



**CITY OF ROMULUS – CITY COUNCIL
REGULAR MEETING AGENDA
May 27, 2025
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, May 12, 2025, at 7:30 p.m.
- B. Approval of the Minutes from the Special Meeting - Executive/Closed Session held on Monday, May 12, 2025, at 6:15 p.m. to discuss an attorney's opinion and the Special Meeting - Public Hearing held on Monday, May 12, 2025, at 6:30 p.m. for the proposed 2025/26 FY Budget for the City of Romulus pursuant to Section 9.3 of the Romulus City Charter.

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. Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for the year 2024-2025
- B. DDA Board Appointment
- C. ITB 23/24-10 Mary Ann Banks - Change Order #1
- D. Road Closure Request - Juneteenth Activities
- E. General and Special Appropriations Act and Tax Levy Authorization Fiscal Year 2025/2026
- F. Piggyback on Omnia Partners Contract Zones LLC for Purchase of six (6) Microsoft Office 2024 LTSC Professional Plus Licenses and forty-eight Microsoft Office 2024 LTSC Standard Licenses

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

- A. Study Session Request for Monday, June 9, 2025, at 6:45 p.m.
- B. Approval of the 2025/2026 Proposed Municipal Fee Schedule

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 #: 25-10 for checks presented in the amount of \$651,197.29.

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: **May 27, 2025**

Item No. A.

General Description: Approval of Agenda

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Minutes

Council Meeting Held: **May 27, 2025**

Item No. A.

General Description: Approval of Minutes from the Regular Meeting held on Monday, May 12, 2025, at 7:30 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



MINUTES OF THE REGULAR ROMULUS CITY COUNCIL MEETING
May 12, 2025

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174
Councilwoman Tina Talley called the meeting to order at 7:30 p.m.

Pledge of Allegiance

Roll Call

Present: Kathy Abdo, Harry Crout, David Jones, Celeste Roscoe, Tina Talley, William Wadsworth
Absent / Excused: John Barden

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;
Kevin Losen - HR Director; Jerry Frayer - DDA Director; Colleen Dumas - Recreation Director; Kevin
Krause - Director of Community Safety & Development

1. Agenda

- A.** Moved by **Kathy Abdo**, seconded by **Harry Crout** to accept the Agenda as presented.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

2. Minutes

- A. Res. #25-136** Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the Minutes from the Regular Meeting held on Monday, April 28, 2025, at 7:30 p.m.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

- B. Res. #25-137** Moved by **William Wadsworth**, seconded by **Harry Crout** to approve the Minutes from the Special Meeting - Study Session held on Monday, April 28, 2025, at 6:00 p.m. to discuss the proposed 25/26 FY City Budgets.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

3. Petitioner - None

4. Chairperson's Report, Tina Talley, Councilwoman

Res. #25-138 Moved by **Celeste Roscoe**, seconded by **David Jones** to concur with the Administration's recommendation in approving a new Blue Cross Blue Shield HRA 5000 health care plan to replace the existing Blue Cross Blue Shield HRA 2500 plan for non-Medicare eligible retirees, and authorizing the Mayor or Human Resources Director to be approved signatories. The new plan is to be effective July 1, 2025.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

Nays - None

Motion Carried Unanimously.

Res. #25-139 Moved by **Celeste Roscoe**, seconded by **Kathy Abdo** to adopt a memorial resolution for the family of Kendall B. Carr.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

Nays - None

Motion Carried Unanimously.

Dr. Benjamin Edmondson, RCS Superintendent, presented a PowerPoint on the 2025 RCS Bond Campaign for the bond proposal that will be presented to voters at the August 5, 2025, Special Election.

A resident commented on the bond proposal with concerns regarding increased taxes.

A written comment was read into the record.

A resident inquired about student proficiency and concerns that the residents would shoulder the burden of the bond during bad times.

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

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

Nays - None

Motion Carried Unanimously.

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

- A.** **Res. #25-140** Moved by **Celeste Roscoe**, seconded by **William Wadsworth** to concur with the Administration and grant authorization for the Mayor and Clerk to enter into the 1st Amendment to the Lease Agreement with the City of Romulus Municipal Library located at 11121 Wayne Road, Romulus, MI 48174.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

Nays - None

Motion Carried Unanimously.

- B.** **Res. #25-141** Moved by **Kathy Abdo**, seconded by **Harry Crout** to concur with the Administration and authorize a no-fee permit for the Ribbon Cutting of Eagle Alley in R-District and activities in R-District along with the closure of Goddard Road from Sterling Street to Shook Road beginning at 5:00 p.m. to 10:00 p.m. on Saturday, June 21, 2025.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

Nays - None

Motion Carried Unanimously.

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

- A. Res. #25-142** Moved by **William Wadsworth**, seconded by **Kathy Abdo** to approve the Second Reading and Final Adoption of Budget Amendment 24/25-17 to recognize \$1,000,000.00 in GL# 203-000-569.000 of State Grant Revenue and \$1,000,000.00 in GL#203-463-980.000 of expenditures associated with the Swan Lake Project in the local roads fund.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

- B. Res. #25-143** Moved by **Celeste Roscoe**, seconded by **David Jones** to approve the Second Reading and Final Adoption of Budget Amendment 24/25-18 in the amount of \$50,000.00 to recognize Grant Revenue and corresponding expenditures for a MSHDA Grant.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

- C. Res. #25-144** Moved by **David Jones**, seconded by **Celeste Roscoe** to approve the Second Reading and Final Adoption of the request for RZ-2025-002; Gem Seal (PMG Sealmaster) to rezone 0.94 acres of property located at 28055 Van Born Road from M-1, Light Industrial to M-T, Industrial Transportation.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

- D. Res. #25-145** Moved by **Celeste Roscoe**, seconded by **David Jones** to approve the Application for Commercial Facilities Exemption Certificate for Detroit Airport Hotel Limited Partnership III (8500 Wickham Road) with an exemption approved for seven (7) years.

Roll Call Vote: Ayes - Jones, Roscoe, Talley, Wadsworth
Nays - Abdo, Crout

Motion Carried.

7. Treasurer's Report – Stacy Paige, Treasurer

8. Public Comment - None

9. Unfinished Business - None

10. New Business - None

11. Warrant

- A. Res. #25-146** Moved by **Kathy Abdo**, seconded by **William Wadsworth** to approve Warrant #: 25-09 for checks presented in the amount of \$2,186,615.47

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth
Nays - None

Motion Carried Unanimously.

12. Communication - None

13. Adjournment

Moved by **William Wadsworth**, seconded by **Kathy Abdo** to adjourn the meeting at 10:07 p.m.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley, Wadsworth

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 May 12, 2025.



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



City of Romulus

Minutes

Council Meeting Held: **May 27, 2025**

Item No. B.

General Description: Approval of the Minutes from the Special Meeting - Executive/Closed Session held on Monday, May 12, 2025, at 6:15 p.m. to discuss an attorney's opinion and the Special Meeting - Public Hearing held on Monday, May 12, 2025, at 6:30 p.m. for the proposed 2025/26 FY Budget for the City of Romulus pursuant to Section 9.3 of the Romulus City Charter.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



**MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – EXECUTIVE SESSION
May 12, 2025**

Romulus City Hall Council Chambers, 11111 Wayne Rd, Romulus, MI 48174
Councilwoman Tina Talley called the meeting to order at 6:16 p.m.

1. Roll Call

Present: Kathy Abdo, Harry Crout, David Jones, Celeste Roscoe, Tina Talley

Absent / Excused: John Barden, William Wadsworth

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;
Kevin Losen - HR Director

- 2. Moved by Harry Crout, seconded by David Jones to accept the Special Meeting - Executive Session Agenda as presented.**

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley
Nays - None

Motion Carried Unanimously.

- 3. Moved by Celeste Roscoe, seconded by Kathy Abdo to convene into Closed Session to discuss an attorney's opinion.**

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley
Nays - None

Motion Carried Unanimously.

4. Discussion: Attorney Opinion

NO BUSINESS WAS CONDUCTED DURING CLOSED SESSION

5. Clerk's review closed session minutes, City Clerk

- 6. Moved by Kathy Abdo, seconded by Harry Crout to reconvene into Open Session.**

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley
Nays - None

Motion Carried Unanimously.

7. Public Comment - None

- 8. Moved by Celeste Roscoe, seconded by Kathy Abdo to adjourn the Special Meeting at 6:33 p.m.**

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley
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 – Executive Session of the Romulus City Council held on May 12, 2025.

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



MINUTES OF THE ROMULUS CITY COUNCIL SPECIAL MEETING – PUBLIC HEARING

May 12, 2025

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

Councilwoman Tina Talley called the meeting to order at 6:36 p.m.

1. Roll Call

Present: Kathy Abdo, Harry Crout, David Jones, Celeste Roscoe, Tina Talley

Absent / Excused: John Barden, William Wadsworth

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; Maria Farris - Finance Director; Gary Harris - Asst. Finance Director; Steve Dudek - Technology Services Director; Roberto Scappaticci - DPW Director; Jerry Frayer - DDA Director; Jeff Kemp - Director of Building & Planning; Ken Chapman - Director of Fire & Emergency Services; Robert Pfannes - Chief of Police; Michael Laskaska - Director of Communications & Community Service; Kevin Losen - HR Director

2. Moved by **Kathy Abdo**, seconded by **David Jones** to accept Public Hearing Agenda as presented.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley

Nays - None

Motion Carried Unanimously

3. **Public Hearing Discussion: City of Romulus 2025-26 FY Budget per Romulus City Charter Ch. 9, Sec 9.3**

Maria Farris, Finance Director, led the discussion. She gave a recap of the previous two budget study sessions. She reviewed the fiscal responsibility of the City's general fund. She indicated that the fund remains consistent, healthily funded, and stable according to industry standards. She concluded by reviewing the next step after the public hearing, which would be the approval of the General Appropriation Tax Act and Levy.

4. **Public Comment** - None

5. Moved by **Celeste Roscoe**, seconded by **Harry Crout** to adjourn the Public Hearing at 6:36 p.m.

Roll Call Vote: Ayes - Abdo, Crout, Jones, Roscoe, Talley

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 – Public Hearing of the Romulus City Council held on May 12, 2025.

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

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



City of Romulus

Petitioner

Council Meeting Held:

May 27, 2025

Item No. 3

General Description: _____

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

Ayes:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Nays:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Abstain:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

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

Council Meeting Held: **May 27, 2025**

Item No. A.

General Description: Approval of the Chairperson's Report

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **May 27, 2025**

Item No. A.

General Description: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for the year 2024-2025

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for this year, 2024-2025
DATE: May 20, 2025

I concur with the recommendation of Maria Lambert, Director of Resident Services/CDBG Director and legal counsel, and respectfully request City Council's approval of the attached sub-recipient agreement with Wayne County, for HUD Community Development Block Grant (CDBG) for the FYs 2024 to 2025 in the amount of \$20,000.00.

Motion by _____, supported by _____, to concur with the administration and approve the attached sub-recipient agreement with Wayne County, for HUD Community Development Block Grant (CDBG) for the FYs 2024 to 2025 in the amount of \$20,000.00.

Memo

To: Mayor Robert McCraight, Clerk Ellen Craig-Bragg and City Council

From: Maria Lambert, Director of Resident Services/CDBG Director

Subject: Wayne County Sub-Recipient Agreement for HUD Community Development Block Grant (CDBG) program with Wayne County for *this year, 2024-2025*

Date: May 20, 2025

The FY2024-2025 Wayne County Sub-Recipient Agreement for the HUD Community Development Block Grant (CDBG) program, for the annual \$20,000 for the senior chore program, is attached for your approval. With this approval we will be able to receive reimbursement for this year's senior chore expenditures.

I will be available for questions, or I may be reached before the meeting at (734) 955-4533.

SUBRECIPIENT AGREEMENT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BETWEEN THE
CHARTER COUNTY OF WAYNE
AND
THE CITY OF ROMULUS

Term July 1, 2024, through June 30, 2026

**Catalog of Federal Domestic Assistance (CFDA)
14.218 Community Development Block Grants/Entitlement Grants**

THIS SUBRECIPIENT AGREEMENT (“the “ Agreement”) is made effective as of the 1st day of July, 2024, by and between the Charter County of Wayne, acting through the Community Development Department a Division of the Economic Development Department whose address is the Guardian Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the **City of Romulus (“subrecipient”), whose address is 11111 Wayne Road, Romulus, Michigan 48174.**

Mutual Understandings

- A.** Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“**HUD**”) to be the recipient of Community Development Block Grant (“**CDBG**”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “**Act**”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B.** The Subrecipient has applied to the Recipient for a grant pursuant to the CDBG Program to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2024 starting July 1, 2024 (“Program Year”).
- C.** The Subrecipient may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D.** Both the Subrecipient and the Recipient (“**Parties**”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E.** The Work to be performed under this Agreement must be completed within twenty-four (24) months of July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.
- F.** The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G.** The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

Section 1

Definitions

In addition to the words and terms elsewhere defined in this Agreement and the exhibits hereto, the following words and terms as used in this Agreement shall have the following meanings for the purposes of this Agreement unless the context or use indicates another or different meaning or intent. Furthermore, any definition that conflicts with a definition as provided for in any laws, rules, and regulations applicable to Community Development Block Grants and a specific context shall supersede the definition or portion of the definition that conflicts below:

- 1.01 **“Agreement”** means this document in its final form, including all exhibits, as executed by the County and Subrecipient.
- 1.02 **“CDBG”** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **“CDBG Funds”** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG Activities under this Agreement. **The CDBG Funds contemplated for this Agreement are \$,20,000 (Twenty Thousand Dollars).**
- 1.04. **“City”** means the following:
 - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
 - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **"Closing or Closing Date"** shall mean the date and time, which shall be mutually agreed upon by the Subrecipient and the County, at which the Subrecipient shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.
- 1.06. **“Contractor”** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipient unless otherwise noted in this Agreement.
- 1.07. **"Counsel"** shall mean a person admitted to practice law in the State of Michigan and who may be the legal advisor for the County or the Subrecipient.

- 1.08. **“LMA”** shall mean low- and moderate-income area benefiting all residents of a primarily residential area in which at least 51% of the residents have incomes at or below 80% of area income.
- 1.09. **” LMI”** shall mean low and moderate income.
- 1.10. **“LMH”** shall mean low and moderate housing activities that will be occupied by a household whose income is at or below 80% of area median income.
- 1.11. **“LMC”** shall mean low and moderate limited clientele activities whose income is at or below 80% of area median income.
- 1.12 **“LMJ”** shall mean low and moderate job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- 1.13. **“Program Income”** means revenue (i.e., gross income) received by a state, unit of general local government, or Subrecipient that is directly generated from the use of CDBG Funds.
- 1.14. **“Program Manager”** means the Wayne County staff person currently managing the Wayne County CDBG program.
- 1.15. **“Recipient”** or **“County”** shall mean the County of Wayne, Michigan.
- 1.16 **“Records”** shall mean all records, data, notes, reports, discs, and documents in whatever format related to this Agreement and the Work under this Agreement and as further defined in Section 5 of this Agreement.
- 1.17. **“Regulations”** shall mean the regulations relating to the CDBG Program promulgated by HUD.
- 1.18. **“Rehabilitation”** shall mean any rehabilitation of residential property to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality and habitability, in order to sell, or redevelop such homes and properties. Rehabilitation may include improvements to increase the energy efficiency or conservation of such homes and properties or provide a renewable energy source for such homes and properties.

- 1.19. **“Subrecipient”** shall mean the **City of Romulus**, a unit of local government or municipality that the County has awarded CDBG Funds to perform eligible activities under the CDBG Program.

Section 2

Statement of Purpose and Eligible Activities of the Housing and Community Development Act

2.01 CDBG Objective

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the community development program of each grantee, is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. By executing this Agreement, the Subrecipient agrees with the Recipient to provide housing and community development activities in accordance with the objectives of the Act.

2.02 Compliance With CDBG Eligible Activity Requirements

The Subrecipient will be responsible for administering the CDBG Program in a manner satisfactory to the County and consistent with any standards as a condition of providing these Funds. The following is a list of eligible activities for CDBG under this Agreement:

Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State

in which it is located) in the 12 calendar months before the submission of the action plan;

2.03 National Objectives.

Each eligible activity funded with CDBG Funds must meet one of the three national objectives:

1. Benefits low- and moderate-income people

- a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:
 - 1) Area is primarily residential, and activity meets LMI needs.
 - 2) Income levels are documented by Census or an approved substitute.
 - 3) Exceptions apply under special circumstances.
- b. (LMC) Limited Clientele -- activity benefits a limited number of people who are at least 51% (LMI) Low and Moderate Income:
 - 1) Persons are presumed to be LMI (abused children, elderly, homeless).
 - 2) Assistance is for LMI persons owning or developing microenterprises.
 - 3) Activity is a job training or placement activity. (Conditions do apply.)
- c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:
 - 1) At least 51% of units must be occupied by LMI.
 - 2) Exceptions to the 51% rule are possible under limited circumstances.
- d. (LMJ) Jobs -- activity creates or retains jobs:
 - 1) At least 51% of the jobs must be held by or available to LMI persons.

2. Aids in the prevention or elimination of slums or blight

The area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- a. The delineated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law.

- b. The area must also meet either one of the two conditions specified below:
 - 1) At least 25 percent of the properties throughout the area exhibit the following:
 - i. Physical deterioration of buildings/improvements.
 - ii. Abandonment of properties.
 - iii. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings.
 - iv. Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - v. Known or suspected environmental contamination. •
 - 2) Public improvements throughout the area are in a general state of deterioration. |
- c. Documentation must be maintained by the State on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications

3. Meets a need having a particular urgency (referred to as urgent need).

- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
- 2) It cannot fund activity on its own as other sources of money are unavailable.

Section 3

Statement of Work/Budget, Payment Guidelines, and Due Diligence Requirements

3.01 Description of Work and Deadlines

The term of this Agreement is July 1, 2024, to June 30, 2026. The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A (“Work”) and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipient to Recipient in the process of receiving the CDBG

Funds. Any Work shall be completed on or before twenty-four (24) months from July 1 of the respective HUD Program Year unless otherwise extended through Recipient's approved modification process. The Subrecipient agrees that this deadline may be unilaterally shortened by the Recipient, at the recipient's sole discretion, if a more expeditious schedule is required for the Recipient to comply with any HUD regulations, including, but not limited to, 24 CFR 570.902.

3.02 CDBG Activity Description

The description of each CDBG activity shall be in sufficient detail as to provide a sound basis for the Recipient to effectively monitor performance under this Agreement. Such description will, at minimum, allow for a clear understanding of the need and benefit of the activity and the proposed eligible activity and National Objective. Recipient may ask for a written clarification of the work and CDBG activity at any time during this Agreement before making a payment under this Agreement. If such clarification does not reasonably indicate compliance with CDBG standards, Recipient will not be required to release any payment until a sufficient clarification is provided. The Subrecipient shall submit to the Recipient a budget covering the costs for the CDBG eligible activities.

