven days per week, 365 days per year) remote or onsite support for a Major Application Failure.
- 8 a.m. - 5 p.m. Monday through Friday (local time at the Site, excluding BSB's locally observed holidays) remote or onsite support for a Minor Application Failure.

Response Objectives

Major Application Failure

- Four hour response upon receipt of a trouble report of a Major Application Failure. Four hour response includes one or more of the following: attempting to resolve the failure through remote diagnostics; contacting the Customer to begin troubleshooting the Application Failure; or on-site arrival of an engineer.

Minor Application Failure

- Next business day response (Monday through Friday 8 a.m. - 5 p.m. at the local time at the Site, excluding BSB's locally observed holidays) upon receipt of a trouble report of a Minor Application Failure. Next business day response includes one or more of the following: attempting to resolve the failure through remote diagnostics; contacting the Customer to begin troubleshooting the Application Failure; or on-site arrival of an engineer.

Software Updates

- Provision of software updates, containing maintenance fixes, will be provided as needed to resolve a Major or Minor Application Failure as long as the appropriate manufacturer software assurance is current and in effect with that manufacturer.

Defective Media Replacement

- Replacement of defective software media is included in this Support Plan.

Additional Services

- Liaison support: When applicable, BSB will communicate and cooperate with the OEM network equipment and/or application software supplier to determine the source of the software application failure.

Requirements

Equipment must be properly connected (when applicable) to a Proactive Remote Monitoring Unit. Please initial your agreement to provide necessary circuit connectivity and grant access to Equipment by providing required access codes or passwords. ________

End-User Signature Date

Note: Any peripheral or ancillary products not listed above may be serviced, at BSB's option, at the End-User's request on a time and materials basis at then current support services rate.

City of Romulus Initial : **X** BSB Initial : **X**

City of Romulus

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

Council Meeting Held: **January 22, 2024**

Item No. A.

General Description: Second Reading and Final Adoption of Budget Amendment 23/24-12

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

---

Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

[Do

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

John Barden, Mayor Pro Tem

Virginia Williams, Councilwoman

Tina Talley, Councilwoman

William Wadsworth, Councilman

Celeste Roscoe, Councilwoman

Kathleen Abdo, Councilwoman

Eva Webb, Councilwoman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com

Romulus
Home of Opportunity

CITY COUNCIL AGENDA ITEM

REQUEST FORM

Submitted to: **Romulus City Council** Date Submitted: **1/18/2024**

Submitted by: **Ellen L. Craig-Bragg, City Clerk**

Department: **Clerks Office**

Council Meeting of: **January 22, 2024**

TITLE/DESCRIPTION OF ITEM
Second Reading and Final Adoption of Budget Amendment 23/24-12

ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☑	Resolution	☐
Board Appointment	☐	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

It is requested that Council approve the Second Reading and Final Adoption of Budget Amendment 23/24-12 in the amount of $200,000.00 to recognize expenses for the Mary Ann Banks DNR Grant Project.

This budget amendment was introduced at the January 8th Regular Council Meeting.

OFFICE USE ONLY

Approved for Council Agenda: ☑

AGENDA ITEM # .**6A**

MEMORANDUM

TO: Mayor Robert A. McCraight

FROM: Finance Department

DATE: 12/28/2023 MEF

SUBJECT: Budget Amendment 23-24.12

FUND/DEPT. ACCOUNT NO. 295 DDA Fund	ACCOUNT NAME	CURRENT FUND BALANCE	AMENDMENT	AMENDED BUDGET
Fund Balance				
295-000-390.000	Fund balance	666,786	200,000	466,786
Expense				
295-728-980.00	Project Cost	-	200,000	200,000

Mary Ann Banks DNR Grant Project

C:\Users\jwojtylko\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\TDOTH3TN\BA 23-24.12 Memo

BUDGET AMENDMENT FORM

Fund Balance		Expenditure	
Account Number /Name	Amount	Account Number /Name	Amount
295-000-390.000 Fund Balance	$200,000.00	295-728-980.000 Project Cost	$ 200,000
TOTAL	$ 200,000	TOTAL	$ 200,000

PURPOSE:

To use fund balance for the Mary Ann Banks DNR Grant project. $112,400 will be reimbursed once the project is completed from the DNR.

DATE: 12/28/2023

Department Head Signature: Jerome Frayer 12/28/23

Finance Approval Maria Farris 12/28/2023

Mayor's Authorization: ____________________

THIS FORM IS TO BE USED WHEN THE TOTAL AMOUNT OF EXPENDITURES WITHIN A DEPARTMENT IS REQUESTED TO BE INCREASED. IT REQUIRES PRIOR APPROVAL FROM THE MAYOR AND THE FINANCE DEPARTMENT WILL DETERMINE IF THE FUNDS ARE AVAILABLE EITHER FROM

City of Romulus

Treasurer's Report

Council Meeting Held: **January 22, 2024**

Item No. 7.

General Description: ____

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

____

____

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY MOTION CARRIED MOTION FAILED

City of Romulus

Public Comment

Council Meeting Held: **January 22, 2024**

Item No. 8.

General Description: ____

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

____

____

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

Unfinished Business

Council Meeting Held: **January 22, 2024**

Item No. 9.

General Description: ____

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

____

____

Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

New Business

Council Meeting Held: **January 22, 2024**
Item No. 10.

General Description: ____

____

Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED

City of Romulus

Warrant

Council Meeting Held: **January 22, 2024**

Item No. A.

General Description: Approval of Warrant #: 24-02 for checks presented in the amount of $971,660.54.