3.03 Transfer or Reallocation

During the term of this Agreement, Subrecipient may transfer or reallocate the budget covering costs between different eligible activities that were originally set up in the application. However, if an activity was not set up in the original application, then Subrecipient must follow the rules for public hearings to add such new activity. All transfers of eligible activities are limited to transfer within the CDBG Program only and with consent from the County.

3.04 Payment Restrictions

It is expressly agreed and understood that the total amount to be paid by the Recipient under this Agreement shall not exceed the CDBG Funds amount **actually awarded and received by Recipient** for this Agreement as specifically noted in Section 1 (Definitions) of this

Agreement. It is also expressly agreed and understood that all amounts allocated hereunder to the Subrecipient by the Recipient shall be on a reimbursement basis for monies already spent by the Subrecipient or its contractors on approved (or pre-approved in writing if required by 2 CFR 200.407) eligible activities for projects meeting National Objectives. Subrecipient shall have no claim for detrimental reliance or otherwise for expenses it incurs for ineligible activities or projects not meeting National Objectives as interpreted by HUD or for claims for funds that have not been actually awarded to the Recipient. All requests for payment reimbursements shall be submitted on a monthly basis with all the required documentations and certifications of the Subrecipient's financial management system in accordance with the standards specified in OMB Circular A-85. All incomplete payment requests will not be processed and will be returned to the Subrecipient to complete.

3.05 Payment Disputes

In the event that there is a disagreement over the eligibility of a payment by the Recipient to Subrecipient of CDBG Funds under this Agreement, Recipient will not be required to make any such payment until a clear written ruling by HUD has been obtained. If the payment has already been made and the funds are still in the possession of Subrecipient or its agents, the funds will be returned to Recipient immediately until a written ruling by HUD has been obtained. Recipient may waive this requirement in writing or require another reasonable alternative such as escrow if it deems it in the best interest of the Recipient. In any event, Subrecipient must repay Recipient for any payment made by Recipient to Subrecipient subsequently disallowed by HUD. Such repayment will be with interest and administrative fees if HUD has demanded repayment and Recipient has already paid HUD.

3.06 Timely Execution of Agreement Required

The CDBG Funds are subject to strict timelines for eligible expenditure, or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within

30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG Funds allocated to Subrecipient if Subrecipient does not comply with the provisions of this sub-section and Subrecipient will have no claim against Recipient.

3.07 Due Diligence Requirements

Recipient may require Subrecipient to provide certain documents and documentation to ensure that the work is in compliance with CDBG Requirements and this Agreement. Subrecipient must provide such documentation in a reasonable and timely manner. Recipient may condition any payment under this Agreement on the provision of such documentation. All such requests will be made in writing by the Subrecipient.

Section 4

Contractors

4.01 Using Contractors

Subrecipient may only use a contractor for work performed with CDBG Funds in compliance with all applicable laws, rules, and regulations governing contractors for CDBG projects. Any request for reimbursement for a non-conforming use of contractors will be denied and may also require recoupment by Subrecipient of any compensation of the contractor in violation of any laws, rules, or regulations.

4.02 Contractor Procurement

Contractors must be procured competitively according to Federal Office of Management and Budget (OMB) rules, **24 CFR 85.36, and 2 CFR 200.320**. If the Subrecipient is acquiring goods and services, such as professional consulting, environmental review or planning, totaling no more than **\$100,000** then small purchase procurement (24 CFR 85.36(d)(1) and 84.44(e)(2)) can be used which allows Subrecipient to obtain quotes from potential vendors with a detailed description of the goods or services needed without publishing a formal request for proposals or invitation for bids. This method cannot be used if the amount of contract exceeds \$100,000 in value. In general, the small purchases

procedures also should not be used to acquire construction Contractors. It is recommended that these acquisitions occur under the sealed bid approach.

4.03 Agreements with Contractors

Subrecipients must enter into written agreements with Contractors.

In order to meet HUD and County CDBG Program requirements, agreements with Contractors must address the following:

1. Scope of services to be provided, consistent with this Agreement.
2. Identification of intended beneficiaries, if applicable.
3. Schedule for work completion.
4. Budget and payment schedule.
5. Provisions for termination for nonperformance or poor performance.
6. Other provisions required regarding:
 - a. Equal opportunity
 - b. Nondiscrimination
 - c. Labor standards
 - d. Anti-lobbying
 - e. Conflict of interest
7. Provisions for maintenance of workers' compensation insurance.
8. Provisions for maintenance of unemployment, disability and liability insurance as required.
9. Provisions for records retention (min. 4 yrs. from submittal of final expenditure report or conclusion of any audit or litigation).
10. Provision permitting monitoring/auditing by County and Subrecipient.
11. Provision requiring Contractor to abide by the covenants of this Agreement.
12. Provisions requiring appropriate bonds where required or reasonable.

4.04 Limitation on Term of Contractor Agreements

In compliance with federal procurement rules, the term of and agreements between Subrecipient and Contractors may not exceed three years.

Section 5
Records and Reports

5.01 Records Requirements

The Subrecipient shall comply with 24 CFR Part 570.506 and maintain full and complete books, ledgers, journals, accounts, or records wherein are kept all entries reflecting its operation pursuant to this Agreement. The records shall be kept in accordance with generally accepted accounting principles and practices and according to the provisions of the 2 CFR 200 and the provisions of 24 CFR Part 85, as modified by 24 CFR 570.502(a). The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrate that each activity undertaken meets one of the National Objectives of the CDBG program.
- C. Records required to determine the eligibility of activities.
- D. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance.
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program.
- F. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

5.02 Retention of Records

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of three (3) years. The retention period begins on the date of the submission of the Recipient's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is

litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

5.03 Recipient Right to Examine and Audit

The Recipient, including the Legislative Auditor General, shall have the right to examine and audit all books, records, documents and other supporting data of the Subrecipient, or any consultants or agents rendering services under this Agreement, whether directly or indirectly, which will permit adequate evaluation of the services, the cost, or pricing data submitted by the Subrecipient. The Subrecipient shall include a similar covenant allowing for Recipient audit in any contract it has with a Contractor, consultant or agent whose services will be charged directly or indirectly to the Recipient. This right to audit shall include, but shall not be limited to, the Recipient's right to request, and to be supplied in a timely manner, copies of any and all such books, documents, records and other supporting data. The Recipient may delay payment to the Subrecipient pending the receipt of such records and the results of any related audit without penalty or interest.

5.04 Activity Description Records

The records shall contain a full description of each activity assisted or being assisted with CDBG Funds. This description shall include its location and the amount of CDBG Funds budgeted and expended for the activity; and whether (i) the activity assists persons who qualify as Low-to-Moderate-Income persons; (ii) will aid in the prevention or elimination of blight or slums; (iii) or is designed to alleviate conditions which pose a serious and immediate threat to the health or welfare of the community.

5.05 Program Related Reports

The Subrecipient shall prepare in a timely manner and submit, to the Recipient, all program-related reports required by the Wayne County CDBG Manual. These reports

include, but are not limited to, a year-end report and the Program Income report described in Section 6 below.

Section 6

Program Income

6.01 Treatment of Program Income

Program Income (as defined at 24 CFR 570.500(a) and as further clarified in 2 CFR 200.80 if applicable) generated by activities carried out with CDBG Funds made available under this Agreement may be retained by the Subrecipient upon written permission of Recipient via its authorized director of CDBG Programs if the income is treated as additional CDBG Funds subject to all applicable requirements governing the use of CDBG Funds, the Recipient's Procedures for Reporting Program Income and Direct Benefit Activities. The Recipient's Procedures for Reporting Program Income and Direct Benefit Activities are subject to change with reasonable notice to the Subrecipient. The use of Program Income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Subrecipient may only use such Program Income during the Agreement period and only for activities permitted under this Agreement and shall reduce requests for additional CDBG Funds by the amount of any such Program Income balance on hand.

6.02 Interest Bearing Account Requirement

Program Income in the form of repayments to, or interest earned on, a revolving fund shall be deposited into an interest-bearing account and any interest earned by such funds accumulating in this account must be remitted annually, at the end of each program year, to the Recipient.

6.03 Remittance Guidelines

Program Income cash balances or investments thereof in excess of one-twelfth of the CDBG Funds amount under this Agreement, except for those needed immediately, those in revolving loan Funds, those resulting from lump-sum draw-downs authorized under 24 CFR Part 570.513, and those invested or held as additional security for a Section 108 loan

guarantee, must be remitted to the Recipient annually, at the end of each program year. The amount to be remitted will be calculated based on the total Program Income balances (with the exceptions noted above) held by the Subrecipient and all its subrecipients as of the last day of the Recipient's Program Year.

Section 7

Use of Real Property

7.01 Use Restrictions

Without properly authorized permission from Recipient, the Subrecipient may not change the use of any real property acquired or improved with CDBG Funds in excess of \$25,000 from the use for which the acquisition or improvement was made. Permission for an exception to this rule from Recipient will not be given unless the Subrecipient provides affected citizens with reasonable notice of any proposed change and the new use meets one of the objectives of the program earlier set forth and authorized under this Agreement. If such new use does not qualify under those objectives, the new use may be permitted, provided that the CDBG fund is reimbursed for the current fair market value of the property, less any portion of the value attributable to expenditure of non-CDBG Funds.

7.02 Security Requirement

In the event that the Subrecipient intends to perform an activity that involves real property, Wayne County may require a mortgage, note, or other instrument to secure the National Objective.

7.03 Requirement of Notice and Permission for Sale of Property

Subrecipient may not sell any property acquired with CDBG Funds without providing adequate advance written notice to Recipient and obtaining duly authorized written permission from Recipient for such a sale.

Section 8

Compliance with Federal Laws, Rules, and Regulations

8.01 General Compliance with Law and Specifically Federal Law

Subrecipient shall comply with all Regulations including 24 CFR Part 570.502 and the Uniform Administrative Requirements and shall carry out each activity in compliance with all Federal, State and local laws, rules, and regulations, including but not limited to the following:

- A. Subrecipient will affirmatively further fair housing and shall comply with the letter and spirit of Title VIII of the Civil Rights Act of 1968, as amended.
- B. Subrecipient shall insure that all contracts involving the employment of laborers and mechanics comply with the provisions of the Davis Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the Fair Labor Standards Act.
- C. Subrecipient shall comply with the National Environmental Policy Act of 1969, and its associated regulations and Executive Orders.
- D. Subrecipient shall provide reasonable relocation assistance to any persons displaced as a result of any Work performed under this Agreement. All assistance must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- E. Subrecipient will comply with the Single Audit Act of 1984 and 2 CFR 200.
- F. Subrecipient will ensure that no CDBG Funds will be expended for acquisition or construction purposes in an area that has been designated as having special flood hazards, unless the community in which the area is situated participates in a National Flood Insurance Program.

- G. Subrecipient shall not discriminate in the sale, leasing, financing, or the provision of brokerage services for housing, because of race, color, religion, sex, national origin or disability.
- H. Subrecipient shall not exclude any person from participation in the program based on race, color, national origin, sex, age, or disability.
- I. Subrecipient shall not discriminate against any person based on race, color, religion, sex, national origin or disability in all phases of construction during the performance of any federally assisted construction contracts.
- J. Subrecipient agrees that no lead paint shall be used in any residential structure constructed or rehabilitated with CDBG Funds.
- K. Subrecipient agrees to all terms of Executive Order 12549 regarding suspension or debarment outlined through 24 CFR Part 570.609 and 24 CFR Part 24 and agrees to execute the Certification Regarding Debarment and Suspension in Appendix D. In addition, the Subrecipient agrees to require all contractors and subcontractors under this Agreement to execute the Certification Regarding Debarment and Suspension in **Appendix D**.
- L. The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Recipient may preempt the optional policies.] The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Recipient ordinances, resolutions and policies concerning the displacement of persons from their residences.

- M. Subrecipient must comply with the requirements of 2 CFR Part 200 (OMB-87) and any of its provisions or requirements that override any other regulation or circular listed in this Agreement will supersede the requirements of those restrictions in this Agreement.
- N. In compliance with 2 CFR, Section 200.338 Subrecipient must make proper disclosures of all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award under this Agreement.
- O. Subrecipient is subject to other applicable regulations governing the use of the CDBG Funds, whether set forth herein or not, and any amendments or policy revisions thereto which may become effective during the term of this Agreement.

8.02 Compliance with State and Local Law

Subrecipient is deemed to be aware of all applicable State and Local laws, rules and regulations and must comply with all such laws, rules, and regulations. The laws, rules, and regulations include, but are not limited to:

- A. Wayne County Ethics in Public Contracting Ordinance
- B. Wayne County Contracting Requirements
- C. Wayne County Legislative Auditor General audit requirements.
- D. For any property funded by CDBG, state and local regulations governing construction, rehabilitation, and rental of that property.
- E. All state and local permitting requirements.
- F. All state and local laws regarding participation and inclusion of minority and women owned businesses or individuals.
- G. All state and local laws prohibiting business with certain entities.
- H. All applicable state and local environmental laws, rules, and regulations.

- I. All applicable state and local human and civil rights laws.

Section 9

Suspension and Termination

9.01 Termination For No Cause

The County may terminate this Agreement without cause at any time in accordance with 24 CFR Part 85.43 and 24 CFR Part 85.44, without incurring any further liability, other than as stated in this Article by giving written notice to the Subrecipient of the termination. The notice must specify the effective date, at least 30 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 Subrecipient for the eligible and authorized services rendered prior to notice of termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Subrecipient accepts the payment, the Agreement is satisfied.

9.02 Termination for Material Breach

The County may terminate this Agreement because the Subrecipient has failed to materially comply with any term of this Agreement, or any award or grant it receives. The grant or award may be suspended or terminated according to the specifications or within the time limit provided in this Agreement. The County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those terminated, and the Subrecipient shall be liable to the County for any costs to obtain and transition similar services, provided the Subrecipient shall continue the performance of this Agreement to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Subrecipient shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Agreement. Such expenses shall be deducted

from any monies due, or which may become due to the Subrecipient under the Agreement. If such expense exceeds the sum which would have been payable under the Agreement, then the Subrecipient shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may, to the extent allowed by law, offset such a deficiency against any compensation or reimbursement due or allocated by County or any of its component units to the Subrecipient in any context. . All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Agreement.

9.03 Subrecipient's Duties After Termination

After receipt of a Notice of Termination and except as otherwise directed by the County, the Subrecipient must:

- A. Stop work under the Agreement on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional CDBG Funds for payroll costs and other costs beyond the date as the County specifies.
- C. No later than the date the termination is effective but sooner if County requests, present all Agreement records and submit to the County all Records as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within 30 days a final report of receipts and expenditures of CDBG Funds relating to this Agreement.
- E. Place no further orders on contracts or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under this Agreement as is not terminated.
- F. Terminate all orders and subcontracts to the extent that they relate to the portion of Work so terminated.
- G. Submit within 30 days a listing of all creditors, Contractors, lessors, and other parties with which the Subrecipient has incurred financial obligations pursuant to the Agreement.

H. Secure any Work to prevent any damage or waste.

9.04 Records Upon Termination

Upon termination of this Agreement, all Records prepared by the Subrecipient under this Agreement or in anticipation of this Agreement shall, at the option of the County, become County's exclusive property, whether or not in the possession of the Subrecipient. The Records are free from any claim or retention of rights on the part of the Subrecipient except as specifically provided. The Subrecipient must return all properties of the County to County.

9.05 Failure to Deliver Records

Any intentional failure or delay by the Subrecipient to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Subrecipient will pay the County \$100.00 per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Subrecipient consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

9.06 Access to Records Upon Termination

Access to Records prior to delivery must be restricted to authorized representatives of the County and the Subrecipient. The Subrecipient has no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

9.07 Assistance to Terminate

In addition, each party will 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. **Section 10**

Reversion of Assets

10.01 Return of Unspent CDBG Funds

Upon expiration of this Agreement, Subrecipient shall transfer to the Recipient any CDBG Funds on hand and any accounts receivable attributable to the use of CDBG Funds at the time of expiration.

10.02 Unused Equipment

In all cases in which equipment acquired, in whole or in part, with CDBG Funds is sold, the proceeds shall be Program Income (prorated to reflect the extent that CDBG Funds were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement may be retained after compensating the Recipient for the current fair market value of the equipment less the percentage of non-CDBG Funds used to acquire the equipment.

Section 11

Expenditure of Community Development Block Grant Funds

11.01 Compliance With CDBG Spending Requirements

The Subrecipient agrees to expend any CDBG Funds received under this Agreement only in compliance with the Housing and Community Development Act of 1974, as amended, and the regulations of the Department of Housing and Urban Development as set forth in Volume 24, CFR Part 570, and in particular, Sections 570.200 through 570.208. The Subrecipient also specifically acknowledges that the Recipient is bound by 24 CFR 570.902, which requires the Recipient to spend its available Funds in a timely manner. The Subrecipient agrees to fully cooperate with the Recipient's efforts to comply with this section, which may require the Subrecipient to either expedite the spending of its CDBG

Funds prior to the date shown in Section 3.01 hereof, or possibly return unspent CDBG Funds to the Recipient. Those regulations are incorporated in this Agreement by reference.

Section 12

Amendment

12.01 Amendment Requirements

This Agreement may be amended by written instruments signed by authorized representatives by both parties. Any amendments or changes to the projects or budget shall be in writing, consistent with the Consolidated Plan and Annual plan of the County on file with HUD, and shall only need the approval of the Director of Community Development of Wayne County, or his/her designee, an authorizing representative of the Subrecipient, and must also comply with the Housing and Community Development Act of 1974, as amended.

Section 13

Indemnification

13.01 General Indemnification and Hold Harmless Requirement

The Subrecipient agrees, to the extent allowed by law, to indemnify and hold harmless the Recipient against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the Recipient by reason of any of the following occurring during the term of this Agreement or related to this Agreement or its implementation:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Subrecipient, or any of its personnel, employees, consultants, agents or any entities associated, affiliated (directly or indirectly), or subsidiary to the Subrecipient now existing or hereafter created, their agents and employees for whose acts any of them might be liable.

- B. Any failure by the Subrecipient, its Contractors, or any of its associates, to perform its obligations either implied or expressed under this Agreement.

13.02 Responsibility for Property Loss

The Subrecipient agrees that it is its responsibility and not the responsibility of the Recipient to safeguard the property and materials that its employees, Contractors, or its associates use in performing this Agreement. The Subrecipient shall hold the Recipient harmless for costs and expenses resulting from any loss of such property and materials used by its employees, Contractors and associates pursuant to the Subrecipient's performance under this Agreement.

13.03 Coverage of the term "Recipient"

For purposes of the hold-harmless provisions, the term "Recipient" shall be deemed to include the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or hereafter created their agents, Program Manager and employees.

13.04 Independent Contractor Relationship between Recipient and Subrecipient

The relationship of the Subrecipient to the Recipient is and shall continue to be that of an independent contractor and no liability or benefits, such as workers' compensation, pension rights, or liabilities, insurance rights or liabilities, or other provisions or liabilities, arising out of or related to a contract for hire or employer/employee relationship, shall arise or accrue to either party or either party's agent, subcontractor or employee as a result of the performance of this Agreement. No relationship, other than that of independent contractor shall be implied between the parties or either party's agent, employee, or contractor. The Subrecipient agrees to hold the Recipient harmless from any such claims and any related costs or expenses.

13.05 Comprehensive Duty to Defend, Indemnify, and Hold Harmless

To the extent permitted by law, the Subrecipient must defend, indemnify and hold harmless the County, its employees, agents, officer and directors, from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorneys' and consultant's fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or related in any way by the Work undertaken by the Subrecipient.

Section 14

Insurance

14.01 The Subrecipient shall maintain at all times, at its expense, during the term of this Agreement the following insurance. The Subrecipient will be responsible for requiring the same insurance of its contractors. Any shortfalls in insurance for contractors, specific to services related to this Agreement, will be the responsibility of the Subrecipient. If the Subrecipient maintains insurance through the Michigan Municipal Risk Association or the Michigan Municipal League the County will accept such insurance if it substantively meets the coverage requirements below, as determined by the County Risk Management Division:

- A. 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 and 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 Contract or the general aggregate limit shall be twice the required occurrence limit.
- B. Builder’s Risk (Course of Construction) insurance utilizing an “All Risk” (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

- C. Workers' Compensation: insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
- D. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if the subrecipient has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- E. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(s) and shall apply both to the Subrecipient's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- F. Professional Liability (if Design/Build), Insurance appropriate to the Subrecipient's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.
- G. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Subrecipient maintains higher limits than the minimum insurance coverage required in Section 14.01, the Subrecipient shall maintain the coverage for the higher insurance limits for the duration of the Contract.

14.02 Additional Insured Status. The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipient including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in

the form of an endorsement to the Subrecipient's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

- 14.03 Primary Coverage.** For any claims related to this Contract, the Subrecipient's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Subrecipient's insurance and shall not contribute with it.
- 14.04 Notice of Cancellation.** Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.
- 14.05 Waiver of Subrogation.** Subrecipient grants to the County a waiver of any right to subrogation which any insurer of the Subrecipient may acquire against the County by virtue of the payment of any loss under such insurance. Subrecipient 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 County has received a waiver of endorsement subrogation from the insurer.
- 14.06 Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Subrecipient to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- 14.07 All insurance must be affected under valid and enforceable policies,** issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the required coverage shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A: VII as listed in A.M. Best's Key Rating guide, current edition or interim report.
- 14.08 Claims-made Policies.** If any of the required policies provide coverage on a claims-made basis:

- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Subrecipient starts to perform the services.
- B. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Contract.
- C. 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 Subrecipient must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Contract work.

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

14.10 Subcontractors. Subrecipient shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Subrecipient shall ensure that the County is an additional insured on insurance required from subcontractors.

14.11 Special Risks or Circumstances. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

14.12 The Subrecipient must submit certificates evidencing the insurance to the Risk Management Division at the time the Subrecipient executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Section 15

Assignment and Subcontract

15.01 Restrictions on Transfer or Assignment

The Subrecipient shall not assign or encumber directly or indirectly any interest whatsoever in this Agreement and shall not transfer any interest therein (whether by assignment or novation), without the prior written consent of the Recipient. Any such consent given in any one instance shall not relieve the Subrecipient of its obligation to obtain the prior written consent of the Recipient to any further assignment.

15.02 Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any Contractor, without the written consent of the Recipient prior to the execution of such an agreement. Such approval shall not constitute a basis for privity between the Recipient and the Contractor. The Subrecipient agrees to hold harmless the Recipient from any such claims initiated pursuant to any subcontracts it enters into in performance of this Agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement. The Subrecipient further agrees to comply with these “Section

3” requirements as embodied in the following language if applicable to Subrecipient and to include the following language in all contract or subcontracts executed under this Agreement:

“The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

d. Selection Process

The Subrecipient shall undertake to ensure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements of **24 CFR 85.36**. Executed copies of all contracts and subcontracts shall be forwarded to the Recipient along with documentation concerning the selection process.

15.03 Succession

This Agreement shall inure in all particulars to the parties, their agents, successors and assignees to the extent permitted by law.

Section 16
Conflict of Interest

16.01 Covenant of No Conflict of Interest

The Subrecipient covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Agreement. The Subrecipient further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by the Subrecipient.

16.02 Warranty of Non-Solicitation of County Employees

The Subrecipient also warrants that it will not and has not employed any Wayne County employee to solicit or secure this Agreement upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the Recipient may, at its option, terminate this Agreement without penalty, liability or obligation, or may, at its election, deduct from any amounts owed to the Subrecipient, the amount of any such commission, percentage, brokerage, or contingent fee.

16.03 Compliance With Conflict-of-Interest Laws, Rules, and Regulations

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42, 570.611 and 2 CFR 200.318, which include (but are not limited to) the following:

- A. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- B. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract,

subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, the Subrecipient, or any designated public agency.

- C. Maintaining a written conflict of interest policy in accordance with 2 CFR 200.318 prohibiting Employee and Organizational Conflicts of Interest including non-Federal, State, or local government parent, affiliate, or subsidiary organizations.

Section 17

Notices

17.01 Manner of Notice

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

If to the Subrecipient

NAME HERE _____

If to the Recipient:

The Charter County of Wayne
Community Development Division
28th Floor, Wayne County Building
500 Griswold
Detroit, Michigan 48226-2831
Attention: Director of Community Development

17.02 Effect of Notice and Requirements

All notices shall be deemed given on the day of mailing. Party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

17.03 Special Notices

Notwithstanding the requirement above as to the use of first-class mail, termination notices and change of address notices shall be sent by registered or certified mail, postage prepaid, return receipt requested.

17.04 Point of Contact

Subrecipient shall designate a point of contact who is an authorized employee of Subrecipient to communicate with County regarding this Agreement and the Work (“Point of Contact”). All communications on behalf of Subrecipient to Recipient regarding this Agreement and the Work should include the Point of Contact. County is not obligated to communicate with any individual or entity regarding the Agreement, Work, or CDBG Program that is not an employee or political appointee of Subrecipient.

Section 18

Severability of Provisions

18.01 Provisions Enforceable Despite Disallowed Provisions

If any provision of this Agreement or the application to any person or circumstance shall, to any extent, be judicially determined to be invalid or unenforceable, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 19

Jurisdiction

19.01 Jurisdiction and Venue in Wayne County, State of Michigan

This Agreement, and all actions arising hereunder, shall be governed by, subject to, and construed according to the law of the State of Michigan. The Subrecipient agrees consents and submits to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. The Subrecipient agrees that service of process at the address and in the manner specified in this Agreement will be

sufficient to put the Subrecipient on notice. The Subrecipient also agrees it will not commence any action against the Recipient because of any matter whatsoever 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 can be had in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

Section 20

CDBG Certification

20.01 Ongoing Certification Compliance Required

Subrecipient shall execute and comply with all the CDBG Certifications attached as Appendix C to this Agreement. Subrecipient understands it may be required to comply with future certifications as issued.

Section 21

Authorization / Misc

21.01 Proper Authorization

Each party represents and warrants that all corporate actions and all governmental approvals necessary for the authorization, execution, delivery and performance of this Agreement have been taken and that each is ready and capable to perform its obligations. Each party further warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind the principal to this Agreement.

21.02 Signage Requirement

For projects exceeding \$25,000, the Subrecipient shall erect a sign on the project site stating that the project is being financed in part by HUD and the Wayne County CDBG Program and providing the appropriate contacts for obtaining information on activities

being conducted at the site and for reporting suspected criminal activities. The sign erected on the project site shall comply with all requirements of the state and local law applicable to on-premises outdoor advertising.

21.03 Effectiveness

This Agreement is effective subject to an authorizing resolution by the Wayne County Commission and subsequent execution by the Wayne County Executive or his designee.

[SIGNATURES ON NEXT PAGE]

Section 22

Signature

22.01 Duly Authorized Signatures

The Recipient and the Subrecipient, by and through their duly authorized officers and representatives have executed this Agreement as of the dates below.

SUBRECIPIENT:

By: _____

[AUTHORIZED SIGNER TITLE]

Date:

CHARTER COUNTY OF WAYNE

By: _____

Warren C. Evans
Wayne County Executive

Date:

APPENDIX A

CDBG PROJECTS

Grantee	PY 2024	Activity	Amount	Activity	National	Limited	Census	Benefit	Performance	Contract
City of	Grant	Senior	\$20,000	Matrix	Objective	Clientele	Tract	350	Measure	No.
Romulus	Amount	Services		No.	LMC	Elderly	N/A	Persons	Enhance	24/24/05A
				05A					Suitable	
									Living	

*Transfers amounting more than fifteen percent (15%) of total allotment will require a public hearing per the Wayne County Citizen Participation Plan.

APPENDIX B

PROGRAM INCOME

WAYNE COUNTY CDBG PROGRAM INCOME REPORT

COMMUNITY/ENTITY:

GRANT YEAR:

QUARTER:

July 1, 2024 to June 30, 2026

COMPLETE HIGHLIGHTED
SPACES ONLY

		Q1 Jul-Sep	Q2 Oct-Dec	Q3 Jan-Mar	Q4 Apr-Jun	TOTALS
Beg Bal	\$ - (June 30th only)	-	-	-	-	
INCOME SOURCES						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Total Income Sources		-	-	-	-	-
EXPENDITURES - Stipulate Contract No. and Activity Name						
Planning Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Administrative Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Public Service Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Non-Cap Expenditures Summary - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

Instructions for Completing the Quarterly Program Income Report

Income received by your organization directly generated from the use of Community Development Block Grant (CDBG) Funds, such as revolving loans, lien repayments, and sales from disposition of CDBG property, must be reported to the Wayne County Community Development Division. At the end of each quarter (June, September, December, March), complete and submit this Program Income Form to Wayne County Community Development Division, 500 Griswold 10th floor, Detroit, Michigan, 48226.

Use the Program Income Report in Excel to electronically the amount of Program Income received during the quarter, and the amount received year to date (year beginning July). Also record the amount of Program Income that was spent on an eligible activity during the quarter being reviewed and year to date. The cumulative balance space should reflect the total amount of Program Income on hand at the end of the current reporting period (this would include any unspent Program Income received during the previous reporting period).

There is also a space provided on the form for you to record the source of the Program Income received in the quarter being reviewed. If the Funds are coming from more than one source, please identify how much is coming from each source.

A CDBG Request for Payment with all required supporting documentation for the expenses paid using Program Income must accompany the Program Income Report.

Any form not received by the tenth business day after the end of the quarter review may result in the suspension of payment on vouchers submitted to the County for reimbursement. Make certain the form is signed and dated on the bottom of the form.

Please remember to clear with our office any activity requiring the use of Program Income before Program Income is expended.

APPENDIX C
CERTIFICATIONS

Local Government Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the local government, as the Subrecipient of the jurisdiction, certifies that:

Affirmatively Further Fair Housing -- The Subrecipient understands that the jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The local government will fully cooperate with the jurisdiction in this regard.

Anti-Displacement and Relocation Plan – The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. The local jurisdiction will fully cooperate with the jurisdiction in this regard.

Drug Free Workplace – The local government will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the local government's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace.
 - (b) The local government's policy of maintaining a drug-free workplace.
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the activities supported by the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- 5. Notifying the jurisdiction in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Require such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – As a Subrecipient of the jurisdiction, to the best knowledge and belief of the local government:

- 1. No Federal appropriated Funds have been paid or will be paid, by or on behalf of it, 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 awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If 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 contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the consolidated plan of the jurisdiction is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan – As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA Funds are consistent with the consolidated plan.

Section 3 – The local government shall, and as a Subrecipient of the jurisdiction, to the best of the local government's knowledge, the jurisdiction will comply with Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

Certifying Officer

Date

Specific CDBG Certifications

As a Subrecipient to the Entitlement Community, the local government certifies that:

Citizen Participation -- To the best of its knowledge, the entitlement community is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – To the best of its knowledge, the entitlement community's consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income (see CFR 24 Part 570.2 and CFR 24 Part 570).

Following a Plan – To the best of its knowledge, the entitlement community is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- To the best of its knowledge, the entitlement community has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG Funds, and to its best knowledge, the local government certifies that the entitlement community has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities, which the entitlement community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. To the best of its knowledge, the aggregate use by the entitlement community of CDBG Funds including section 108 guaranteed loans during program year(s) 2010, 2011, 2013 (a period specified by the local government consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. To the best of its knowledge, the entitlement community will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed Funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG Funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG Funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds.

To the best of the local government's knowledge, the jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108, unless CDBG Funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG Funds if the jurisdiction certifies that it lacks CDBG Funds to cover the assessment.

Excessive Force – The local government, and to its best knowledge, the jurisdiction, has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance With Anti-Discrimination laws – To the best of its knowledge, the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – To the best of its knowledge, the activities of the local government and jurisdiction concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24.

Compliance with Laws – The local government, and to the best of its knowledge, the jurisdiction, will comply with applicable laws.

Certifying Officer

Date

Appendix To Certifications

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I apply. (This is the information to which jurisdictions certify.)
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

<NONE>

Check X if there are workplaces on file that are not identified here; The certification with regard to the drug free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Non-Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Subrecipient: The City of Romulus
Agreement: 2024 CDBG Subrecipient Agreement
Agreement Year: July 1, 2024, through June 30, 2026

1. The Subrecipient certifies to the best of its knowledge and belief, that:
 - a. The Subrecipient 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 Subrecipient and its principals have not, within a three-year period preceding this Agreement, 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 Subrecipient 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 1. B. above; and.
 - d. The Subrecipient and its principals have not, within a three-year period preceding this Agreement, 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 Recipient determines that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available to the Recipient, the Recipient may terminate this Agreement for cause or default.
3. The Subrecipient shall provide immediate written notice to the Recipient if, at any time, Recipient 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 Subrecipient 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 Recipient.
6. The Subrecipient further agrees that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction”, provided by the Recipient, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A Subrecipient 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 Subrecipient may decide the method and frequency by which it determines the eligibility of its principals. Each Subrecipient 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 Subrecipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. If a Subrecipient 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 Recipient, the Recipient may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Subrecipient has executed this Certification on the dates set forth below.

WITNESSES:

SUBRECIPIENT

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

EXHIBIT E
FFATA FORMS
INFORMATION REQUEST FORM
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
200.331 Checklist
COUNTY DEPARTMENT: _____
FISCAL YEAR: _____**2024**_____

AWARD ID #	AMOUNT
B-24-UC-26-003	\$20,000

Please complete the following information:

Subawardee
UEI:_____

Subawardee Name (must match name in
SAM):_____

Subawardee
Address:_____

Amount of subaward (obligated
amount):_____

Subaward Obligation/Action
Date:_____

Identification of whether the award is R&D (yes or
no):_____

Subaward Period of Performance Start and End Date

Federal Funding Agency ID **Leave Blank**

Federal Funding Agency Name **Leave Blank**

Federal Award Identification Number (FAIN)

Leave Blank

NAICS code for contracts/CFDA program number for grants:) _____

Subawardee

Number: _____

Location of entity (including congressional district): _____

Subawardee Principal Place of Performance (including congressional district): _____

As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80% or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000.000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please answer YES or NO: _____

As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which the UEI it provided belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or Section 6104 of the Internal Revenue Code of 1986? Please answer YES or NO: _____

Required Subrecipient Disclosure Under 2 CFR 200

Required information includes:

(1) Federal Award Identification:

- a. Subrecipient name (which must match registered name in SAM).
- b. Subrecipient's UEI number (see 2 CFR 25 Universal Identifier and System for Award Management).
- c. Federal Award Identification Number (FAIN).
- d. **Federal Award Date (see Section 200.39 Federal award date);**
- e. Subaward Period of Performance Start and End Date.
- f. **Amount of Federal Funds Obligated by this action**
- g. Total Amount of Federal Funds Obligated to the subrecipient.
- h. **Total Amount of the Federal Award.**
- i. **Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);**
- j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official, U.S. Department of Housing and Urban Development.
- k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement.
- l. Identification of whether the award is R&D,
- m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per Section 200.414 Indirect (F&A) costs)

ETHICS IN CONTRACTING VENDOR FORM

**(DISCLOSURE OF RELATIONSHIPS WITH COUNTY
CONTRACT MANAGERS BY OWNERS AND OFFICERS OF
BUSINESS SUBMITTING QUOTE)**

- This form must be completed by a person holding a key position in the business, such as, an officer, director, trustee, partner, senior engineer or sales manager and have influence in making this bid or response or in performing the contract if the County awards it to your business.
- **Please fill out this form to the best of your knowledge and belief.**
- Detach and make additional copies of this form if needed.
- If you are unsure about what to disclose, contact the Purchasing Division at (313) 224-5151.
- **You are not required to question family members beyond what you already know of their affairs.**
- Submit this form with your quote/bid/proposal. A copy will be kept on file by the County Clerk & the Purchasing Director.
- If you fail to fully disclose the required information below, the County may terminate your contract if your business is awarded one.

1. Is any Partner, Principal, Corporate Officer, Owner or Corporate Director an immediate family member of a County employee? ☐ YES ☐ NO

If Yes: Name: _____ Relationship: _____
Department: _____ Title: _____

2. Without any further inquiry, are you aware if your business has employed an immediate family member of a County employee within the previous twelve (12) months? ☐ YES ☐ NO

If Yes: Name: _____
Department: _____ Title: _____

3. Without any further inquiry, are you aware if your business has discussed hiring an immediate family member of a contract manager within the past twelve (12) months? ☐ YES ☐ NO

If Yes: Name of Contract Manager: _____
Department: _____ Title: _____

4. Does any Partner, Principal, Corporate Officer, Owner or Corporate Director and a contract manager each have a substantial financial interest in one or more of the same business ventures? ☐ YES ☐ NO

If Yes: Name of Contract Manager: _____
Department: _____ Title: _____

ETHICS
CERTIFICATION

I certify that I have disclosed all information within my knowledge, which is required by this disclosure form.

Name (Please Print): _____

Signature: _____ Date: _____

Company Name: _____

Company Tax ID #: _____

ETHICS
DEFINITIONS

Contract Manager

An elected or appointed Wayne County official identified as having significant discretion over County contracts.