Resolution No. ___________________

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

---

Ayes:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

CITY OF ROMULUS
WARRANT REGISTER SUMMARY

Council Meeting Date: January 22, 2024
Warrant Number: 24-02

TOTAL WARRANT REGISTER **971,660.54**

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

1/17/2024 **CHECK DISBURSEMENT REPORT FOR CITY OF ROMULUS**
CHECK DATE FROM 01/05/24 - 01/17/24

Fund		Amount
Total for fund 101	General Fund	120,276.74
Total for fund 202	Major Street Fund	7,652.45
Total for fund 203	Local Street Fund	16,898.66
Total for fund 205	Public Safety Fund	21,629.94
Total for fund 211	Cable TV	1,721.23
Total for fund 218	Merriman Rd. Sepc. Assess	440.77
Total for fund 219	Street Lighting Fund	58,786.36
Total for fund 220	Oakwood SAD	109.64
Total for fund 226	Garbage & Rubbish Collection Fund	844.57
Total for fund 260	Michigan Indigent Defense Fund	12,945.66
Total for fund 261	911 Service Fund	4,971.83
Total for fund 268	Narc Forfeiture - State	433.00
Total for fund 271	Library Fund	4,291.39
Total for fund 295	DDA	3,741.99
Total for fund 297	T.I.F.A. District #2	23,987.38
Total for fund 402	Vining Road Exten - Ecorse Const	5,698.34
Total for fund 592	Water & Sewer Fund	387,027.20
Total for fund 661	Motor Vehicle	16,228.75
Total for fund 664	Technology Services	34,758.27
Total for fund 676	Retiree's Ins. Benefits	100,330.15
Total for fund 701	Revolving Fund	4,941.92
Total for fund 702	General Tax Fund	6,010.00
Total for fund 703	Current Tax	7,522.62
Total for fund 750	Payroll Fund	130,411.68
TOTAL - ALL FUNDS		971,660.54

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank POOL POOLED CASH						
01/12/2024	POOL	84062	4289	CHAYCE LESLIE	YOUTH BASKETBALL PROGRAM	25.00
01/12/2024	POOL	84063	1980	COMCAST	8529 10 214 0281543 BUSINESS CABLE 01/18	166.02
01/12/2024	POOL	84064	3386	CONSTELLATION NEWENERGY	CITY GAS BILLS 12/28/23	8,664.26
01/12/2024	POOL	84065	0772	DTE ENERGY	MUNICIPAL COMPLEX DECEMBER 2023	10,716.63
01/12/2024	POOL	84066	0772	DTE ENERGY	DECEMBER 2023 STREET LIGHTING	62,263.36
01/12/2024	POOL	84067	0885	SOUTHERS SCOTT	2023 Sum Tax Refund 80 119 01 0021 003	14.23
01/17/2024	POOL	1528(E)	0016	BLUE CROSS/BLUE SHIELD OF MICH	JAN 2024 HEALTH INSURANCE	208,390.51
01/17/2024	POOL	1529(E)	1468	CITY OF ROMULUS	11147 HUNT WATER BILL, 12/01/23 - 12/31/	17.71
01/17/2024	POOL	1530(E)	1468	CITY OF ROMULUS	37230 NORTHLINE WATER BILL12/01/23 - 12/	101.50
01/17/2024	POOL	1531(E)	1468	CITY OF ROMULUS	11121 WAYNE WATER BILL 12/01/23 - 12/31/	100.76
01/17/2024	POOL	1532(E)	1468	CITY OF ROMULUS	11165 OLIVE B WATER BILL 12/01/23 - 12/3	79.68
01/17/2024	POOL	1533(E)	1468	CITY OF ROMULUS	11165 OLIVE A WATER BILL 12/01/23 - 12/3	65.37
01/17/2024	POOL	1534(E)	1468	CITY OF ROMULUS	11189 SHOOK WATER BILL 12/01/23 - 12/31/	24.86
01/17/2024	POOL	1535(E)	1468	CITY OF ROMULUS	36525 BIBBINS WATER BILL, 12/01/23 - 12	122.22
01/17/2024	POOL	1536(E)	1468	CITY OF ROMULUS	12300 WAYNE WATER BILL 12/01/23 - 12/31/	144.47
01/17/2024	POOL	1537(E)	1468	CITY OF ROMULUS	11111 WAYNE WATER BILL 12/01/23 - 12/31/	244.70
01/17/2024	POOL	1538(E)	1468	CITY OF ROMULUS	7221 MIDDLEBELT WATER BILL 12/01/23 - 12	137.31
01/17/2024	POOL	1539(E)	1468	CITY OF ROMULUS	12600 WAYNE WATER BILL 12/01/23 - 12/31	223.43
01/17/2024	POOL	1540(E)	1468	CITY OF ROMULUS	28777 EUREKA WATER BILL 12/01/23 - 12/31	180.28
01/17/2024	POOL	1541(E)	1468	CITY OF ROMULUS	6900 WAYNE WATER BILL 12/01/23 - 12/31/2	101.50
01/17/2024	POOL	1542(E)	1468	CITY OF ROMULUS	11131 WAYNE WATER BILL 12/01/23 - 12/31/	108.68
01/17/2024	POOL	1543(E)	1468	CITY OF ROMULUS	11129 WAYNE, NEW 34TH DIST. COURT 12/01/	320.27
01/17/2024	POOL	1544(E)	0581	COMERICA COMM. CARD SERV.	KEN CHAPMAN COMERICA CARD PURCHASES FOR	25.00
					PATTY BRADEN COMERICA CARD PURCHASES FOR	30.00
					KEVIN KRAUSE COMERICA CARD PURCHASES FOR	235.00
					ELLEN CRAIG-BRAGG COMERICA CARD PURCHASE	805.40
					ROBERT PFANNES COMERICA CARD PURCHASES F	630.76
					J. WOJTYLKO COMERICA CARD PURCHASES FOR	117.74
					GARY HARRIS COMERICA CARD PURCHASES FOR	2,155.00
					MIKE LASKASKA COMERICA CARD PURCHASES FO	14.40
						4,013.30
01/17/2024	POOL	1545(E)	0020	DELTA DENTAL PLAN OF MICHIGAN	JANUARY 2024 DELTA DENTAL INSURANCE	14,554.60
01/17/2024	POOL	1546(E)	0012	DTE ENERGY	OAKWOOD STORM SEWER PUMP STATION - 15409	109.64
					38205 BARTH - EMERGENCY SIREN 12/02/23 -	30.62
					6900 WAYNE - FIRE STATION #3 12/02/23 -	62.58
					7219 MIDDLEBELT - FIRE #2 12/05/23 - 01	876.96
					6241 DEXTER - BOICE PARK 12/06/23 - 01/	45.02
					7506 MERRIMAN - LANDSCAPING SERVICE PERI	440.77
					37230 NORTHLINE- FS #1 12/06/23 - 01/05	123.95
					11189 SHOOK - CHAMBER BLDG 12/06/23 - 01	242.78
					9755 OZGA - ELMER JOHNSON PARK 12/06/23	62.30
					10202 SHOOK RD - CEMETERY - 12/06/23 -	36.87
					11147 HUNT - HISTORICAL PAVILLION - 12/	64.91
					12300 WAYNE - ANIMAL SHELTER 12/06/23 -	602.68
					11120 HUNT - SCHOOL HOUSE @ HISTORICAL P	112.64
					16869 BRANDT - CREEKSIDE PUMP STATION 12	60.13
					12055 WAYNE - BIRD HOUSE 12/06/23 - 01/	10.51
						2,882.36
01/17/2024	POOL	1547(E)	0012	DTE ENERGY	31558 GODDARD - WATER PUMP 12/05/23 - 01	1,640.41
01/17/2024	POOL	1548(E)	0891	HOME DEPOT	23/24 BLANKET PO FOR MISC SUPPLIES - DPW	213.11
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	254.90
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	226.97
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	90.04
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	46.30
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	49.00
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	262.97
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	92.61
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	62.04
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	12.72
					23/24 BLANKET PO FOR MISC SUPPLIES - DPW	53.98
						1,364.64
01/17/2024	POOL	1549(E)	3992	INVOICE CLOUD INC.	INVERTED PO FOR MONTHLY FEES FOR CREDIT	557.00
01/17/2024	POOL	1550(E)	2947	NATIONAL VISION ADMINISTRATORS, LLC	VISION COVERAGE FOR JANUARY 2023	1,795.63