Immediate Family

YOUR FATHER, MOTHER, SON, DAUGHTER, BROTHER, SISTER, UNCLE, AUNT, GREAT AUNT, GREAT UNCLE, FIRST COUSIN, NEPHEW, NIECE, HUSBAND, WIFE, GRANDFATHER, GRANDMOTHER, GRANDSON, GRANDDAUGHTER, FATHER-IN-LAW, MOTHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, STEPFATHER, STEPMOTHER, STEPSON, STEPDAUGHTER, STEPBROTHER, STEPSISTER, HALF BROTHER, HALF SISTER, AND INCLUDING THE GRANDFATHER OR GRANDMOTHER OF AN INDIVIDUAL'S SPOUSE. IT SHALL ALSO INCLUDE A FORMER SPOUSE OR AN INDIVIDUAL WITH WHOM THE PUBLIC SERVANT HAS HAD A CHILD IN COMMON.

Substantial Financial Interest

- Ownership of any interest or involvement in any relationship, which results in the receipt of \$500 or more per year. Exceptions: Market-rate from a financial institution; income from the ownership of less than \$10,000 of stocks and bonds traded on the national stock exchanges.
- Holding a key position in a business such as officer, director, trustee, partner or sales manager. Exceptions: Officers who serve without compensation on the boards of charitable organizations.

BUSINESS INFORMATION QUESTIONNAIRE

Please complete the following:

1. Company's official registered name

2. Brief history of your company, including the year it was established

3. Company's Dun & Bradstreet (D&B) number (Required for federally funded contracts, optional otherwise)

4. Company Type (Corporation, LLC, Joint Venture, Partnership, Individual). If Corporation, include State of Incorporation and Date of Incorporation.

5. Company's organizational chart including those individuals that would be involved in the contract. Please include all Partners, Principals, Corporate Officers or Owners, Corporate Directors.

6. Corporate office location

a. List the addresses of sales and service offices/locations in Michigan

b. List the names of key contacts at each with title, address, phone and e-mail address

7. List of principal owners / stockholders (i.e., those holding 5% or more of the company or outstanding stock)

8. Financial Disclosure/Conflicts of Interest (Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with Wayne County, or with any of its Commissioners or officers.

9. Has your company been debarred by the Federal, any State or Local Governments or Authorities? Yes No If yes, has it been lifted and if so, when?

10. Has your company had contracts terminated for breach or failure to perform within the past five years? Yes No If yes, by whom and why?

11. Has your company had any violations, or are there any investigations pending for any Federal, any State or Local Governmental or Authority contracts? Yes No
If yes, has it been lifted and if so, when?

**WAYNE COUNTY HUMAN RELATIONS/BUSINESS INCLUSION DIVISION
FIRST TIER SUBCONTRACTOR DESIGNATION FORM**

To be completed by Prime Contractors for "First Tier" Subcontractors Only

This form **MUST** be completed by all prime contractors receiving a contract, of more than \$50,000 (supplies/services) or more than \$100,000 (construction), from Wayne County regardless of the dollar amount at which the subcontractor participates.

****THIS FORM MUST BE COMPLETED EVEN IF NO SUBCONTRACTORS WILL BE USED****

1. CONTRACT NUMBER: _____ - _____ - _____ (Number on Bid Announcement)

TCM NUMBER: _____ - _____ - _____ (Internal use only)

2. CURRENT AND/OR CUMULATIVE CONTRACT (Check one):

☐ **SUPPLIES/SERVICES** contract (over \$50,000? ☐ YES ☐ NO)

OR

☐ **CONSTRUCTION** contract (over \$100,000? ☐ YES ☐ NO)

3. WILL SUBCONTRACTORS BE USED FOR THIS CONTRACT? (Check one)

☐ YES* ☐ NO

***If you answered "YES", you must complete the next page.**

4. Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☐ NO

***If you answered "YES", you must complete the next page.**

Prime Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Phone: ()		Fax: ()	
Authorized Contact Person:		Email:	

I declare that all of the information contained in this form is complete and accurate to the best of my knowledge and, as signatory, am authorized to bind the contractor.

Print Name: _____ Title: _____

Signature: _____ Date: _____

SUBCONTRACTOR LIST

(MAKE ADDITIONAL COPIES OF THIS PAGE TO LIST ADDITIONAL SUBCONTRACTORS)

Prime Contractor Name _____

Contract # _____ - _____ - _____

Subcontractor # _____

TCM# _____ - _____ - _____ (Internal use only)

Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Authorized contact:	Phone: ()	Fax: ()	
Subcontract Amount: \$		% of Contract:	
Work to be performed:			

Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☐ NO

*If there are any related parties, please provide the name(s) and relevant relationship here:
(Attach additional pages as needed)

Name: _____ Relationship: _____

Department: _____ Title: _____

Subcontractor # _____

Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Authorized contact:	Phone: ()	Fax: ()	
Subcontract Amount: \$		% of Contract:	
Work to be performed:			

Are there any related parties between the subcontractor(s) and any contract managers for this proposed contract? (Check one) ☐ YES* ☐ NO

*If there are any related parties, please provide the name(s) and relevant relationship here:
(Attach additional pages as needed)

Name: _____ Relationship: _____

Department: _____ Title: _____



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: May 27, 2025

Item No. B.

General Description: DDA Board Appointment

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

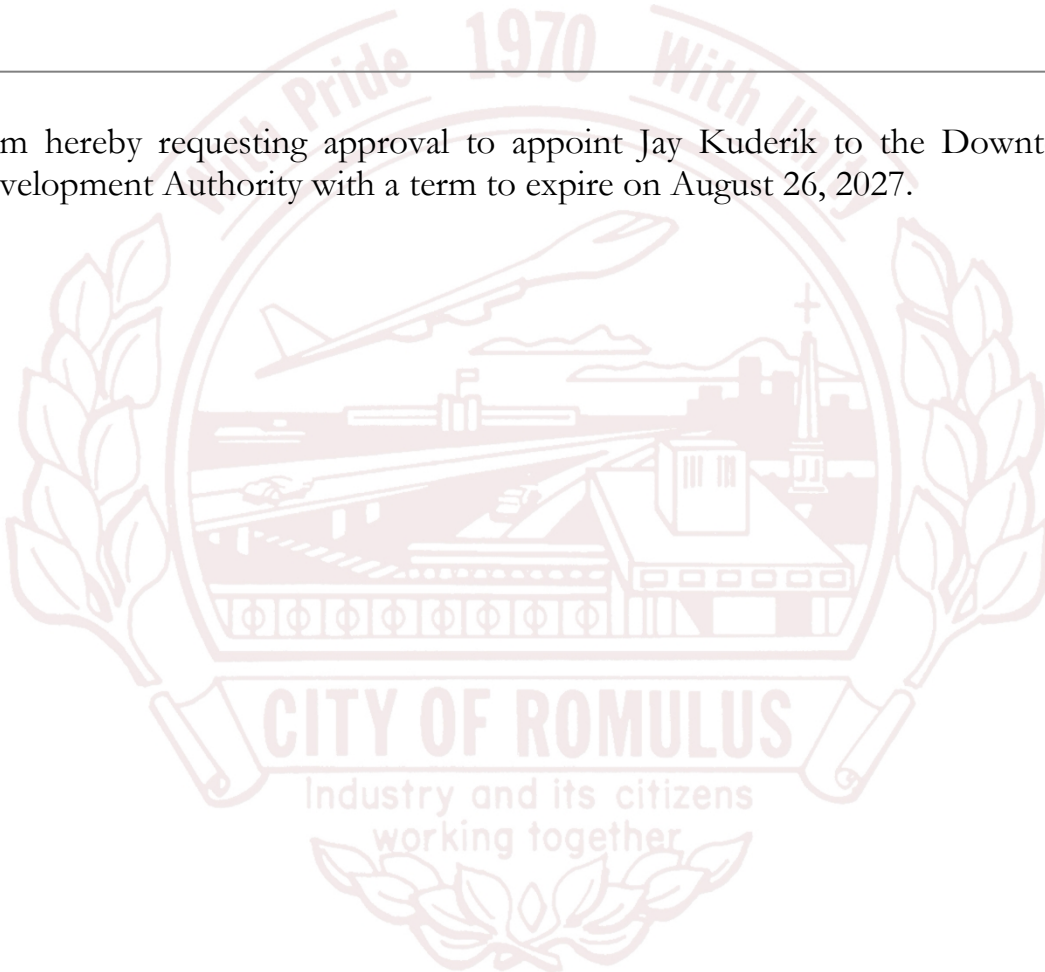
MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: DDA Board Appointment
DATE: 5/22/2025

I am hereby requesting approval to appoint Jay Kuderik to the Downtown Development Authority with a term to expire on August 26, 2027.



Motion by _____ supported by _____, to concur with the administration and approve the appointment of Jay Kuderik to the Downtown Development Authority with a term to expire on August 26, 2027.

INTER-OFFICE MEMORANDUM

DATE: May 13, 2025

TO: Mayor Robert A. McCraith

FROM: Jerry Frayer, DDA Director and Economic Development Liaison

SUBJECT: **DDA Board Appointment**

The Downtown Development Authority (DDA) shall consist of not less than five (5) members, nor more than nine (9) persons appointed by the Mayor and approved by City Council. The Authority meets on the second Wednesday of each month at 10:30 a.m. in the City Council Chambers.

DDA board member, Arianna LeSure has resigned from the Romulus Chamber of Commerce effective May 13, 2025. Due to this resignation, she no longer fills the requirements to sit on the DDA board, leaving a vacancy. Romulus downtown business owner, Jay Kuderik, has requested to fulfill the remainder of this term ending on August 26, 2027.

I will be attending the meeting on Tuesday May 27th, 2025.

Jerry Frayer

May 13th, 2025

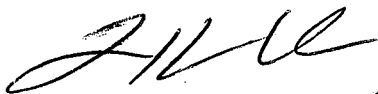
Mayor Robert A. McCraight
City of Romulus
11111 Wayne Rd.
Romulus, MI 48174

Re: Downtown Development Authority Vacancy

Dear Mayor McCraight,

Please accept this as my official letter of interest and request to be appointed to the position of board member for the City of Romulus Downtown Development Authority. It would be a great privilege to serve the community on this board.

Sincerely,

A handwritten signature in black ink, appearing to read 'JK', is written over a horizontal line.

Jay Kuderik, Owner
Polka Dots Décor and More
37135 Goddard Rd
Romulus, MI 48174
(734) 727-6590



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **May 27, 2025**

Item No. C.

General Description: ITB 23/24-10 Mary Ann Banks - Change Order #1

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: ITB 23/24-10 Mary Ann Banks
DATE: May 19, 2025

I concur with the recommendation of Jerry Frayer, DDA Director, and respectfully request Council approve Change Order #1 to Bid Award ITB 23/24-10 for additional work within the City of Romulus Mary Ann Banks Park to add Court Drainage & Concrete Work from Premier Group Associates with a cost not to exceed \$10,000.00.

Gary Harris, Assistant Finance Director, has verified funds for this acquisition have been budgeted for and are available in the Project Caost account #101-728-980.000

Motion by _____, supported by _____, to concur with the administration and- approve Change Order #1 to Bid Award ITB 23/24-10 for additional work within the City of Romulus Mary Ann Banks Park to add Court Drainage & Concrete Work from Premier Group Associates with a cost not to exceed \$10,000.00.

INTER-OFFICE MEMORANDUM

DATE: May 9th 2025
TO: Robert A. McCraight, Mayor
FROM: Jerry Frayer, DDA Director
CC: Mike Laskaska, Communication & Community Services Director
SUBJECT: ITB-23/24-10 Mary Ann Banks

Dear Mayor,

On behalf of the DDA and Community Services I request the following change order #1 to extend additional work within the City of Romulus Mary Ann Banks Park to add Court Drainage & concrete work.

We received the following quote from Premier Group Associates:

- Demolition \$2,965.00
- Underground Drainage \$10,887.50
- Contingency 10% is \$1,000.00

However Premier Group Associates has agreed to discount the project cost not exceed \$10,000.00 dollars. See attached email.

This change order #1 is in the amount of **\$11,000.00**

Funds have been budgeted in fiscal year 24/25 account number 101-728-980.000. Please reference the attached funds verification form signed by the Finance Department.

Upon your concurrence, we recommend presenting this change order to City Council for approval of the expenditure.

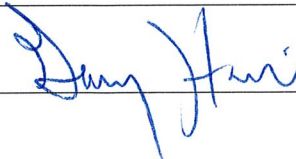
If you have any questions or would like to discuss this matter further, please contact me at 734-955-4531.

Thank you,

Jerry Frayer, DDA Director



FUNDS VERIFICATION FORM

<u>DEPARTMENT:</u> DDA/Community Services
<u>FUND NAME:</u> Project Cost
<u>ACCOUNT NUMBER/S:</u> 101-728-980.000
<u>PURPOSE FOR REQUEST:</u> Demolition & Underground Drainage at Mary Ann Banks Park
<u>AMOUNT OF EXPENDITURE:</u> \$11,000.00
<u>SIGNATURE OF DEPARTMENT HEAD:</u> 
<u>FUNDS CURRENTLY AVAILABLE:</u> \$179,000.00
<u>FINANCE DEPARTMENT APPROVAL:</u> 
<u>DATE:</u> 5/7/2025

Customer:

 City of Romulus
 11111 Wayne Road
 Romulus, MI 48174

Property:

 Mary Ann Banks Memorial Park
 37200 Goddard Road
 Romulus, MI 48174

Mary Ann Banks Court Drainage
Services
Demolition

Items	Quantity	Unit	Price/Unit	Price
Sawcut	1.00	EA	\$225.00	\$225.00
Asphalt removal	1.00	EA	\$875.00	\$875.00
Haul out	1.00	EA	\$240.00	\$240.00
Sub base removal	1.00	EA	\$875.00	\$875.00
Sub base haul out	1.00	EA	\$750.00	\$750.00

Demolition : \$2,965.00

Underground

Items	Quantity	Unit	Price/Unit	Price
Peastone	1.00	EA	\$2,100.00	\$2,100.00
200 ft pipe 6" w/ fittings	1.00	EA	\$1,000.00	\$1,000.00
7 floor drains	1.00	EA	\$525.00	\$525.00
concrete 462.5 sq ft	1.00	EA	\$4,162.50	\$4,162.50
Concrete curb	1.00	EA	\$650.00	\$650.00
Labor	1.00	EA	\$1,200.00	\$1,200.00
Equipment	1.00	EA	\$1,000.00	\$1,000.00
Restoration	1.00	EA	\$250.00	\$250.00

Underground: \$10,887.50

*Deduct \$1,200.00 if excavated materials are disposed of at DPW.

Subtotal	\$13,852.50
Estimated Tax	\$0.00
Total	\$13,852.50

Terms & Conditions

This Agreement was made between the City of Romulus (Hereinafter called OWNER) and Premier Group Associates, LC (hereinafter called CONTRACTOR). Proposal is valid for 30 days.

1. CONTRACTOR shall complete all work as specified in the attached proposal.

2. THE WORK OF THIS CONTRACT

This Agreement is subject to and based upon all specifications referred to in paragraph 1 above, copies of which have been/will be furnished to Contractor for its use, and the same are made a part hereof as if they have been specifically incorporated herein.

PGA is performing the work at the directive of the client.

3. CONTRACT SUM AND PAYMENTS

The Client agrees to pay Contractor for services completed in accordance with the terms of, this agreement., If optional services are accepted, the final price would increase by the optional services selected. The fee will be billed incrementally as work is completed. Any alternatives added by the client will be calculated in the final billing price. The fee shall be payable within thirty (30) days after receipt and approval by the Client.

4. TERM

The term of this Agreement shall commence on the Effective Date and shall continue until work is complete, unless this agreement is otherwise extended or terminated in accordance with the terms specified herein.

5. ENTIRE AGREEMENT

This Agreement, including the exhibits hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to the Services to be rendered hereunder. Any additions, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this Agreement and the terms of any Exhibits, attachments, or schedules hereto or any purchase order or other documents issued by the Client or Contractor in connection herewith, the terms set forth in the body of this Agreement shall prevail.

By _____
Shelby Hahn
Date 4/21/2025
Premier Group Associates

By _____
Date _____
Mary Ann Banks Memorial Park

From: [Brad Byarski](#)
To: [Kim Klieber](#); [Jessica Katers](#); [Frayer, Jerry](#)
Cc: [Eric Peltola](#)
Subject: RE: Determine Asphalt Repairs for Mary Ann Banks Park
Date: Tuesday, May 6, 2025 9:36:55 AM
Attachments: [untitled\(100x100px\)\(100x100px\) 7d90c1ec-0982-49be-8385-abe28e72916c.png](#)
[061_sm_fb_781b9f7d-2d9a-41bc-82f7-95d3079ca0dc.png](#)
[061_sm_in_ce2a0f25-1834-4e4e-9ff4-641f505131b6.png](#)
[061_sm_insta_571378c5-4a19-4357-ba46-57b8d1e0f34b.png](#)

Kim

I have reached out to ASI and outlined our proposal. I suspect I will be successful in getting this done, but the offer of \$10,000.00 for drainage remains unchanged regardless of that outcome. Once we hear from your team with next steps we will clean up proposal and get materials ordered. I have about a 5 day window with our excavator in which I suspect it to be tied up in right of way work starting mid-May, so I would say we would be fairly available to do this work starting May 27. If required sooner we could break free for a few days, once materials are in hand. During the drain install we would intend to complete the drain, and have all items in your November 12 list completed and ready for inspection.

Brad Byarski
2221 Bellevue
Detroit, MI 48207
313-963-1700 Office
313-925-3673 Direct
313-363-1886 cell
www.pgalc.com
Brad@pgalc.com

[Learn More About PGA Here!](#)



Brad Byarski

Premier Group Associates
brad@pgalc.com
<https://www.pgalc.com/>
Providing Services for Over 36 Years



-----Original Appointment-----

From: Kim Klieber <Kim.Klieber@ohm-advisors.com>

Sent: Friday, May 2, 2025 10:28 AM

To: Kim Klieber; Frayer, Jerry; Eric Peltola; Brad Byarski; Jessica Katers; Laskaska, Mike

Cc: Sabrina McQueen

Subject: Determine Asphalt Repairs for Mary Ann Banks Park

When: Tuesday, May 6, 2025 9:00 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: <https://ohm-advisors.zoom.us/j/99479625230?pwd=9KRP25rFsejP7WgAc1s5axbKOeb6NR.1&from=addon>

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

From Brads email for our discussion:

Couple of potential thoughts

- Install drainage solution as proposed. We have estimated this cost to be \$13,852.52
- At same time complete some repair of your approval
 - At this time mill and repave low spots
 - Install a 1" over lay on the entire area
 - Saw cut and repave low areas



Hi there,

Kim Klieber (she/her/they); OHM is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Password: 904036

Phone one-tap: [+16468769923](tel:+16468769923)..99479625230#

Meeting URL: <https://ohm-advisors.zoom.us/j/99479625230?pwd=9KRP25rFsejP7WgAc1s5axbKOeb6NR.1&from=addon>

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: +1 646 876 9923

Meeting ID: 994 7962 5230

Password: 904036



May 7, 2025

Jerry Frayer, Director
Downtown Development Authority
City of Romulus
11111 Wayne Road
Romulus, MI 48174

RE: Mary Ann Banks, Multi-use Court Drainage

Dear Mr. Frayer:

The City of Romulus received Passport Grant funding to upgrade the City's Mary Ann Banks Park. The existing multi-use court surface had heavily cracked and crumbled in many areas. The contract called for the existing court to be milled and overlaid with 2-inches of asphalt and replacement of the asphalt curbing. Due to a limited project budget, no aggregate base work or re-grading of the court or drainage was included in the contract.

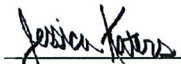
Once the asphalt overlay was completed, there was visible ponding occurring on the court surface; specifically after moderate to large rain events. Survey grade shots were taken before and after construction of the court resurfacing. The ponding on the north and south edges of the court along the curb lines was anticipated, as the court is intended to be flooded and frozen in the winter as an ice rink. Additionally, there are a few low spots located near the center of the playing surface that are of concern to the City. "Cut-outs" were completed on the East and West curb lines to allow the City to use equipment to brush the standing water towards them to drain the court. These "cut-outs" do not allow for the ponding surface water to drain from the court naturally. While the City has the option to mobilize their equipment to clear the water by pushing it through the cut-outs, a drainage system along the south side of the court is desired to maintain a play surface free from standing water.

A meeting was held between OHM Advisors, City Staff and Premier Group Associates (PGA) on Tuesday, May 6, 2025 to discuss drainage concerns and determine a solution. An agreement between PGA and the City was made that the proposed drainage solution (i.e. proposed trench drain along southern curblin in a strip of concrete with seven inlets that can be capped to aide in flooding the surface in the winter months and an additional "cut-out" along the north edge) can be completed by PGA. Installing this drainage system will take care of the majority of the accumulation that is occurring on the court now. Additional monitoring will occur once it is installed to determine if any of the center low spots hold water for an extended period of time.

We recommend the installation of a trench drainage system at Mary Ann Banks Park. The drain will be advantageous to maintain a dry court for public use in warm months and can be utilized to drain the surface after flooding in the winter months.

Please do not hesitate to reach out should there be any other questions on the above matter.

Sincerely,
OHM Advisors



Jessica Katers, P.E.; OHM Project Manager



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: May 27, 2025

Item No. D.

General Description: Road Closure Request - Juneteenth Activities

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: Road Closure Request – Juneteenth Activities
DATE: May 22, 2025

I concur with D’Sjonaun Hockenhull, Deputy City Clerk and respectfully request that City Council authorize the closure of Hunt Street beginning at Bibbins Street and ending at the entrance to the Post Office on Hunt Street from 10:00 a.m. to 5:00 p.m. on Saturday, June 21, 2025 for the 3rd Annual Juneteenth Community Celebration.

Motion by _____ supported by _____ to concur with the administration and authorize the closure of Hunt Street beginning at Bibbins Street and ending at the entrance to the Post Office on Hunt Street from 10:00 a.m. to 5:00 p.m. on Saturday, June 21, 2025 for the 3rd Annual Juneteenth Community Celebration.

MEMORANDUM

To: Mayor Robert McCraight

From: D’Sjonaun Hockenhull, Deputy City Clerk

Cc: Ellen Craig-Bragg, City Clerk

Date: May 20, 2025

Re: Road Closure Request – Juneteenth Activities

With the 3rd Annual Juneteenth Community Celebration quickly approaching, it is necessary to seek the Council’s approval for the closure of Hunt Street to accommodate the Juneteenth activities.

Upon your concurrence, we request the Council’s approval to close Hunt Street beginning at Bibbins Street and ending at the entrance to the Post office on Hunt Street from 10:00 a.m. to 5:00 p.m. on Saturday, June 21, 2025, for the 3rd Annual Juneteenth Community Celebration.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: May 27, 2025

Item No. E.

General Description: General and Special Appropriations Act and Tax Levy Authorization Fiscal Year 2025/2026

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

City of Romulus

INTEROFFICE MEMORANDUM

TO: The Honorable Romulus City Council
FROM: Mayor Robert A. McCraight
SUBJECT: General and Special Appropriations Act and Tax Levy
Authorization
Fiscal Year 2025/2026
DATE: May 22, 2025

Pursuant to Section 9.4 of the Romulus City Charter, I have attached for your adoption, the General and Special Appropriations Act and Tax Levy authorization for the City of Romulus and 34th District Court Fiscal Year 2025-2026.

Motion by _____, supported by _____ to concur with the administration and adopt the General and Special Appropriations Act and Tax Levy authorization for the City of Romulus and 34th District Court Fiscal Year 2025-2026 as submitted by Mayor McCraight.

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

A resolution to provide for the adoption of a budget proposed by the Mayor containing estimates of proposed revenues and expenditures for the fiscal year beginning July 1, 2025 and ending June 30, 2026 and millage rates to support this budget.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROMULUS:

SECTION 1. That for the expenditures of the City Government and its activities for the fiscal year, beginning July 1, 2025 and ending June 30, 2026, the amounts in the following sections are hereby appropriated.

SECTION 2. That for the said fiscal year there is hereby appropriated out of the General Fund on an activity basis, the following:

101

COUNCIL	125,810
MAYOR	1,056,127
CLERK	1,025,034
FINANCIAL SERVICES	16,547,060
TREASURER	610,630
PUBLIC SAFETY	2,558,920
PUBLIC SERVICES	4,430,489
COMMUNITY & ECONOMIC DEVELOPMENT	179,170
RECREATIONAL & CULTURAL	1,264,509
TOTAL EXPENDITURES	<u>27,797,749</u>

REVENUES

PROPERTY TAXES	10,802,200
BUSINESS LICENSES & PERMITS	513,000
FEDERAL GRANTS & REVENUES	27,880
STATE GRANTS & REVENUES	5,000,550
CHARGES FOR SERVICES	530,770
FINES & FORFEITS	100,000
INTEREST & RENTS	1,000,000
OTHER REVENUES	1,854,780
CONTRIBUTIONS FROM LOCAL UNITS	66,500
NON-BUSINESS LICENSES & PERMITS	1,554,000
TOTAL REVENUES	<u>21,449,680</u>
APPROPRIATION - FUND BALANCE	<u>6,348,069</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u><u>27,797,749</u></u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 3. That for the said fiscal year there is hereby appropriated out of the Major Roads Fund on an activity basis, the following:

202 MAJOR ROADS FUND EXPENDITURES	1,653,440
TRANSFER TO LOCAL STREETS	1,100,000
TRANSFER TO DEBT FUND	110,000
TOTAL EXPENDITURES & CONTINGENCIES	<u>2,863,440</u>
REVENUES	<u>3,302,800</u>

SECTION 4. That for the said fiscal year there is hereby appropriated out of the Local Streets Fund on an activity basis, the following:

203 LOCAL STREETS FUND EXPENDITURES	<u>6,794,870</u>
REVENUES	<u>6,052,575</u>
APPROPRIATION - FUND BALANCE	742,295
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>6,794,870</u>

SECTION 5. That for the said fiscal year there is hereby appropriated out of the Public Safety Fund on an activity basis, the following:

205 PUBLIC SAFETY FUND EXPENDITURES	<u>18,693,093</u>
REVENUES	<u>18,622,610</u>

SECTION 6. That for the said fiscal year there is hereby appropriated out of the Romulus Athletic Center Fund on an activity basis, the following:

208 ROMULUS ATHLETIC CENTER FUND EXPENDITURES	<u>3,973,940</u>
REVENUES	<u>3,973,950</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 7. That for the said fiscal year there is hereby appropriated out of the Cemetery Perpetuation Fund on an activity basis, the following:

209 CEMETERY FUND	
REVENUES	100
APPROPRIATION - FUND BALANCE	
TOTAL REVENUES & APPROPRIATED FUND BALANCE	-

SECTION 8. That for the said fiscal year there is hereby appropriated out of the Cable Television Fund on an activity basis, the following:

211 CABLE TELEVISION	289,850
REVENUES	262,600
APPROPRIATION - FUND BALANCE	27,250
TOTAL REVENUES & APPROPRIATED FUND BALANCE	289,850

SECTION 9. That for the said fiscal year there is hereby appropriated out of the Merriman Road Special Assessment Fund on an activity basis, the following:

218 MERRIMAN RD SPECIAL ASSESSMENT	188,070
REVENUES	165,200
APPROPRIATION - FUND BALANCE	22,870
TOTAL REVENUES & APPROPRIATED FUND BALANCE	188,070

SECTION 10. That for the said fiscal year there is hereby appropriated out of the Street Lighting Fund on an activity basis, the following:

219 STREET LIGHTING	1,188,280
REVENUES	1,091,360
APPROPRIATION - FUND BALANCE	96,920
TOTAL REVENUES & APPROPRIATED FUND BALANCE	1,188,280

SECTION 11. That for the said fiscal year there is hereby appropriated out of the Community/Employee Activity Fund on an activity basis, the following:

225 COMMUNITY/EMPLOYEE ACTIVITY FUND	5,000
REVENUES	1,000
APPROPRIATION - FUND BALANCE	4,000
TOTAL REVENUES & APPROPRIATED FUND BALANCE	5,000

SECTION 12. That for the said fiscal year there is hereby appropriated out of the Sanitation Fund on an activity basis, the following:

226 SANITATION FUND EXPENDITURES	2,079,970
REVENUES	1,736,340
APPROPRIATION - FUND BALANCE	343,630
TOTAL REVENUES & APPROPRIATED FUND BALANCE	2,079,970

SECTION 13. That for the said fiscal year there is hereby appropriated out of the Oakwood Special Assessment District on an activity basis, the following:

245 OAKWOOD SPECIAL ASSESSMENT DISTRICT	9,000
REVENUES	4,260
APPROPRIATION - FUND BALANCE	4,740
TOTAL REVENUES & APPROPRIATED FUND BALANCE	9,000

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 14. That for the said fiscal year there is hereby appropriated out of the Community Development Block Grants Fund on an activity basis, the following:

252 COMMUNITY DEVELOPMENT BLOCK GRANTS	<u>20,000</u>
REVENUES	<u>20,000</u>

SECTION 15. That for the said fiscal year there is hereby appropriated out of the Michigan Indigent Defense Fund on an activity basis, the following:

260 MICHIGAN INDIGENT DEFENSE FUND	<u>225,000</u>
REVENUES	<u>281,610</u>

SECTION 16. That for the said fiscal year there is hereby appropriated out of the 9 1 1 Fund on an activity basis, the following:

261 9 1 1 FUND	<u>121,850</u>
REVENUES	<u>145,840</u>

SECTION 17. That for the said fiscal year there is hereby appropriated out of the State Law Enforcement Fund on an activity basis, the following:

265 STATE FORFEITURE FUND	<u>16,000</u>
REVENUES	<u>1,500</u>
APPROPRIATION - FUND BALANCE	<u>14,500</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>16,000</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 18. That for the said fiscal year there is hereby appropriated out of the Federal Law Enforcement Fund on an activity basis, the following:

266 FEDERAL LAW ENFORCEMENT FUND	<u>479,880</u>
REVENUES	<u>25,000</u>
APPROPRIATION - FUND BALANCE	<u>454,880</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>479,880</u>

SECTION 19. That for the said fiscal year there is hereby appropriated out of the Municipal Library Fund on an activity basis, the following:

271 MUNICIPAL LIBRARY	<u>1,192,400</u>
REVENUES	<u>915,910</u>
APPROPRIATION - FUND BALANCE	<u>276,490</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>1,192,400</u>

SECTION 20. That for the said fiscal year there is hereby appropriated out of the Opioid Settlement Fund on an activity basis, the following:

284 OPIOID SETTLEMENT	<u>40,000</u>
REVENUES	<u>12,710</u>
APPROPRIATION - FUND BALANCE	<u>27,290</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>40,000</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 21. That for the said fiscal year there is hereby appropriated out of the 2017B Court Building Debt Service Fund on an activity basis, the following:

305 2017B COURT BUILDING CAPITAL IMPROVEMENT BONDS	<u>1,043,390</u>
REVENUES	<u>1,010,000</u>
APPROPRIATION - FUND BALANCE	<u>33,390</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>1,043,390</u>

SECTION 22. That for the said fiscal year there is hereby appropriated out of the 2017A Ecorse/Vining Capital Improvement Debt Service Fund on an activity basis, the following:

306 2017A ECORSE/VINING CAPITAL IMPROVEMENT BONDS	<u>1,018,300</u>
REVENUES	<u>1,050,720</u>

SECTION 23. That for the said fiscal year there is hereby appropriated out of the 2014 Capital Improvement Debt Service Fund on an activity basis, the following:

352 2014 CAPITAL IMPROVEMENT BONDS	<u>116,400</u>
REVENUES	<u>116,400</u>

SECTION 24. That for the said fiscal year there is hereby appropriated out of the Sewer Debt Service Fund on an activity basis, the following:

389 SEWER DEBT SERVICE	<u>200,000</u>
REVENUES	<u>50,000</u>
APPROPRIATION - FUND BALANCE	<u>150,000</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>200,000</u>

SECTION 25. That for the said fiscal year there is hereby appropriated out of the Water Debt Service Fund on an activity basis, the following:

396 WATER DEBT SERVICE	<u>60,000</u>
REVENUES	<u>30,000</u>
APPROPRIATION - FUND BALANCE	<u>30,000</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>60,000</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 26. That for the said fiscal year there is hereby appropriated out of the Court Building Construction on an activity basis, the following:

482 COURT BUILDING CONSTRUCTION	<u>200,000</u>
REVENUES	<u>5,000</u>
APPROPRIATION - FUND BALANCE	<u>195,000</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>200,000</u>

SECTION 27. That for the said fiscal year there is hereby appropriated out of the Ecorse Construction & Vining Road Extension Fund on an activity basis, the following:

403 ECORSE CONSTRUCTION & VINING ROAD EXTENSION	<u></u>
REVENUES	<u>30,000</u>

SECTION 28. That for the said fiscal year there is hereby appropriated out of the Tax Increment Finance Authority Vining Road Construction Fund on an activity basis, the following:

495 TIFA-VINING CONSTRUCTION	<u>45,000</u>
REVENUES	<u>600</u>
APPROPRIATION - FUND BALANCE	<u>44,400</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>45,000</u>

SECTION 29. That for the said fiscal year there is hereby appropriated out of the Sewer and Water Fund on an activity basis, the following:

592 SEWER AND WATER	<u>19,873,989</u>
REVENUES	<u>17,198,998</u>
APPROPRIATION - FUND BALANCE	<u>2,674,991</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>19,873,989</u>

SECTION 30. That for the said fiscal year there is hereby appropriated out of the Vehicle and Equipment Fund on an activity basis, the following:

661	
MOTOR VEHICLE AND EQUIPMENT	<u>3,342,571</u>
REVENUES	<u>2,614,650</u>
APPROPRIATION - FUND BALANCE	<u>727,921</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE	<u>3,342,571</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 31. That for the said fiscal year there is hereby appropriated out of the Technology Services Fund on an activity basis, the following:

664		
TECHNOLOGY SERVICES		<u>1,220,390</u>
REVENUES		<u>1,136,710</u>
APPROPRIATION - FUND BALANCE		<u>83,680</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE		<u>1,220,390</u>

SECTION 32. That for the said fiscal year there is hereby appropriated out of the Property and Liability Self-Insurance Fund on an activity basis, the following:

677		
PROPERTY AND LIABILITY SELF INSURANCE		<u>607,960</u>
REVENUES		<u>661,600</u>

SECTION 33. That for the said fiscal year there is hereby appropriated out of the Retirement Insurance Benefit Fund on an activity basis, the following:

676 RETIREE INSURANCE BENEFITS		<u>2,211,560</u>
REVENUES		<u>3,422,150</u>

SECTION 34. That for the said fiscal year there is hereby appropriated out of the Brownfield Redevelopment Authority Fund on an activity basis, the following:

243 BROWNFIELD REDEVELOPMENT AUTHORITY		<u>3,090</u>
REVENUES		<u>77,310</u>

SECTION 35. That for the said fiscal year there is hereby appropriated out of the Downtown Development Authority Fund on an activity basis, the following:

248 DOWNTOWN DEVELOPMENT AUTHORITY		<u>858,410</u>
REVENUES		<u>653,430</u>
APPROPRIATION - FUND BALANCE		<u>204,980</u>
TOTAL REVENUES & APPROPRIATED FUND BALANCE		<u>858,410</u>

CITY OF ROMULUS

GENERAL AND SPECIAL APPROPRIATIONS ACT

SECTION 36. That for the said fiscal year there is hereby appropriated out of the Tax Increment Finance Authority Funds on an activity basis, the following:

247 TIFA DISTRICT	<u>11,122,780</u>
REVENUES	<u>11,713,900</u>

SECTION 37. That for the said fiscal year there is hereby appropriated the following Capital Budget expenditures:

CAPITAL BUDGET	<u>16,768,340</u>
-----------------------	-------------------

SECTION 38. That amounts budgeted for specific items or purposes and not required to be utilized for such items or purposes may be spent by the Mayor for other items or purposes within the same activity for which such allocations are made.

SECTION 39. Be it further resolved that the following millage rates as provided by charter or statute be assessed:

OPERATING MILLAGE	9.4063
P.A. 359 MILLAGE	0.0340
FIRE AND POLICE SERVICES MILLAGE	4.0000
LIBRARY MILLAGE	0.7000
SANITATION MILLAGE	1.5500

SECTION 40. Be it further resolved that the Property Tax Administration Fee and any type of late penalty charge as provided for by charter or statute be assessed.



City of Romulus

Mayor's Report – Robert A. McCraight, Mayor

Council Meeting Held: **May 27, 2025**

Item No. F.

General Description: Piggyback on Omnia Partners Contract Zones LLC for Purchase of six (6) Microsoft Office 2024 LTSC Professional Plus Licenses and forty-eight Microsoft Office 2024 LTSC Standard Licenses

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

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 Omnia Partners Contract 01-152 Zones LLC for the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus Licenses and forty-eight Microsoft Office 2024 LTSC Standard Licenses
DATE: May 20, 2025

I concur with the recommendation of Stephen Dudek, Director of Technology Services, and Christina Parker, Purchasing Director, and respectfully request Council's authorization to piggyback on the Omnia Partners Contract 01-152 for the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus Licenses and forty-eight Microsoft Office 2024 LTSC Standard Licenses from Zones, LLC for a total cost of \$19,726.44.

Gary Harris, Assistant Finance Director, has verified that funds for the purchase are currently available in the Technology Services Fund, Capital Outlay Machinery & Equipment expense account #664-228-971.138.

Motion by _____, supported by _____, to concur with the administration and consent to piggyback on the Omnia Partners Contract 01-152 for the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus Licenses and forty-eight Microsoft Office 2024 LTSC Standard Licenses from Zones, LLC for a total cost of \$19,726.44.