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					VISION COVERAGE FOR DECEMBER 2023	1,814.62
						3,610.25
01/17/2024	POOL	1551(E)	3740	NAVIA BENEFIT SOLUTIONS - LOCKBOX	NAVIA FOR DECEMBER 2023	145.00
01/17/2024	POOL	1552(E)	1014	THE HARTFORD-PRIORITY ACCOUNTS	DECEMBER 2023 VOLUNTARY LIFE BENEFIT	524.40
					JANUARY 2024 VOLUNTARY LIFE BENEFIT	548.94
						1,073.34
01/17/2024	POOL	84068	0092	34TH DISTRICT COURT	REF: DAVID DELONG	1,000.00
01/17/2024	POOL	84069	0092	34TH DISTRICT COURT	REIMBURSEMENT FOR 1ST QUARTER G2G FEES F	1,514.18
01/17/2024	POOL	84070	2942	AIRGAS, INC.	23/24 BLANKET PO- AIRGAS INC -FOR OXYGE	77.99
01/17/2024	POOL	84071	3209	AKINS, MICHAEL THOMAS	BD BOND REFUND 38595 VAN BORN	500.00
01/17/2024	POOL	84072	2926	ALLIED, INC.	VEHICLE LIFT INSPECTIONS	975.00
01/17/2024	POOL	84073	2804	AMAZON CAPITAL SERVICES	ABBOTT & COSTELLO SHOW SEASON 1	24.91
					RUBBER STAMPS FOR KIDS	9.98
					DRAGONBALL Z BOX SETS	89.99
					ASTER'S GOOD, RIGHT THINGS	21.50
					MARVEL'S SUPER HERO ADVENTURES	12.99
					16 PCS CLASSIC BASEPLATES	26.99
					LEGO BOOK, BARBIE BOOK	31.93
					CONSTRUCTION PAPER	14.02
					I'LL HOLD YOU IN MY HEART	19.00
					CRIMINAL MINDS, TWIN PEAKS, SUPERNATURAL	294.56
					LEGO SETS REFUND	(15.58)
						530.29
01/17/2024	POOL	84074	4027	AMAZON CAPITAL SERVICES	FD BEDDING/BLANKETS & VELCRO	238.49
					DOCUMENT SCANNER	319.99
					CAT CARRIER AND POOP SCOOPERS FOR AS	96.67
					GROUND CREW OPERATING SUPPLIES	650.64
					Inventory Order	45.88
					STAPLER	15.40
					WATER BOOK/SUPPLY ORDER	59.05
					LABELS, AVERY 5163 LABELS FOR WASTE MANA	29.15
					RECEIVED/DATE STAMP FOR MAYOR'S OFFICE	33.90
					PICTURE FRAMES FOR E CITIES HONORED COMM	45.95
					LOW STOCK MEDICINE BABINET/FIRST AID SUP	244.65
					BULBS NEEDED FOR HEADLIGHT	32.52
					STUDIO LIGHTING	986.00
					SUPPLIES FOR EARLY VOTING AND ELECTION D	402.65
						3,200.94
01/17/2024	POOL	84075	0178	AMERI-TIME LLC	RENEWAL MAINTENANCE AGREEMENT FOR TIME R	264.00
					TIME CARDS FOR DPW	265.90
						529.90
01/17/2024	POOL	84076	3434	ANCHOR WIPING CLOTH	Inventory Order	936.00
01/17/2024	POOL	84077	4078	ANCONA CONTROLS, INC.	REPLACE DISCONTINUED BREAKER AT FIRE STA	1,200.00
					REPLACE DISCONTINUED BREAKER AT FIRE STA	695.00
						1,895.00
01/17/2024	POOL	84078	2903	APPLIED INNOVATION	INVERTED PO FY23/24 COPY CHARGES SENIOR	175.48
01/17/2024	POOL	84079	0529	ASSOCIATED NEWSPAPERS OF MICHIGAN	ITB 22/23-11 ASSOC. NEWS PUBLICATION 7/1	40.78
					ITB 22/23-11 ASSOC. NEWS PUBLICATION 7/1	72.37
						113.15
01/17/2024	POOL	84080	1081	ATCHINSON FORD SALES, INC.	23/24 BLANKET PO MISC VEHICLE REPAIRS -	487.83
					23/24 BLANKET PO MISC VEHICLE REPAIRS -	9.48
					23/24 BLANKET PO MISC VEHICLE REPAIRS -	9.48