MEMORANDUM

DATE: May 16, 2025
TO: Mayor Robert A. McCraight
FROM: Christina Parker, Purchasing Director
SUBJECT: Piggyback on Omnia Partners Contract 01-152 Zones LLC for the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus licenses and forty-eight (48) Microsoft Office 2024 LTSC Standard licenses

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

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

Stephen Dudek, Technology Services Director, has requested the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus licenses and forty-eight (48) Microsoft Office 2024 LTSC Standard licenses applications from Zones, LLC by piggybacking on OMNIA Partners Public Sector contract 01-152. This competitively bid OMNIA contract for Technology Solutions, Products, & Services was awarded to Zones, LLC December 1, 2022, and will expire November 30, 2030.

Omnia Partners Public Sector is a nationally approved cooperative purchasing organization for the public sector. All cooperative purchasing contracts available through Omnia Partners, Public Sector, are competitively solicited and publicly awarded by a lead agency using applicable procurement laws and regulations.

It is the recommendation of myself and Technology Services Director Stephen Dudek to proceed with this purchase. If you concur, please request the Council's permission to piggyback on the OMNIA Partners Contract 01-152 for the purchase of six (6) Microsoft Office 2024 LTSC Professional Plus licenses and forty-eight (48) Microsoft Office 2024 LTSC Standard licenses from Zones, LLC. for a total cost of \$19,726.44.

Microsoft Office is the productivity software suite used by city employees for email, spreadsheets, documents, presentations, certain databases, and other applications.

Gary Harris, Assistant Financial Services Director, has verified that funds for this purpose are currently available in the Technology Services Fund, Technology Services Department's, Software Expense Account (664- 228-971.138).

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

Christina Parker

Christina Parker
Purchasing Director

INTEROFFICE MEMORANDUM

TO: Christina Parker, Purchasing Director
FROM: Stephen E. Dudek, Technology Services Director
SUBJECT: Request for Purchase of Microsoft Office 2024 Software
DATE: May 16, 2025

I am requesting to get the purchase for six (6) Microsoft Office 2024 LTSC Professional Plus licenses and forty-eight (48) Microsoft Office 2024 LTSC Standard licenses approved. The total cost of the licenses will be \$19,726.44.

Microsoft Office is the productivity software suite used by the City of Romulus for the purposes as a series of software tools used for email, spreadsheets, documents, presentations, certain databases, and other applications.

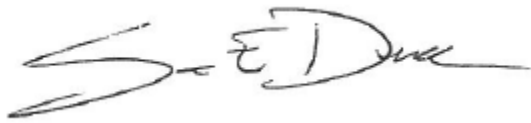
We would be piggybacking off of the Omnia Partners contract 01-152-Zones with Zones, Inc. for the purchase of these items.

The moneys have been budgeted and approved under 664-228-751.000 - Software.

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,

A handwritten signature in black ink, appearing to read "S. E. Dudek". The signature is fluid and cursive, with the first name "Stephen" and last name "Dudek" being more legible than the middle initial "E".

Stephen E. Dudek
Technology Services Director
City of Romulus



Quote Date: **5/19/2025** Today's Date: **5/19/2025**
Client: **City of Romulus**
LE/LA: aqib.mehmood
AM: kyle.stapleton
Created by: LSS

Email: aqib.mehmood@zones.com
Email: kyle.stapleton@zones.com

Agreement No.: 4100096339
Purchasing Acct No.: 0005572688
Anniversary Date: 7/1/2025
Order Information
SA Effective Date: 6/1/2025
SA End Date: 6/30/2027
Months Quoted: 25

Point Levels

A: 0 - 3,999
B: 4,000 - 9,999
C: 10,000 - 24,999
D: 25,000 +

Current Pts:

Adjusted Points:

Current Level:

Applications	Servers	Systems
227	2,013	0
341	2,013	-
D	D	D

Renewal From Agreement:

Pricing is contingent upon staying at the price level that you qualify for when the quote was issued.

Renewal Order must be placed no later than the 12th of the month following expiration

Pricing is good through the end of the month that the quote was issued.

MPSA - On Premise-Perpetual Licensing

MS Part #	Item Name	Edition	Usage	Points	Extended Points	Quantity	Price	Total
Application Pool								
License Only								
AAA-03509	D	Office Pro+ Dev SL	Professional Plus	Per Device	3	18	\$ 478.78	\$ 2,872.68
AAA-03499	D	Office Std Dev SL	Standard	Per Device	2	96	\$ 351.12	\$ 16,853.76
Adjusted Point Total:							341	
								\$ 19,726.44

Note: Spread payments available for products with SA and/or Subscriptions



FUNDS VERIFICATION FORM

DEPARTMENT: Technology Services

FUND NAME: Technology Services Fund, Software

ACCOUNT NUMBER/S: 664-228-751.000

PURPOSE FOR REQUEST: Purchase a total of fifty-three Microsoft Office 2024 licenses needed to upgrade the current Microsoft Office software installed on computers.

AMOUNT OF EXPENDITURE: \$19,726.44

SIGNATURE OF DEPARTMENT HEAD:

FUNDS CURRENTLY AVAILABLE: \$22,520.25

FINANCE DEPARTMENT APPROVAL:

DATE: 05-16-2025



City of Romulus

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

Council Meeting Held: **May 27, 2025**

Item No. A.

General Description: Study Session Request for Monday, June 9, 2025, at 6:45 p.m.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

John Barden, Mayor Pro Tem

Tina Talley, Councilwoman

William Wadsworth, Councilman

Celeste Roscoe, Councilwoman

Kathleen Abdo, Councilwoman

Harry Crout, Councilman

David Jones, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: Choose an ite

Date Submitted:

Submitted by:

Department:

Council Meeting of:

TITLE/DESCRIPTION OF ITEM

--

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

--

OFFICE USE ONLY

Approved for Council Agenda: ☐

AGENDA ITEM # .

Memorandum

To: Ellen Craig-Bragg, City Clerk

From: Maria Farris, Finance Director

CC: Gary Harris, Assistant Finance Director

Date: May 13, 2025

Re: 2017 CIP Bond Refunding Study Session

I would like, at this time respectfully request to have a session with the City Council to discuss the 2017 CIP Bond Refunding on June 9, 2025 at 6:45- 7:15p.m.

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



City of Romulus

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

Council Meeting Held: **May 27, 2025**

Item No. B.

General Description: Approval of the 2025/2026 Proposed Municipal Fee Schedule

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

John Barden, Mayor Pro Tem

Tina Talley, Councilwoman

William Wadsworth, Councilman

Celeste Roscoe, Councilwoman

Kathleen Abdo, Councilwoman

Harry Crout, Councilman

David Jones, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

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CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: Choose an ite

Date Submitted:

Submitted by:

Department:

Council Meeting of:

TITLE/DESCRIPTION OF ITEM

--

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

--

OFFICE USE ONLY

Approved for Council Agenda: ☐

AGENDA ITEM # .

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: ANIMAL CONTROL

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
CO 6-154	Impound		
	1st pick-up + \$10/day \$20/Day	\$ 25.00	\$ 50.00
	2nd pick-up + \$15/day \$20/Day	\$ 30.00	\$ 75.00
	3rd pick-up + \$20/Day	\$ 75.00	\$ 100.00
	Owner Surrender (NEW FEE)		\$ 150.00
CO 6-64	Kennel Inspections - Percentage of pay - Lic Referrals		
	Private Kennels (Residential) 4-5 dogs - 4 months or older	\$ 50.00	\$ 100.00
	Commercial Kennels (6 dogs or more) Requires special land use approval (See Zoning Ordinance Sec 3	\$ 100.00	\$ 150.00
	Euthanasia \$4.00 per lb. per animal	\$4.00 / lb	\$4.00 / lb
CO 6-154	Adoption- (\$35.00 \$50.00 for residents and \$50.00 \$75.00 non-residents) \$15.00 \$35.00 Cats (\$5 \$15 Cats / \$10 \$25 Dogs when the shelter reaches excessive levels.)		
CO 6-158(5)	Spayed/Neuterdeposit returned after surgery	\$ 50.00	\$ 50.00
ANIMAL LICENSE			
CO 6-131	Residents:		
	Unsexed- 1 YR-License	\$ 5.00	\$ 8.00
	Unsexed- 2 YR-License	\$ 7.00	\$ 10.00
	Unsexed- 3 YR License	\$ 10.00	\$ 12.00
	Intact- 1YR License	\$ 10.00	\$ 12.00
	Intact-2 YR License	\$ 15.00	\$ 18.00
	Intact- 3YR License	\$ 18.00	\$ 20.00
CO 6-131	Senior Citizens:		
	Unsexed- 1 YR-License	\$ 1.50	\$ 3.00
	Unsexed- 2 YR-License	\$ 2.50	\$ 5.00
	Unsexed- 3 YR License	\$ 4.00	\$ 7.00
	Intact- 1YR License	\$ 3.50	\$ 5.00
	Intact-2YR License	\$ 6.00	\$ 8.00
	Intact-3YR License	\$ 7.50	\$ 10.00
CO 6-131	Late Fees:		
	Penalty after MARCH 1ST per dog	\$ 10.00	\$ 10.00

CO = Code of Ordinances
ZO = Zoning Ordinance

R = Resolution

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: ASSESSOR

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
MCL 211.27b	Property Transfer Affidavit Late Fee per day/ up to \$200.00 /classed residential	\$ 5.00	\$ 5.00
MCL 211.27b	Property Transfer Affidavit Late Fee per day/ up to \$1,000.00 /classed commercial & industrial	\$ 20.00	\$ 20.00
	Database exports		
CO 54-185	Application Fees - Land Division Combination Residential		
	1 Parcel Created	\$ 200.00	\$ 200.00
	2 Parcels Created	\$ 400.00	\$ 400.00
	3 Parcels Created	\$ 600.00	\$ 600.00
	4 Parcels created	\$ 800.00	\$ 800.00
	Each Additional Parcel	\$ 200.00	\$ 200.00
CO 54-185	Application Fees - Land Division Combination Non Residential		
	1 Parcel Created	\$ 225.00	\$ 225.00
	2 Parcels Created	\$ 450.00	\$ 450.00
	3 Parcels Created	\$ 675.00	\$ 675.00
	4 Parcels created	\$ 900.00	\$ 900.00
	Each Additional Parcel	\$ 225.00	\$ 225.00
MBC 501.2	New Address Assignment		
	* Michigan Building Code	\$ 25.00	\$ 25.00
CO 54-185	Condominium and Subdivison Mapping Fees - \$45.00/unit created	\$45.00/unit	\$45.00/unit

CO = Code of Ordinances R = Resolution
ZO = Zoning Ordinance

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Permit fee for work conducted at City owned properties may be waived by the Building Official		
	Permit fee for gas fired generator may be waived by the Building Official upon doctor authorization for medical reasons		
ZO 21.09	Building permit fee as follows:		
	Administrative Fee	\$ 50.00	\$ 55.00
	Each \$1,000 cost of improvement or fraction thereof	\$ 15.00	\$ 15.00
	Foundation Permit	\$ 135.00	Bldg Per Fee
	Parking lots capped at \$200 (millings & capping only) plus admin fee		
ZO 21.09 CO 22-22	Fire Dept. Inspection Fee added to commercial/industrial permits when applicable as follows:		
	1.00 - 10,000 sq. ft.	\$ 160.00	\$ 160.00
	10,001 - 25,000 sq. ft.	\$ 185.00	\$ 185.00
	25,001 - 100,000 sq. ft.	\$ 240.00	\$ 240.00
	100,001 - 125,000 sq. ft.	\$ 500.00	\$ 500.00
	125,001 - 150,000 sq. ft.	\$ 765.00	\$ 765.00
	151,001 - 175,000 sq. ft.	\$ 1,025.00	\$ 1,025.00
	175,001 - 200,000 sq. ft.	\$ 1,290.00	\$ 1,290.00
	Additional .01 for each square foot over 200,000 sq. ft.	\$ 0.01	\$ 0.01
ZO 21.09	City Certification of Occupancy Inspection: City Cert fees include initial write up and final inspection		
	Residential (single-family, multiple-family, hotels, etc.)	\$ 210.00	\$ 210.00
	Each additional unit	\$ 55.00	\$ 55.00
	Fire Dept.: includes all residential over 2 family-hotels, apartments, condo/Loft Developments etc.	\$95.00+ \$6.00 per room	\$95.00+ \$6.00 per room

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Commercial (includes Fire Dept. inspection fee of \$95.00)	\$ 430.00	\$ 430.00
	Industrial (includes Fire Dept. inspection fee of \$95.00)	\$ 500.00	\$ 500.00
	Fee if additional city certification inspection is required for Bldg, Elec, Mech & Plbg Inspection	\$ 50.00	\$ 100.00
	Letter to close & temporary certificate of occupancy processing fee	\$ 50.00	\$ 50.00
CO 28-86	License Referral Fee	\$ 300.00	\$ 300.00
ZO 21.09	Demolition:		
	Under 10,000 sq. ft. (Open Hole and Final Inspection)	\$ 125.00	\$ 125.00
	10,000 sq. ft. and over (Open Hole and Final Inspection)	\$ 185.00	\$ 185.00
	Additional Inspection Fee	\$ 50.00	\$ 50.00
	Mobile Home Trailer Set-Up	\$ 120.00	\$ 120.00
CO 48-10	Sign permit (Plan Review Fee Required):		
	Administrative Fee	\$ 50.00	\$ 55.00
	Permit fee	\$ 65.00	\$ 65.00
ZO 21.09	Swimming Pools:		
	Above Ground	Bldg Per Fee	Bldg Per Fee
	Below Ground	Bldg Per Fee	Bldg Per Fee
ZO 21.09	Zoning Permits (fences; comm/ind sheds not exceeding 120 sq. ft.; residential. sheds not exceeding 200 sq. ft.; sidewalks and driveways; agricultural bldgs.; awnings/fixed canopies)	Bldg Per Fee	Bldg Per Fee
ZO 21.09 / CO 22-22	Plan Review Fee (new single-family residences, new/additions/ alterations of com/ind const, signs) First 3,000,000 of construction cost x .0013, remainder of construction cost x .0005 (Minimum Plan Review Fee \$100.00); electrical, mechanical, plumbing & fire plan review fee: 25% of building plan review fee (minimum fee for trades is \$50.00) NOTE: Fire Department review fee to include residential over 2 family, hotels, apts., condo developments, etc.	Fire plan review-25% of Bldg plan review	Fire plan review-25% of Bldg plan review

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
ZO 21.09	Residential Site Grade Review Fee	\$ 135.00	\$ 135.00
CO 16-5	Soil Removing & Filling (Earth Moving):		
	First Acre	\$200.00	\$200.00
	Each Additional Acre	\$50.00	\$50.00
ZO 21.09	Inspection fee for moving of buildings:		
	Residential dwelling moved within the City (accessory building on same site included)	\$ 135.00	\$ 135.00
	Accessory building moved into the City	\$ 135.00	\$ 135.00
	Residential dwelling moved into the City (accessory building on same site included) + mileage per IRS Standard Mileage Rates	\$ 225.00	\$ 225.00
ZO 21.09	Recall/Reinspection Fee (administrative fee not required)	\$ 50.00	\$ 100.00
ZO 21.09	Permit Renewal (administrative fee not required)	\$ 50.00	\$ 100.00
ZO 21.09	Special Inspection i.e. home occupation, complaints, fire repair, etc.	\$ 100.00	\$ 100.00
ZO 21.09	Building Registration Fee	\$ 26.00	\$ 26.00
ZO 21.09	Refunds -City will retain administrative fee (permit fee refund only if inspection has not been made). Starting work prior to securing a permit will result in a double fee.		
CO Chap. VIII Art. VII, Div 2, Sec 8-221-	Vacant & Abandoned Structures (Adopted 6/5/17, Res. 17-174)		
	Abandoned Structure Registration/admin fee, 6 month mininum	\$ 200.00	\$ 300.00
	Late fee	\$ 25.00	\$ 50.00
CO Chap VIII Article VIII Sec 8-238 -	Registration & Inspection of Rental Properties (adopted 11/6/2017, Res 17-385)		
	Registration/inspection/Admin fee	\$ 150.00	\$ 200.00

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R = Resolution

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
8-249	Registration/Admin fee, if registering at time of applying for City Certificate of Occupancy Inspection	\$ 210.00	\$ 55.00
	Each additional unit fee (multi-family apartments)	\$ 50.00	\$ 50.00
ELECTRICAL PERMITS			
Permit fee for work conducted at City owned properties may be waived by the Building Official			
CO 8-62	Administrative Fee	\$ 50.00	\$ 55.00
CO 8-62	Circuits -120 volt (non-motorized)	\$ 10.00	\$ 10.00
	220 volt (electric stove, electric dryer, etc.)	\$ 20.00	\$ 20.00
CO 8-62	Connections (Above ground swimming pool, Air conditioner, Dishwasher, Furnace, Garbage Disposal, Exhaust Fan, Hood Fan, Pool/Hot Tub)	\$ 25.00	\$ 25.00
CO 8-62	Feeders/Conduit/Bus:		
	First 100 ft.	\$ 30.00	\$ 30.00
	Each additional 100 ft.	\$ 15.00	\$ 15.00
CO 8-62	Lighting Fixtures (each 25)	\$ 25.00	\$ 25.00
CO 8-62	Motors/Transformers:		
	1/4 hp, kw or kva to 10 - first unit	\$ 25.00	\$ 25.00
	Each additional unit	\$ 5.00	\$ 5.00
	11 to 30 hp - first unit	\$ 30.00	\$ 30.00
	Each additional unit	\$ 15.00	\$ 15.00
CO 8-62	30 to 50 hp - first unit	\$ 40.00	\$ 40.00
	Each additional unit	\$ 20.00	\$ 20.00
	Over 50 hp - first unit	\$ 60.00	\$ 60.00

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Each additional unit	\$ 25.00	\$ 25.00
	Outdoor meter cabinet	\$ 45.00	\$ 45.00
CO 8-62	Service/Sub-Panel (sub-service):		
	100 amp service/sub-panel	\$ 50.00	\$ 50.00
	101-400 amp service/sub-panel	\$ 75.00	\$ 75.00
	Over 400 amp service/sub-panel	\$ 125.00	\$ 125.00
CO 8-62	Sub-service to Accessory Building:		
	30-60 amp	\$ 60.00	\$ 60.00
	Over 60 amp	\$ 100.00	\$ 100.00
CO 8-62	Smoke Detectors:		
CO 22-22	First 5 units	\$ 30.00	\$ 30.00
	Each additional 4 units	\$ 5.00	\$ 5.00
	Sump Pump	\$ 25.00	\$ 25.00
CO 8-62	Signs:		
	Sign Circuit Tag Connection	\$ 40.00	\$ 40.00
	Each additional sign connection	\$ 10.00	\$ 10.00
CO 8-62	Inspection - Carnival/Circus	\$ 75.00	\$ 75.00
CO 8-62	Inspection - Generator (Permit fee may be waived by the Building Official upon doctor authorization for medical reason)	\$ 75.00	\$ 75.00
ZO 21.09	Inspection - Rough	\$ 45.00	\$ 45.00
	Special Inspection i.e. complaints, fire repair, etc.	\$ 75.00	\$ 75.00