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						506.79
01/17/2024	POOL	84081	3649	AUTO VALUE OF ROMULUS	23/24 BLANKET PO FOR MISC MECHANIC PURCH	30.29
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	12.33
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	24.66
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	150.00
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	115.54
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	329.48
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	14.37
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	104.38
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	113.78
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	33.96
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	26.89
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	127.29
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	22.69
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	39.29
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	183.12
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	26.94
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	31.78
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	41.19
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	31.78
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	16.87
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	167.55
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	1.29
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	66.56
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	64.79
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	19.96
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	14.57
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	41.95
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	10.38
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	353.46
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	63.74
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	(9.69)
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	(72.00)
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	(140.00)
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	(22.69)
					23/24 BLANKET PO FOR MISC MECHANIC PURCH	(68.53)
						1,967.97
01/17/2024	POOL	84082	1683	BAKER & TAYLOR	ACCOUNT # 251637 L154147 2 B00000	254.82
					ACCOUNT # 251637 L154147 2 B00000	307.30
					ACCOUNT # 251637 L154147 2 B00000	57.23
						619.35
01/17/2024	POOL	84083	3894	BELCHER LAW, PLLC	DEC 2023 MIDC PROGRAM	480.00
01/17/2024	POOL	84084	MISC	BLAKE LOMBARDI	BOOKS FOR PARAMEDICS CLASS B.L	654.82
01/17/2024	POOL	84085	0064	BOUND TREE MEDICAL LLC	23/24 BLANKET PO - MEDICAL SUPPLIES AND	513.72
					23/24 BLANKET PO - MEDICAL SUPPLIES AND	362.64
						876.36
01/17/2024	POOL	84086	0885	BRUGGER RONALD	2023 Win Tax Refund 80 078 01 0275 302	60.00
01/17/2024	POOL	84087	2956	BSB COMMUNICATIONS, INC.	SOLE SOURCE PURCHASE: 11/23 - 11/24 MITE	1,503.00
					BLANKET PO FY 23/24 TECH SERVICES BSB EM	366.25
						1,869.25
01/17/2024	POOL	84088	3148	CADILLAC ASPHALT LLC	23/24 INVERTED PO - ITB 21/22-10 COLD P	4,117.50
					23/24 INVERTED PO - ITB 21/22-10 COLD P	5,568.75
						9,686.25
01/17/2024	POOL	84089	0943	CHAPP & BUSHEY OIL CO., INC	SHOP SUPPLIES FOR FLEET - PAST DUE INVOI	210.00
01/17/2024	POOL	84090	4215	COMMERCIAL REAL ESTATE EXCHANGE, IN	MONTHLY REAL ESTATE CONSULTING FY 23/24	139.00
01/17/2024	POOL	84091	0572	CONTRACTORS CONNECTION	Inventory Order	166.70
					Inventory Order	319.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					FOR TRASH PUMPS	377.35
						863.05
01/17/2024	POOL	84092	3546	CORE & MAIN	ITB 22/23-21 C900 PLASTIC WATERMAIN	1,951.80
01/17/2024	POOL	84093	0885	CORE LOGIC	2023 Win Tax Refund 80 002 02 0057 000	552.43
01/17/2024	POOL	84094	0885	CORE LOGIC	2023 Win Tax Refund 80 029 02 0129 000	526.22
01/17/2024	POOL	84095	0885	CORE LOGIC	2023 Win Tax Refund 80 062 03 0240 000	366.52
01/17/2024	POOL	84096	0885	CORE LOGIC	2023 Win Tax Refund 80 142 01 0214 000	596.93
01/17/2024	POOL	84097	0885	CORE LOGIC	2023 Win Tax Refund 80 143 03 0193 000	226.02
01/17/2024	POOL	84098	0885	CORE LOGIC	2023 Sum Tax Refund 80 002 01 0184 301	583.04
01/17/2024	POOL	84099	0885	CORELOGIC	2023 Sum Tax Refund 80 009 02 0044 000	636.07
01/17/2024	POOL	84100	0225	CROVA SALES & SERVICE	23/24 BLANKET PO FOR CROVA SALES - DPW	200.50
01/17/2024	POOL	84101	2705	DASH MEDICAL GLOVES INC.	BLACK MAXX NITRILE EXAM GLOVES	305.70
01/17/2024	POOL	84102	MISC	DEN MAN CONTRACTORS	REF: SEVER/PLUG 14701 HARRISON	436.14
01/17/2024	POOL	84103	4238	DJ'S LANDSCAPE MANAGEMENT	CEMETERY 2023 FALL CLEAN UP	400.00
01/17/2024	POOL	84104	0411	DORNBOS SIGN & SAFETY INC	SIGN ITEMS/ MATERIALS TO REPLENISH INVEN	471.25
01/17/2024	POOL	84105	3253	DORRIS BENNETT	JAN 2024 RETIREE HEALTH INS REIMBURSEMEN	420.89
01/17/2024	POOL	84106	0182	EJ USA, INC.	PARTS FOR SEWERS	1,125.72
01/17/2024	POOL	84107	0604	FEDERAL EXPRESS CORP.	EXPRESS SHIPMENT PLUS DISCOUNT	37.09
01/17/2024	POOL	84108	3475	FERGUSON WATERWORKS #3386	INVENTORY ORDER CURB STOP SUPPLIES ITB 2	3,886.00
					ITB 22/23-21 MAIN BREAK REPAIR	4,591.24
					FOR WATER REPAIRS	2,395.94
					INVENTORY ORDER GATE VALVE SUPPPLIES & M	280.49
						11,153.67
01/17/2024	POOL	84109	2735	FIFER INVESTIGATIONS, LLC	NEW HIRE BACKGROUND INVESTIGATION	1,800.00
					NEW HIRE BACKGROUND INVESTIGATION	1,068.75
					NEW HIRE BACKGROUND INVESTIGATION	1,068.75
					NEW HIRE BACKGROUND INVESTIGATION	800.00
						4,737.50
01/17/2024	POOL	84110	3053	FIRST CHOICE COFFEE SERVICES	23/24 BLANKET PO FOR WATER PURIFIER AT P	62.95
01/17/2024	POOL	84111	3829	FOSTER BLUE WATER OIL, LLC	23/24 INVERTED PO - ITB 19/20-21 2 YEAR	1,396.00
					23/24 INVERTED PO - ITB 19/20-21 2 YEAR	155.00
					23/24 INVERTED PO - ITB 19/20-21 2 YEAR	155.00
						1,706.00
01/17/2024	POOL	84112	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-004B, GENERAL LEGAL SERVICES - 12/	6,035.00
					70085-005B HR DEPT LEGAL SERVICES 12/05/	210.00
					70085-021B FINANCE DEPT LEGAL SERVICES 1	157.50
					70085-007B FIRE DEPT LEGAL SERVICES 12/0	517.50
					70085-014B GENERAL; REVIEW EMAILS	90.00
					70085-010B, BUILDING DEPT LEGAL SERVICES	75.00
					ACCOUNT 70085-046B RE: TIFA 12/20/23	45.00
					ACCOUNT: 70085-044B ROM TRADE CENTER 12/	60.00
					ACCOUNT: 70085-069B HOWARD JOHNSON RESEA	150.00
					70085.055B ROADWAY INN LEGAL SERVICES 12	352.50
					70085-006B LEGAL SERVICES 12/28/23	75.00
					ACCOUNT: 70085-066B REVIEW EMAIL ON MML	30.00
					ACCOUNT: 70085-068B REVIEW LIBRARY RFP;	75.00
					ACCOUNT: 70085-042B RE:GATEWAY REVIEW EM	90.00
					ACCOUNT: 70085-015B RE: PLANNING DEPT EM	45.00
					ACCOUNT: 70085-015B RE: PLANNING DEPT EM	60.00
						8,067.50
01/17/2024	POOL	84113	2625	GLG PRINT	ITB 21/22-4 YEAR CONTRACT FOR TAX STATEM	5,508.13
01/17/2024	POOL	84114	0338	GRAINGER INC.	23/24 BLANKET PO - FOR MISCELLANEOUS PUR	50.00
01/17/2024	POOL	84115	3264	GREAT LAKES WATER AUTHORITY	ACCT # 100-2451-W WATER USAGE/FIXED CHAR	331,991.98
01/17/2024	POOL	84116	2995	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES THROUGH DECEMBER 3	132.09
01/17/2024	POOL	84117	3209	HOMRICH INC	BD BOND REFUND 30880 SMITH	1,000.00
01/17/2024	POOL	84118	1420	HYDROCORP, INC.	23/24 INVERTED PO - ITB 17/18-25 5 YR C	6,805.00
01/17/2024	POOL	84119	2928	INTEGRITY BUSINESS SOLUTIONS LLC	PAPER, 8.5X11, 10RM/CT	79.98
01/17/2024	POOL	84120	2567	J & B MEDICAL SUPPLY CO. INC	23/24 BLANKET PO - J&B MEDICAL - FIRE D	320.02
					23/24 BLANKET PO - J&B MEDICAL - FIRE D	543.62