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	City Cert Repair Permit-minor repairs (administrative fee not required)	\$ 70.00	\$ 70.00
	Recall Fee/Reinspection Fee (administrative fee not required)	\$ 50.00	\$ 100.00
	Permit Renewal Fee (administrative fee not required)	\$ 50.00	\$ 100.00
	Electrical Registration Fee	\$ 26.00	\$ 26.00
	Refunds - City will retain administrative fee (permit fee refund only if inspection has not been made). Starting work prior to securing a permit shall result in a double fee		
Mechanical Permits			
Permit fee for work conducted at City owned properties may be waived by the Building Official			
ZO 21.09	Administrative Fee	\$ 50.00	\$ 55.00
ZO 21.09	Boiler:		
	First 200,000 BTU	\$ 75.00	\$ 75.00
	Each additional 100,000 BTU	\$ 15.00	\$ 15.00
ZO 21.09	Chimney, Chimney Liner, Fireplace Chimney, Wood Burning Stove	\$ 65.00	\$ 65.00
ZO 21.09	Conversion System: gas-oil, oil-gas		
	First 200,000 BTU	\$ 70.00	\$ 70.00
	Each additional 100,000 BTU	\$ 15.00	\$ 15.00
ZO 21.09	Ductwork, Sheet Metal Piping:		
	First 40 ft.	\$ 70.00	\$ 70.00
	Each additional 10 ft.	\$ 15.00	\$ 15.00
ZO 21.09	Fire Damper	\$ 35.00	\$ 35.00
ZO 21.09	Exhaust Hood	\$ 70.00	\$ 70.00

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
ZO 21.09	Grease Duct	\$ 70.00	\$ 70.00
ZO 21.09	Exhaust Fan - 1,000 cfm or less	\$ 35.00	\$ 35.00
	Over 1,000 cfm	\$ 85.00	\$ 85.00
ZO 21.09	Generator (gas fired) - Permit fee may be waived by the Building Official upon doctor authorization for medical reason	\$ 70.00	\$ 70.00
ZO 21.09	Gas Pressure Test:		
	Residential	\$ 60.00	\$ 60.00
	Commercial/Industrial	\$ 85.00	\$ 85.00
ZO 21.09	Hot Water and Steam Distribution:		
	0" to 2" - First 40'	\$ 61.00	\$ 61.00
	Each additional 10'	\$ 15.00	\$ 15.00
	Over 2 1/4" to 4" - First 40'	\$ 70.00	\$ 70.00
	Each additional 10'	\$ 15.00	\$ 15.00
	Over 4 1/4" and over - First 40'	\$ 105.00	\$ 105.00
	Each additional 10'	\$ 15.00	\$ 15.00
ZO 21.09	Humidifier	\$ 35.00	\$ 35.00
ZO 21.09	New Systems: Warm Air Furnace, Electric Unit Heater, Infrared, Temporary:		
	First 200,000 BTU	\$ 60.00	\$ 60.00
	Each additional 100,000 BTU	\$ 15.00	\$ 15.00
	Air Handler	\$ 45.00	\$ 45.00
ZO 21.09	Refrigeration Units - Self Contained System:		

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **BUILDING**

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Evaporator Coil	\$ 35.00	\$ 35.00
	5 hp or less	\$ 70.00	\$ 70.00
	Over 5 hp to 50 hp	\$ 105.00	\$ 105.00
	Over 50 hp	\$ 165.00	\$ 165.00
	Spray Booth	\$ 70.00	\$ 70.00
	Water Heater (replacement only)	\$ 45.00	\$ 45.00
ZO 21.09	Inspection - Rough (more than one rough inspection)	\$ 45.00	\$ 45.00
ZO 21.09	Special Inspection i.e. complaints, fire repair, etc.	\$ 75.00	\$ 75.00
ZO 21.09	Recall Fee/Reinspection Fee (administrative fee not required)	\$ 50.00	\$ 100.00
ZO 21.09	Permit Renewal Fee (administrative fee not required)	\$ 50.00	\$ 100.00
MCL 338.983	Mechanical Registration Fee	\$ 15.00	\$ 15.00
	Refunds - City will retain administrative fee (permit fee refund only if inspection has not been made). Starting work prior to securing a permit will result in a double fee		

PLUMBING PERMIT			
Permit fee for work conducted at City owned properties may be waived by the Building Official			
ZO 21.09	Administrative Fee	\$ 50.00	\$ 55.00
ZO 21.09	Air Admittance Valves	\$ 15.00	\$ 15.00
ZO 21.09	Air Conditioning Units/Drainage	\$ 15.00	\$ 15.00
ZO 21.09	Back Flow Preventers (all types)	\$ 15.00	\$ 15.00
ZO 21.09	Bathtub/Shower Liners (all)	\$ 15.00	\$ 15.00
ZO 21.09	Building Sewer to Drain Connections (each)	\$ 15.00	\$ 15.00
ZO 21.09	Catch Basins	\$ 15.00	\$ 15.00

CO = Code of Ordinances
ZO = Zoning Ordinance

R = Resolution

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
ZO 21.09	Dishwashing Machine	\$ 15.00	\$ 15.00
ZO 21.09	Drain Tile (new construction)	\$ 15.00	\$ 15.00
ZO 21.09	Drain Tile (subsoil, inside drains, with or without sump pump) existing structures	\$ 90.00	\$ 90.00
ZO 21.09	Drinking Fountains	\$ 15.00	\$ 15.00
ZO 21.09	Floor drains (each)	\$ 15.00	\$ 15.00
ZO 21.09	Fountain (other)	\$ 15.00	\$ 15.00
ZO 21.09	Garbage Disposal	\$ 15.00	\$ 15.00
ZO 21.09	Hose Bibbs	\$ 15.00	\$ 15.00
ZO 21.09	Humidifiers	\$ 15.00	\$ 15.00
ZO 21.09	Ice Makers	\$ 15.00	\$ 15.00
ZO 21.09	Laundry Trays	\$ 15.00	\$ 15.00
ZO 21.09	Lavatories	\$ 15.00	\$ 15.00
ZO 21.09	Pump or Water Lift	\$ 15.00	\$ 15.00
ZO 21.09	Shower Traps	\$ 15.00	\$ 15.00
ZO 21.09	Sinks (any description)	\$ 15.00	\$ 15.00
ZO 21.09	Stacks (new & alterations)	\$ 15.00	\$ 15.00
ZO 21.09	Stand Pipes	\$ 15.00	\$ 15.00
ZO 21.09	Sump Pump (new construction)	\$ 15.00	\$ 15.00
ZO 21.09	Trap Primers	\$ 15.00	\$ 15.00
ZO 21.09	Urinals	\$ 15.00	\$ 15.00
ZO 21.09	Washing Machines	\$ 15.00	\$ 15.00
ZO 21.09	Water Closets	\$ 15.00	\$ 15.00
ZO 21.09	Water Heaters	\$ 45.00	\$ 45.00

CO = Code of Ordinances
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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: BUILDING

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
ZO 21.09	Water Treatment Devices	\$ 15.00	\$ 15.00
ZO 21.09	Other Fixtures Not Listed	\$ 15.00	\$ 15.00
ZO 21.09	Water Distribution:		
	3/4" Service	\$ 15.00	\$ 15.00
	1" Service	\$ 25.00	\$ 25.00
	1 1/4" Service	\$ 30.00	\$ 30.00
	1 1/2" Service	\$ 40.00	\$ 40.00
	2" Service	\$ 60.00	\$ 60.00
	3" Service	\$ 90.00	\$ 90.00
	4" Service	\$ 120.00	\$ 120.00
	Over 4" Service	\$ 145.00	\$ 145.00
ZO 21.09	Inspection - Rough (more than one rough inspection)	\$ 45.00	\$ 45.00
ZO 21.09	Inspection - Underground	\$ 45.00	\$ 45.00
ZO 21.09	Permit Renewal Fee	\$ 50.00	\$ 100.00
ZO 21.09	Recall/Reinspection Fee (administrative fee not required)	\$ 50.00	\$ 100.00
ZO 21.09	Special Inspection i.e. complaints, fire repair, etc.	\$ 75.00	\$ 75.00
ZO 21.09	Commercial Automatic Washing Machines:		
	First Unit	\$ 50.00	\$ 50.00
	Each additional unit	\$ 15.00	\$ 15.00
MCL 338.3551	Plumbing Registration Fee	\$ 15.00	\$ 15.00
	Refunds - City will retain administrative fee (permit fee refund only if inspection has not been made). Starting work prior to securing a permit will result in a double fee		

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **CLERK**

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Copy charges (Per Page / Sheet)		
	Black & White / Color		
	8 1/2 x 11 letter size (Double-sided)	\$ 0.10	\$ 0.10
	8 1/2 x 13 legal size		
	11 x 17 ledger size		
	Blue prints / Site Plans (24x36) per page (black and white)	\$ 5.00	\$ 5.00
	Color Photograph / Map		
	8 1/2 x 11 per size	\$ 0.10	\$ 0.10
	11 x 17	\$ 0.25	\$ 0.25
	Blue prints / Site Plan (24x36) per page (Color)	\$ 7.00	\$ 7.00
Resolution	FOIA - Copy charges + Empl hourly rate as mandated by State FOIA policy law.		
	City Charter (per booklet)	\$ 10.00	\$ 10.00
Resolution	Notary Public Service - Signature & Seal (per document)		
	Resident	\$ 5.00	\$ 5.00
	Non-Resident	\$ 10.00	\$ 10.00
	Tax Abatement		
	To Establish District	\$ 500.00	\$ 500.00
	Tax Abatement Admin and Processing Fee - (Publishing in Newspaper; Public Hearing; Notices to property owners in district, State, County, Schools, e.g.)	\$ 1,000.00	\$ 1,000.00
CO 52-1	Street and Alley Vacations - Administrative fee	\$ 200.00	\$ 200.00
CO 50-1	Special Assessment Districts - Administrative fee (Publishing in Notice in Newspaper; Notices to property owners in district, e.g.)		\$ 200.00
CO 30-69	Liquor Licence - On-Premise New License Fee (Non-refundable application fee for each type of new on-prem	\$ 500.00	\$ 500.00
	Class C (Beer, Wine, Sprits)		

CO = Code of Ordinances

R = Resolution

ZO = Zoning Ordinance

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **CLERK**

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Class A Hotel (Beer, Wine)		
	Class B Hotel (Beer, Wine, Spirits)		
	Tavern License (Beer, Wine)		
	Club License (Beer, Wine Spirits)		
	Resort License (Beer, Wine, Spirits)		
	Airline License (Beer, Wine, Spirits)		
CO 30-69	Transfer of each on-premise license	\$ 200.00	\$ 200.00
CO 30-69	Off-Premise License Fee (Non-refundable application fee for each type of new <u>off-premise</u> license)	\$ 250.00	\$ 250.00
	Specially Designated Merchants (SDM), (Beer, Wine)		
	Specially Designated Distributor (SDD) (Spirits)		
CO 30-69	Transfer of each off-premise license	\$ 150.00	\$ 150.00
	Stockholder Fee - (Addition or Deletion)	\$ 100.00	\$ 100.00
	Each existing liquor licensee who applies to add, or add and drop a stockholder resulting in investigation by Romulus Police Dept. in accordance with the requirements of the Michigan Liquor Control Commission shall pay a non-refundable fee of \$100 for each person who must be investigated.		
Business License / Registration			
CO 30-69	New Business Registration /Application	\$ 150.00	\$ 150.00
CO 30-69	Renewals / General Business Registration	\$ 75.00	\$ 75.00
	Apartments/Stores/Gas Stations/Restaurants/Manufacturing/Industrial/Warehousing/Hotels/Car Sales/Rentals		
	Trucking/Cell Towers/Billboards/Bars/Auto Sales, Service & Repair/Financial Institutions, Flea Markets/etc		
	Animal Shelters (See Kennel)		
CO 58-324	Auto Dismantling / Wrecking	\$ 75.00	\$ 75.00
	Used Auto Parts Dealer (Bond - \$5,000.00)		
	Vehicle Dismantling Wrecking Yard (Bond - \$10,000.00)		
CO 4-171	Dancers and Entertainers Initial Registration (fee includes background check costs)	\$ 280.00	\$ 320.00
	Administration \$115 + Notary Fee \$5 = \$120.00		

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **CLERK**

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Ordinance - Application Fee \$100 , Fingerprint \$50 , Background Check \$50 = \$200.00		
	** 2nd Registration Location \$75 Registration at Clerk's Office	\$ 75.00	\$ 75.00
CO 22-134	Fireworks Sales - License (Adminstrtive Review Committee (ARC) review approval required)	\$ 500.00	\$ 500.00
	A permittee shall furnish a bond or display liability insurance in an amount of not less than \$2,000,000.00		
CO 46-116	Garage / Yard Sale Permit (3 days - limited to 3 times per year)	\$ 5.00	\$ 5.00
CO 6-27 ZO 11.15 (d)	Kennel License - Commercial (Business License Registration required) - All kennels, stables and pet shops shall comply with the minimum standards set forth by the zoning ordinances of the city.	\$ 25.00	\$ 25.00
CO 46-179	Peddlers and Solicitors (Licenses may be issued for not to exceed three (3) months in any 12 month period.)		
	Each Additional Peddler	\$ 10.00	\$ 10.00
	Weekly	\$ 15.00	\$ 15.00
	Monthly	\$ 25.00	\$ 25.00
	Replacement Peddlers/Solicitors License (lost, soiled or destroyed)	\$ 5.00	\$ 5.00
	Surety Bond	\$ 1,000.00	\$ 1,000.00
R 23-086	Portable Food Service Truck License (New & Renewal)	\$ 275.00	\$ 275.00
	12 Month License - \$175		
	Fire Inspection - Permit Fee - \$100		
R 23-086	Portable Food ServiceTruck License w/Inspection under Western Wayne Consortium Agreement (New & Annual Renewal)	\$ 175.00	\$ 175.00
R 23-217	Property Owners Food Truck/Vendor Site Inspection (One time fee)	\$ 100.00	\$ 100.00
	Temporary Use Permit (Adminstrtive Review Committee (ARC) review approval required)	\$ 75.00	\$ 75.00
	Late Fees on Business Registration & Renewals:		
	(Payment 30 days past due - Past-due notice mailed to business owner)		
	(Payment 60 days past due - \$35.00 late fee applied to balance due)	\$ 35.00	\$ 35.00
	(Payment 90 days past due - \$45.00 late fee applied to balance due)	\$ 45.00	\$ 45.00
R 21-087	Honorary Street Sign Application Fee (Only 5 per year on a first come-first served basis)	\$ 25.00	\$ 25.00
CO 52-85	Special Event/Block Party Application & Permit	\$ 25.00	\$ 25.00

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **CLERK**

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	ELECTION		
	Registered Voter List (Per page)	\$ 0.10	\$ 0.10
	Voter List by Precinct / Election Year	\$ 0.10	\$ 0.10
	Absent Voter List	\$ 0.10	\$ 0.10
	Labels (per sheet)	\$ 0.28	\$ 0.28
	Precinct Map (24' x 36')		
	Black/White w/ Street Index	\$ 5.00	\$ 5.00
	Color w/ with Street Index	\$ 10.00	\$ 10.00
	USB	\$ 5.00	\$ 5.00
	Email	\$ -	\$ -
	CEMETERY		
CO 2-418	Plot Price		
	Single - Resident	\$ 500.00	\$ 750.00
	Single - Non-Resident	\$ 1,000.00	\$ 1,000.00
CO 2-418	Interment - Opening & Closing - (No Interments on Sundays or Holidays)		
	Weekdays - before 3pm	\$ 850.00	\$ 1,000.00
	Weekdays - after 3pm	\$ 1,050.00	\$ 1,200.00
	Saturdays	\$ 1,050.00	\$ 1,200.00
CO 2-418	Babies - Interment		
	Weekdays - before 3pm	\$ 500.00	\$ 650.00
	Weekdays - after 3pm	\$ 700.00	\$ 850.00
	Saturdays	\$ 700.00	\$ 850.00
CO 2-418	Cremations - Interment		
	Weekdays - before 3pm	\$ 250.00	\$ 400.00
	Weekdays - after 3pm	\$ 500.00	\$ 650.00
	Saturdays	\$ 500.00	\$ 650.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: DEPARTMENT OF PUBLIC WORKS

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
CO 62-399	Inspections Escrows		
	15% of the construction cost of a site development		
CO 62-361	Water and Sewer Charges - Taps and Inspections - Subject to change with actual meter cost		
R 24-272	1" Water Tap	\$ 4,911.00	\$ 4,911.00
R 24-272	1 1/2' Water Tap	\$ 6,061.00	\$ 6,061.00
R 24-272	2' Water Tap	\$ 7,247.00	\$ 7,247.00
	1" Sewer Tap	\$ 2,920.00	\$ 2,920.00
	1 1/2' Sewer Tap	\$ 4,390.00	\$ 4,390.00
	2' Sewer Tap	\$ 6,500.00	\$ 6,500.00
	Domestic Water Line Repair Inspection	\$ 270.00	\$ 270.00
	Domestic Water Line Repair Inspection carry over overtime after 4:00 pm and on weekends	actual cost	actual cost
	Domestic Sewer Line Repair Inspection	\$ 270.00	\$ 270.00
	Domestic Sewer Line Repair Inspection carry over overtime after 4:00 pm and on weekends	actual cost	actual cost
	Driveway Approach and Sidewalk Inspections		
CO 52-20	Residential	\$ 50.00	\$ 50.00
	Re-inspection fee (Remove - Added below)	\$ 50.00	\$ 50.00
CO 52-20	Commercial	\$ 100.00	\$ 100.00
	Re-inspection fee	\$ 50.00	\$ 50.00
CO 62-365 (a)(7)	Hydrant Meter/deposit plus charge for water/sewer used	See Water & Sewer rate schedule	See Water & Sewer rate schedule
	Illegal hydrant use	\$ 500.00	\$ 500.00
	Special Haul Permit		
	Per move	\$ 35.00	\$ 35.00
	Semi-annual	\$ 250.00	\$ 250.00
	Yearly	\$ 450.00	\$ 450.00
	Sump Line Inspection + admin fee (\$35.00)	\$ 270.00	\$ 270.00
	Right-of-way Inspection for sump line	\$ 50.00	\$ 50.00