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					23/24 BLANKET PO - J&B MEDICAL - FIRE D	573.75
					23/24 BLANKET PO - J&B MEDICAL - FIRE D	164.70
					23/24 BLANKET PO - J&B MEDICAL - FIRE D	56.81
						1,658.90
01/17/2024	POOL	84121	0075	J & M TOWING	23/24 BLANKET PO TOWING FOR DISABLED CIT	250.00
					23/24 BLANKET PO TOWING FOR DISABLED CIT	125.00
						375.00
01/17/2024	POOL	84122	0141	JACK DOHENY SUPPLIES INC	23/24 BLANKET PO - MECHANICS AND WATER D	76.00
01/17/2024	POOL	84123	1896	JAM BEST ONE FLEET SERVICE	ITB 21/22-13 FIRE ENGINE SPARE TIRES	1,480.00
					ITB 21/22-13 FIRE ENGINE SPARE TIRES	1,843.20
						3,323.20
01/17/2024	POOL	84124	3785	JEFFREY E. BOWDICH	MIDC SERVICE CONTRACTUAL ATTY FEE	2,600.00
01/17/2024	POOL	84125	MISC	JERRY RICKS	REFUND FOR DITCH ENCLOSURE NOT BUILDING	4,725.00
01/17/2024	POOL	84126	3209	JOE RAICA EXCAVATING, INC	BD BOND REFUND 10524 INKSTER	200.00
01/17/2024	POOL	84127	3820	K-M LAW PLLC	DEC 2023 MIDC SERVICE	1,080.00
01/17/2024	POOL	84128	4261	KANOPY INC	108 TICKETS, 2 CREDITS - VIDEOS	100.30
01/17/2024	POOL	84129	3209	Khaled Dhaif-Allah-Ahmed Al-Madhagi	BD BOND REFUND 7500 COGSWELL	500.00
01/17/2024	POOL	84130	3072	KIMBALL MIDWEST	BOLTS, NUTS AND WASHERS NEEDED FOR GROUN	174.00
01/17/2024	POOL	84131	4119	LAW OFFICES OF JOSHUA L. HADLEY	MIDC PROGRAM SERVICE	1,270.00
01/17/2024	POOL	84132	3777	LAW OFFICES OF SAMER N. JADALLAH	DEC 2023 MIDC PROGRAM SERVICE	2,490.00
01/17/2024	POOL	84133	3777	LAW OFFICES OF SAMER N. JADALLAH	MIDC PROGRAM SERVICE	2,865.66
01/17/2024	POOL	84134	0885	LEGACY TITLE	2023 Win Tax Refund 80 077 28 0012 000	47.74
01/17/2024	POOL	84135	0023	LIBERTY PLUMBING SUPPLY	23/24 BLANKET PO FOR WATER & SEWER MISC	73.63
01/17/2024	POOL	84136	2266	LINDA CHOATE	OCT - DEC 2023 PRESCRIPTION REIMBURSEMEN	65.00
01/17/2024	POOL	84137	2267	LINDA WEGIENKA	OCT - DEC 2023 PRESCRIPTION REIMBURSEMEN	38.70
01/17/2024	POOL	84138	0885	LIONS DWELLINGS LLC	2023 Win Tax Refund 80 014 03 0071 300	822.86
01/17/2024	POOL	84139	MISC	LOIS DOUGLAS	OCT - DEC 2023 PRESCRIPTION REIMBURSEMEN	128.94
01/17/2024	POOL	84140	0212	LOWER HURON CHEM & SUPPLY CO., INC.	INVENTORY ORDER-JANITORIAL SUPPLIES	1,325.48
01/17/2024	POOL	84141	3620	MARCO TECHNOLOGIES, LLC	WIDE FORMAT PRINT COPIER MAINTENANCE AGR	1,140.00
01/17/2024	POOL	84142	MISC	MARIA LAMBERT	AMAZON ORDER CITY HALL CHRISTMAS TREE DE	85.94
01/17/2024	POOL	84143	3328	MARY OAKLEY	07/01/23 - 12/31/23 RETIREE HEALTH REIMB	2,018.46
01/17/2024	POOL	84144	MISC	MATTHEW HELQUIST	BOOKS FOR PARAMEDICS CLASS M.H	654.82
01/17/2024	POOL	84145	2666	MAURER'S TEXTILE RENTAL SERVICES	23/24 INVERTED PO - ITB 21/22-17 UNIFORM	13.78
					23/24 INVERTED PO - ITB 21/22-17 UNIFORM	13.78
					23/24 INVERTED PO - ITB 21/22-17 UNIFORM	13.78
					23/24 INVERTED PO - ITB 21/22-17 UNIFORM	13.78
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	135.49
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	135.49
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	30.91
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	30.91
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	27.50
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	27.50
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	27.50
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	27.50
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	30.91
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	30.91
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	1.57
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	135.49
					23/24 INVERTED PO FOR EMPLOYEE UNIFORM E	135.49
						837.00
01/17/2024	POOL	84146	0048	MICHIGAN CAT	TRUCK #103 DIAGNOSE AND REPAIR	590.95
01/17/2024	POOL	84147	0903	MICHIGAN DEPARTMENT OF TREASURY	DISBURSE 2023 C.T FOR DEC 16-31, 2023	3.30
01/17/2024	POOL	84148	0286	MICHIGAN MUNICIPAL LEAGUE	MICHIGAN BLACK CAUCUS 2024 MEMBERSHIP DU	35.00
01/17/2024	POOL	84149	1104	MICHIGAN STATE POLICE	23/24 BLANKET PO-SEX OFFENDER REG 07/1/2	30.00
					23/24 BLANKET PO FOR LIVESCAN USAGE 07/1	43.25
						73.25

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/17/2024	POOL	84150	0427	MIDWEST TAPE	CUSTOMER # 2000005771 BOOKS	820.08
					CUSTOMER # 2000005771 BOOKS	12.74
					CUSTOMER # 2000005771 BOOKS	55.48
					CUSTOMER # 2000005771 BOOKS	228.67
						1,116.97
01/17/2024	POOL	84151	2902	MONAGHAN, PC	WAYNE RD SIDEWALK PROJECT BILLING THRU 1	5,698.34
01/17/2024	POOL	84152	4107	MONEYGREEN LAWN SERVICE LLC	RED LIGHTS FOR MERRIMAN ROAD NFL DRAFT	1,400.00
01/17/2024	POOL	84153	2619	MOTOROLA SOLUTIONS, INC.	PIGGYBACK ON MIDEAL CONTRACT#19000000154	3,511.20
					PIGGYBACK ON MIDEAL CONTRACT#19000000154	1,412.00
						4,923.20
01/17/2024	POOL	84154	0307	MPPOA	MEMBERSHIP LCONWAY 1/1/2024-12/31/2024	100.00
					MEMBERSHIP GHARRIS 1/1/2024-12/31/2024	100.00
						200.00
01/17/2024	POOL	84155	0885	MSR HOLDING LLC	2023 Win Tax Refund 80 014 03 0023 300	420.19
01/17/2024	POOL	84156	0068	MUCHMORE HARRINGTON SMALLEY & ASSOC	23/24 INVERTED PO FOR LEGISLATIVE SERVIC	4,000.00
01/17/2024	POOL	84157	3041	NORTHSTAR MAT SERVICES, INC.	ACCOUNT # 1862-11121	63.28
01/17/2024	POOL	84158	3917	NYE UNIFORM CO	ITB 20/21-06 INVERTED FIREFIGHTER UNIFOR	170.00
					ITB 20/21-06 LOMBARDI & BERRINGER UNIFOR	169.62
					ITB 20/21-06 INVERTED FIREFIGHTER UNIFOR	255.35
						594.97
01/17/2024	POOL	84159	2088	OAKLAND COUNTY	23/24 INVERTED PO - OAKLAND COUNTY - FI	1,808.00
01/17/2024	POOL	84160	0736	ORCHARD, HILTZ & MCCLIMENT	DECEMBER 2023 ENGINEERING	365.00
					DECEMBER 2023 ENGINEERING	10,164.25
					DECEMBER 2023 ENGINEERING	1,455.00
					EUREKA PLAZA SERVICES RENDERED THRU DEC	1,677.50
					QUIK TRIP SERVICES RENDERED THRU DEC 02,	1,212.50
					SHEETZ SERVICES RENDERED THRU DEC 02, 20	1,778.75
					SINGH TRUCKING SERVICES RENDERED THRU DE	485.00
					ENERGY TRANSFER PARTNERS SERVICES THRU D	942.50
					PARTIAL PAYMENT STARTLE (WEST PROPERTIES	500.00
					PARTIAL PAYMENT STARTLE (WEST PROPERTIES	222.50
					I-94 AND MERRIMAN ROAD BRANDING	1,400.00
					MEDC SIDEWALK INSPECTION	40,100.75
					2024 CONCRETE REPAIR PROGRAM	5,386.00
					GLWA WICK ROAD 48" WATER MAIN 0155-19-01	1,468.00
					SMITH ROAD WATER MAIN REPLACEMENT	12,285.00
					NORTHLINE ROAD REHABILITATION	5,681.00
						85,123.75
01/17/2024	POOL	84161	3280	OSBURN INDUSTRIES, INC.	YARD STOCK	7,333.98
					YARD STOCK	2,862.04
					ITB 22/23-20 YARD STOCK	2,851.71
					YARD STOCK	622.63
						13,670.36
01/17/2024	POOL	84162	1131	OUTDOOR EXPERTS, INC	23/24 BLANKET PO FOR PARTS TO REPAIR SNO	548.00
01/17/2024	POOL	84163	3002	OVERDRIVE, INC.	EXTERNAL SERVICE	5.98
01/17/2024	POOL	84164	0984	PARKWAY SERVICES, INC.	23/24 JAN-JUNE INVERTED PO FOR PORTA JOH	300.00
					23/24 JAN-JUNE INVERTED PO FOR PORTA JOH	200.00
						500.00
01/17/2024	POOL	84165	2291	PEGGY SLATER	OCT - DEC 2023 PRESCRIPTION REIMBURSEMEN	5.00
01/17/2024	POOL	84166	2960	PHOENIX SAFETY OUTFITTERS, LLC.	TURNOUT BOOTS FOR BERRINGER	444.99
					ITB 18/19-20 TURNOUT GEAR RENTAL FY 23/2	750.00
						1,194.99

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/17/2024	POOL	84167	0716	PLANTE & MORAN, PLLC	CLIENT 42069, PROGRESS BILLING JUNE 30 2	15,785.00
01/17/2024	POOL	84168	4306	PMA ONLINE	GRANT WRITING TRAINING FOR MARIA CARUSO	495.00
01/17/2024	POOL	84169	3209	POOL BUSTERS	BD BOND REFUND 30847 FLYNN	500.00
01/17/2024	POOL	84170	3959	PRETTY FACE CLEANING SERVICES	GROWTH WORKS CLEANING -REIMBURSED THROUG	100.00
					11189 SHOOK RD CLEANING- FY23/24	150.00
					GROWTH WORKS CLEANING -REIMBURSED THROUG	200.00
						450.00
01/17/2024	POOL	84171	1576	PRINTING SYSTEMS, INC.	BLANKET PO - ELECTION SUPPLIES & MATERIA	344.73
					BLANKET PO - ELECTION SUPPLIES & MATERIA	769.18
					BLANKET PO - ELECTION SUPPLIES & MATERIA	616.99
						1,730.90
01/17/2024	POOL	84172	0062	PROPANE SERVICES	23/24 BLANKET PO - MISC. FOR MECHANICS -	45.00
01/17/2024	POOL	84173	1551	S & F FOODS, INC.	23/24 BLANKET PO FOR PIZZA CALZONE 12CT	50.37
01/17/2024	POOL	84174	3333	SESAC INC	2024 LICENSE FEES FOR MUSIC EVENTS 1/1/2	1,159.00
01/17/2024	POOL	84175	0885	SPILLERS MARTHA	2023 Sum Tax Refund 80 010 01 0013 000	1,143.26
01/17/2024	POOL	84176	1127	STATE OF MICHIGAN	DUSBURSE 2023 C.T FOR DEC 16-31, 2023	1,326.85
01/17/2024	POOL	84177	3600	STORMWIND LLC	STORMWIND TRAINING (18 MONTHS) 3/24 - 9/	2,970.00
01/17/2024	POOL	84178	3617	SUBURBAN OCCUPATIONAL HEALTH	NEW HIRE DRUG SCREEN AND PHYSICAL	312.00
01/17/2024	POOL	84179	4034	SUPERIOR MEDICAL WASTE DISPOSAL	MEDICAL WASTE DISPOSAL CONTRACT FY 23/24	180.00
01/17/2024	POOL	84180	3057	THE ACCUMED GROUP	DEC 2023 EMS/FIRE SERVICES	5,086.11
01/17/2024	POOL	84181	4104	THE KAPLAN LAW FIRM	DEC 2023 MIDC SERVICE HOURS	660.00
01/17/2024	POOL	84182	3780	THE NUNLEY LAW GROUP, PLLC	DEC 2023 MIDC SERVICE HOURS FOR ROYCE NU	1,360.00
					MIDC SERVICE HOURS FOR ROYCE NUNLEY	140.00
						1,500.00
01/17/2024	POOL	84183	4152	TK ELEVATOR CORPORATION	34TH COURT DOOR CONTROLLER REPAIR	2,963.30
01/17/2024	POOL	84184	3209	Tremayne Couch-Thomas	BD BOND REFUND 15427 BRANDT	1,241.92
01/17/2024	POOL	84185	0244	TRI-STAR STEEL	SUPPLIES NEEDED FOR WATER & SEWER	2,450.00
01/17/2024	POOL	84186	3494	TRUCK PRO LLC	COMPRESSOR	3,101.57
01/17/2024	POOL	84187	2951	UNIQUE MANAGEMENT SERVICES, INC.	PROJECT 1773 ERK	174.75
01/17/2024	POOL	84188	0670	VERIZON WIRELESS	342127256-00001 12/02/23 - 01/01/24 ALL	3,313.35
01/17/2024	POOL	84189	0657	WAYNE COUNTY	23/24 INVERTED PO-TRAFFIC SIGNAL MAINTEN	871.51
					23/24 INVERTED PO-TRAFFIC SIGNAL MAINTEN	871.51
						1,743.02
01/17/2024	POOL	84190	0657	WAYNE COUNTY LAND BANK	DISBURSE 2023 C.T. FOR DEC 16-31, 2023	196.96
01/17/2024	POOL	84191	0885	WAYNE COUNTY TREASURER	2ND QUARTER FY 23/24 TRAILER TAX DISBURS	6,010.00
01/17/2024	POOL	84192	0295	WCAAO	WCAAO ASSESSOR MEMBERSHIP 2024	75.00
01/17/2024	POOL	84193	1049	WEINGARTZ SUPPLY CO. , INC.	23/24 BLANKET PO FOR MISC BLDG & GRDS P	810.99
					23/24 BLANKET PO FOR MISC BLDG & GRDS P	23.99
						834.98
01/17/2024	POOL	84194	0809	WEST METRO DOOR INC.	23/24 BLANKET PO - MISC MAINT & BLDG SUP	295.00
01/17/2024	POOL	84195	0233	WESTLAND LOCK & KEY, INC.	KEYS AND CYLINDERS FOR STUDIO ENTRANCE D	76.00
					KEYS FOR THE RAC	24.00
					NORTHSIDE DOOR REPAIR AT CHAMBER/NEST	480.00
					23/24 BLANKET PO FOR BUILDING MAINT - DP	40.25
						620.25
01/17/2024	POOL	84196	2656	WOLVERINE FREIGHTLINER	DIAGNOSIS OF TRUCK #222	997.25
01/17/2024	POOL	84197	0651	WOODLAND MEADOWS LANDFILL	23/24 INVERTED PO FOR RESIDENT DUMP PASS	840.00
01/17/2024	POOL	84198	2945	ZONES, LLC	WIRELESS ACCESS POINT REPLACEMENT FOR SE	1,960.00
					PIGGYBACK OMNIA PARTNERS BARRACUDA EMAIL	29,232.00
						31,192.00

POOL TOTALS:

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 162 Checks:						971,660.54
Less 0 Void Checks:						0.00
Total of 162 Disbursements:						971,660.54

	23-Oct	23-Nov	23-Dec
CITY HALL - 11111 Wayne	3,638.62	3,251.99	3,172.65
COURT BUILDING - 11131 Wayne	2,578.08	2,304.14	2,247.92
LIBRARY - 11121 Wayne	1,142.56	1,021.15	996.24
New Court - 11129 Wayne	4,931.35	4,407.37	4,299.82
Total for all municipal complex:	**12,290.61**	**10,984.65**	**10,716.63**

WEX/Speedway Gas Distribution by Funciton month ending 12/31/2023

Department	Transactions	Total Amount	Total Fuel Units	Rebate	Total Invoice
ANIMAL CONTROL	2	75.52	31.34		
Building Dept	8	198.33	80.01		
CITY HALL	5	177.42	73.92		
DPW	112	5442.03	2036.78		
FIRE	72	3938.59	1437.49		
Mayor's Office	2	75.85	28.32		
ORDINANCE	3	93.55	36.78		
POLICE	266	5958.2	2312.94		
SENIORS	9	502.57	196.14		
	479	**16462.06**	**6233.72**	**498.19**	**15963.87**

City Hall includes employees without a defined department.
1 transaction Sean Mullins, 1 Jerry Frayer, 1 Roger Kadau, and 2 Dawn Taylor

Constellation charges November

		Amount due
34th District Court	11131 WAYNE ROAD	387.78
34th District Court	11131 WAYNE ROAD	43.66
Fire Sta#3	6900 WAYNE RD	48.63
Fire Sta#4	28777 EUREKA RD	234.34
Senior Ctr.	36525 BIBBINS ST	392.03
Police Dept.	11165 OLIVE ST	1,189.20
City Hall	11111 WAYNE RD	1,481.39
Fire Sta#2	7221 MIDDLEBELT RD	438.20
Library	11121 WAYNE RD	468.49
RAC	**35765 NORTHLINE RD**	**7,117.28**
D.P.W.	12600 WAYNE RD	245.14
Occupant-West Shore Fire	37230 NORTHLINE RD	235.21
Cemetery	10210 Shook Road	40.51
Occupant-Big Steve's Designz	35257 GODDARD RD	82.32
Animal Shelt.	12300 WAYNE RD	386.96
Hist. PK. School	11120 HUNT ST	115.66
Kingsley H.	11147 HUNT ST	204.90
DDA/Chamber	11189 SHOOK RD	323.56
New 34th District	11129 Wayne Road	2,346.28
		15,781.54
	Total minus RAC	**8,664.26**

City of Romulus

Communication

Council Meeting Held: **January 22, 2024**
Item No. 12

Councilperson Abdo: ______________________________

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Councilperson Barden: ______________________________

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Councilperson Roscoe: ______________________________

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Councilperson Talley: ______________________________

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Councilperson Wadsworth: ______________________________

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Councilperson Williams: ______________________________

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Councilperson Wilson: ______________________________

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City of Romulus

Adjournment

Council Meeting Held: **January 22, 2024**

Item No. 13

General Description: ____

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Resolution No.______

Moved by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Seconded by:	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

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Ayes:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Nays:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson
Abstain:	All	Abdo	Barden	Roscoe	Talley	Wadsworth	Williams	Wilson

MOTION CARRIED UNANIMOUSLY   MOTION CARRIED   MOTION FAILED