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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: DEPARTMENT OF PUBLIC WORKS			
Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Cemetery - Temporary Grave Marker		
	First Marker	Complimentary	Complimentary
	Replacement Markers - per marker	\$ 50.00	\$ 50.00
	Dump Permit - (Effective 3 years (7/1/15 - 6/30/18) @ \$.09 materials + \$4.57 labor = \$15) RFP 14/15-20 Solid Waste Contract - Waste Management 7/1/15 - 6/30/25 Residential Dumping Permit Fees. Up for evaluation in 2018. (Adopted 6-26-17, Resolution #17-210) these dates need changed based on file information	\$ 18.00	\$ 18.00
	Hydrant Flow Test	\$ 125.00	\$ 150.00
	Fire Suppression System Test Flush - cost to be determined at time of flush based on estimated water use.		
	Review Fees and Inspection Fees for residential construction		
	Plot Plan Review	\$ 50.00	\$ 50.00
	Final Grade Inspection	\$ 50.00	\$ 50.00
	Wayne County Recording fee plus cost of document	\$ 50.00	\$ 50.00
	Recall/Reinspection Fee (for anything)	\$ 50.00	\$ 50.00
	ADMIN FEE		
	Total DPW Admin Fees	\$ 70.00	\$ 70.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FINANCE

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CO = Code of Ordinances
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CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
BUILDING			
When work for which a permit is required is commenced prior to the obtaining of a permit, the permit applicant will be required to pay \$100 plus a double permit fee. The double fee requirements shall be applicable to all permits of the department as noted herein.			
CO 22-22 ZO 21.09	BUILDING PLAN REVIEW	25% of Plan Review fees collected by the Building Dept. for commercial and industrial projects when Fire Dept. is required to perform a plan review.	25% of Plan Review fees collected by the Building Dept. for commercial and industrial projects when Fire Dept. is required to perform a plan review.
	Includes all residential over 2 family - Hotels, Apartments, Condo / Loft Developments, etc.		
	New Building Plan Review - Initial		
	Plan Review - Addition / Remodel		
	Plan Review - Rack / Storage		
CO 22-22 ZO 21.09	BUILDING PERMITS COMMERCIAL AND INDUSTRIAL		
	Permit includes initial inspection & one re-inspection		
	Fees are calculated by square foot and collected by the Building Department with building permit		
	1 - 10,000	\$ 160.00	\$ 175.00
	10,001 - 25,000	\$ 185.00	\$ 200.00
	25,001 - 100,000	\$ 240.00	\$ 260.00
	100,001 - 125,000	\$ 500.00	\$ 500.00
	125,001 - 150,000	\$ 765.00	\$ 765.00
	151,000 - 175,000	\$ 1,025.00	\$ 1,025.00
	175,001 - 200,000	\$ 1,290.00	\$ 1,290.00
	Additional .01 for each square foot over 100,000	\$ 0.01	\$ 0.01
	Non-Compliance Inspections - Any inspection after initial and first re-inspection		
	Non-Compliance Inspection during normal working hours - Hourly rate per person with one hour minimum	\$ 105.00	\$ 105.00
	Non-Compliance Inspection during non-working hours - Hourly rate per person with one hour minimum	\$ 160.00	\$ 160.00
ZO 21.09	CITY CERT INSPECTION INITIAL		
	Permit includes initial inspection & one re-inspection	\$ 95.00	\$ 105.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Non-Compliance Inspections - Any inspection after initial and first re-inspection		
	Non-Compliance Inspection during normal working hours - Hourly rate per person with one hour minimum	\$ 105.00	\$ 105.00
	Non-Compliance Inspection during non-working hours - Hourly rate per person with one hour minimum	\$ 160.00	\$ 160.00
	Includes all residential over 2 family - Hotels, Apartments, Condo / Loft Developments, etc.	Base + \$6.00 per room	Base + \$6.00 per room
CO 22-22	FIRE SUPPRESSION PERMIT		
	Some plan reviews will require third party review at the Fire Departments discretion. The Contractor will be responsible for these fees along with the Fire Department's Test Fees, and administration fee of 10% of department cost. The Contractor will be provided with a rough estimate and will be required to sign off on the estimate prior to the plans being sent out for review.		
	Administrative Fee	\$ 50.00	\$ 50.00
	Review Sprinkler System New / Addition / Replacement - Per System - Base Fee	\$ 135.00	\$ 200.00
	Witness Underground Flush Test	\$ 75.00	\$ 75.00
	Plus Each Head	\$ 2.00	\$ 2.00
	Plus Fire Pump	\$ 265.00	\$ 265.00
	Plus Each Hose Connection	\$ 15.00	\$ 15.00
	Plus Any Additional / Other System / Equipment	\$ 95.00	\$ 95.00
	Review Spray booth Plan	\$ 105.00	\$ 105.00
	Review UL 300 Hood Suppression	\$ 105.00	\$ 105.00
	Review Standpipe System	\$ 135.00	\$ 135.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
CO 22-22	TESTING / INSPECTION SPRINKLER HYDRO-TEST PER SYSTEM	\$ 175.00	\$ 175.00
	Hourly Rate for Chief Code Official Applicable for Inspection / Testing of extra large, Special Hazard or Specialty Systems requiring extended on-site time will be billed per hour.	\$ 105.00	\$ 105.00
	UL 300 Puff Test	\$ 105.00	\$ 105.00
	Rough Pipe Inspection Only	\$ 105.00	\$ 105.00
	Spray booth Acceptance Test	\$ 105.00	\$ 105.00
	Visual Inspection Only	\$ 125.00	\$ 125.00
	Non-Compliance Inspections - Any inspection after initial and first re-inspection		
	Non-Compliance Inspection during normal working hours - Hourly rate per person with one hour minimum	\$ 105.00	\$ 105.00
CO 22-22	Non-Compliance Inspection during non-working hours - Hourly rate per person with one hour minimum	\$ 160.00	\$ 160.00
	Mechanical or Specialty License Fire Suppression Contractor Registration Fee	\$ 15.00	\$ 15.00
	FIRE ALARM PERMIT		
	Some plan reviews will require third party at the Fire Departments discretion. The Contractor will be responsible for these fees along with the Fire Department's Test Fees, and administration fee of 10% of department cost. The Contractor will be provided with a rough estimate and will be required to sign off on the estimate prior to the plans being sent out for review.		
	Review		
	Administrative Fee	\$ 50.00	\$ 50.00
	Base Fee	\$ 105.00	\$ 150.00
	Alarm Control Panel	\$ 95.00	\$ 95.00
	Central Station Connection	\$ 50.00	\$ 50.00
	First Initiating Device	\$ 27.00	\$ 27.00
	Each Additional Device	\$ 15.00	\$ 15.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	First Auxiliary Control Device	\$ 27.00	\$ 27.00
	Each Additional Device	\$ 15.00	\$ 15.00
	First Audio-Visual Device	\$ 27.00	\$ 27.00
	Each Additional Device	\$ 15.00	\$ 15.00
	First Communication Device	\$ 27.00	\$ 27.00
	Each Additional Device	\$ 15.00	\$ 15.00
	Other System / Equipment	\$ 95.00	\$ 95.00
	Inspection / Test - Fee includes initial inspection and one re-inspection		
	Per System Inspection / Test - Small	\$ 160.00	\$ 160.00
	Per System Inspection / Test - Medium	\$ 290.00	\$ 290.00
	Per System Inspection / Test - Large	\$ 550.00	\$ 550.00
	Per System Inspection / Test - Extra Large	\$ 1,250.00	\$ 1,250.00
	Non-Compliance Inspection / Test - Any inspection / test after initial and first re-inspection / test		
CO 22-22	Non-Compliance Inspection / test - normal working hours - Hourly rate per person with one hour minimum	\$ 105.00	\$ 105.00
	Non-Compliance Inspection / test - non-working hours - Hourly rate per person with one hour minimum	\$ 160.00	\$ 160.00
	Electrical or Specialty License Fire Alarm Registration Fee	\$ 26.00	\$ 26.00
	ABOVE GROUND STORAGE TANK PERMIT - INCLUDES INSPECTION		
CO 22-22	Above Ground Storage Tank - Fuel < 1,100 gallons	\$ 125.00	\$ 125.00
CO 22-22	Above Ground Storage Tank - Waste Oil Any Size	\$ 125.00	\$ 125.00
	GENERATOR INSTALLATION PERMIT - INCLUDES INSPECTION	\$ 105.00	\$ 105.00
	FIRST RESPONDER RADIO COMMUNICATION SYSTEM PERMIT		
	Review - Base Fee - Includes two hour review time	\$ 210.00	\$ 210.00
CO 22-22	Review - Additional hours over the two hours included in the base fee billed per hour	\$ 105.00	\$ 105.00
	Inspection Fee - Based on estimate of time submitted by installer or Chief bill per hour with a one hour minimum	\$ 105.00	\$ 105.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
CO 22-22	AGRICULTURAL / RECREATIONAL BURN PERMIT		
	Agricultural Burn Permit - Includes on-site visual of planned burn	\$ 55.00	\$ 55.00
	TEMPORARY FIRE LANE PARKING PERMIT		
	Special Consideration Parking Permit - Includes on site evaluation of requested permit.	\$ 27.00	\$ 27.00
	EXPIRED PERMIT RENEWAL	\$ 50.00	\$ 50.00
	FOOD TRUCK / MOBILE FOOD TRAILER PERMIT	\$ 100.00	\$ 100.00
	ALTERNATIVE MATERIALS & METHODS REQUEST - Hourly rate per person with one hour minimum	\$ 100.00	\$ 100.00
FIRE DEPARTMENT SAFETY AND PREVENTION			
ZO 21.09 CO 22-22	BUSINESS PERIODIC FIRE SAFETY INSPECTIONS		
	Periodic Fire Safety Inspection includes initial inspection & one re-inspection		
	Small Retail / Auto Parts / Convenience Store / Small Office	\$ 35.00	\$ 50.00
	Medium / Large Retail / Grocery / General Business	\$ 63.00	\$ 75.00
	Gas Stations / Parking Lots	\$ 50.00	\$ 50.00
	Truck Stops	\$ 63.00	\$ 75.00
	Restaurant / Bar / Banquet Facility	\$ 55.00	\$ 60.00
	Warehouse / Manufacturing / Freight Forwarding - Up to 11,000 square feet	\$ 160.00	\$ 160.00
	Additional Charge up to 50,000 square feet	\$ 60.00	\$ 60.00
	Additional Charge over 50,000 square feet	\$ 190.00	\$ 190.00
	Plus High Hazard Facility Fee	\$ 160.00	\$ 160.00
	Hotel Inspections		
	Less than 150 rooms	\$ 160.00	\$ 160.00
	151 - 250 rooms	\$ 220.00	\$ 220.00
	251 + rooms	\$ 350.00	\$ 350.00
	Apartment / Housing Per Building with Common Area, Fee Per Building	\$ 35.00	\$ 35.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Third Party Inspection Deficiency Reporting		
	Inspection for non-compliance of fire alarm system after written notification	\$ 80.00	\$ 80.00
	Inspection for non-compliance of fire suppression system after written notification	\$ 80.00	\$ 80.00
	Non-Compliance Inspections - Any inspection after initial and one re-inspection		
	First Non-Compliance Inspection	\$ 25.00	\$ 30.00
	Second Non-Compliance Inspection	\$ 50.00	\$ 55.00
	Third Non-Compliance Inspection	\$ 75.00	\$ 80.00
	Every Additional Non-Compliance Inspection after Third Non-Compliance Inspection	\$ 100.00	\$ 100.00
	OTHER FIRE PREVENTION CHARGES		
	Occupancy Loads Calculated	\$ 105.00	\$ 105.00
	Special Inspection Request		
	Inspection during normal working hours - Hourly rate per person with one hour minimum	\$ 105.00	\$ 105.00
	Inspection during non-working hours - Hourly rate per person with one hour minimum	\$ 160.00	\$ 160.00
	Carnival / Fair Inspection Per Hour	\$ 105.00	\$ 105.00
	Fireworks Inspections	STATE FUNDED	STATE FUNDED
	Storage of Seized Fireworks and Disposal	Costs + 10% Administrative Fee	Costs + 10% Administrative Fee
	Fire Watch Services	Costs + 10% Administrative Fee	Costs + 10% Administrative Fee
CO 36-30	NUISANCE ALARMS (Per Calendar Year January 1st through December 31st.)		
	Administrative Fee Per Transaction	\$ 10.00	\$ 10.00
	First Alarm	Warning Letter	Warning Letter
	Second Alarm	\$ 100.00	\$ 100.00
	Third Alarm	\$ 200.00	\$ 200.00
	Fourth Alarm	\$ 300.00	\$ 300.00
	Fifth and Subsequent	\$ 400.00	\$ 400.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
EMS TRAINING SERVICES			
	Adult Basic First Aid / AED / CPR Class (Per Students / Includes Materials)	\$ 75.00	\$ 75.00
	Add Child / Infant BLS / First Aid (Per Student)	\$ 50.00	\$ 50.00
	Recertification (Per Student)	\$ 50.00	\$ 50.00
FIRE/INCIDENT REPORTS			
	Regular Mail USPS	\$ 10.00	\$ 10.00
	E-Mail Convenience Fee	\$ 3.00	\$ 3.00
	Fax Convenience Fee	\$ 5.00	\$ 5.00
	EMS Report	\$ 20.00	\$ 20.00
	Fire Report	\$ 15.00	\$ 15.00
COST RECOVERY FOR EMERGENCY SERVICES			
CO 22-212	MOTOR VEHICLE		
	Level I Response	\$ 500.00	\$ 500.00
	Minor accident response required engine response - minimal involvement clearing of road hazards, less than 60 min. of time.		
	Level II Response - Moderate - Multiple Vehicle Response	\$ 750.00	\$ 750.00
	Moderate accident response clean up of spills, debris, extrication 60 min. of time or less.		
	Level III Response - Billed minimum of 2 hours, based on vehicles and personnel on scene		
	Major accident response greater than 60 min. of time, extrication, hazardous materials, extended operations, and vehicle fire.	Cost + 10%	Cost + 10%
CO 22-212	COST RECOVERY - EQUIPMENT		
	Fire Department Engine - Per Hour	\$ 315.00	\$ 315.00
	Fire Department Ladder/Platform Aerial - Per Hour	\$ 630.00	\$ 630.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Special Device (Other)i.e. Crash Truck, Foam Device - Per Hour	\$ 630.00	\$ 630.00
	Emergency Response Truck #1 - Per Hour	\$ 315.00	\$ 315.00
	Emergency Response Truck #2 w/Decon - Per Hour	\$ 315.00	\$ 315.00
	Arson Task Force Truck - Per Hour	\$ 210.00	\$ 210.00
	Dive Team Truck - Per Hour	\$ 210.00	\$ 210.00
	Mutual Aid Trailer - Per Hour	\$ 105.00	\$ 105.00
	Command Vehicle - Per Hour	\$ 105.00	\$ 105.00
	First Responder Rescue Vehicle - Per Hour	\$ 160.00	\$ 160.00
	Ambulance Advance Life Support (ALS) Emergency	\$ 750.00	\$ 1,000.00
	Ambulance Advance Life Support (ALS) Non Emergency	\$ 500.00	\$ 675.00
	Ambulance Advance Life Support II (ALS)	\$ 1,050.00	\$ 1,500.00
	Ambulance Basic Life Support Emergency (BLS) Emergency	\$ 600.00	\$ 900.00
	Ambulance Basic Life Support Emergency (BLS) Non Emergency	\$ 450.00	\$ 550.00
	Mileage (1-17 miles - each)	\$ 16.50	\$ 18.00
	Mileage (18+ miles - each)	\$14.50	\$14.50
	Oxygen	\$ 50.00	\$ 50.00
	Oxygen CPAP	\$ 70.00	\$ 70.00
	Specialty Care Transport	\$1,100.00	\$1,800.00
	Combitube	\$ 70.00	\$ 70.00
	Defibrillator	\$ 70.00	\$ 70.00
	Treat/No Transport	\$ 475.00	\$ 475.00
	Wait Time/per hour	\$ 65.00	\$ 65.00
	Police Car - Per Hour	\$ 105.00	\$ 105.00
	Utility Vehicle - Per Hour	\$ 105.00	\$ 105.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Utility Vehicle Staged - Per Hour	\$ 50.00	\$ 50.00
	Heavy Equipment/Rented	Cost + 10%	Cost + 10%
	City Owned Equipment - Per MDOT ACT 51 Schedule C Report 375 Rates	MDOT 375 Rates	MDOT 375 Rates
	Specialty Equipment - Per Hour	\$ 50.00	\$ 50.00
	City owned/Rented Warming/Cooling Shelters	Cost + 10%	Cost + 10%
	Miscellaneous Receipts for Supplies	Cost + 10%	Cost + 10%
	Extrication	\$ 500.00	\$ 500.00
	Extrication - 1/4 hour	\$ 125.00	\$ 125.00
	NSF Fee	\$ 40.00	\$ 40.00
	COST RECOVERY - PERSONNEL		
	Fire Fighters - Per Hour	\$ 50.00	\$ 50.00
	Police Officers - Per Hour	\$ 50.00	\$ 50.00
	Incident Commander Fire or Police - Per Hour	\$ 100.00	\$ 100.00
	Command Officers - Per Hour	\$ 60.00	\$ 60.00
	Technician Trained Personnel - Per Hour	\$ 80.00	\$ 80.00
	Specialist Trained Personnel - Per Hour	\$ 80.00	\$ 80.00
	Miscellaneous Personnel (Other)	Cost + 10%	Cost + 10%
	Outside contractors-Personnel/Equipment Disposal (Towing, Hazardous Material Cleanup, Etc)	Cost + 10%	Cost + 10%
OTHER REIMBURSEABLE EXPENSES			

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	MATERIALS COSTS		
	Absorbent materials	\$ 50.00	\$ 50.00
	Firefighting Foam (5 gallon pail)	\$ 110.00	\$ 110.00
	Tape-Caution/Barrier (roll)	\$ 45.00	\$ 45.00
	Flares (box)	\$ 60.00	\$ 60.00
	Plug & Patch (epoxy & acc.)	\$ 25.00	\$ 25.00
	Tarp (ea)	\$ 54.00	\$ 54.00
	Other Expendable materials/equipment billed at costs +10%	Cost + 10%	Cost + 10%
	Miscellaneous Receipts for Supplies	Cost + 10%	Cost + 10%
	REPAIR/DAMAGED EQUIPMENT		
	Damage Requiring Repair/Replacement of Eqpt.	Replacement Cost	Replacement Cost
	(Personal Protective Equipment, Electronic/Communication Equipment)	Replacement Cost	Replacement Cost
	ADMINISTRATIVE FEE (10% admin fee will be added to total invoice)	10%	10%
	To cover costs associated with billing, ordering, restoring, restocking and other activities not listed		
	REGIONAL (USAR) URBAN SEARCH AND RESCUE TEAM		
	Vehicles		
	Support Level I Vehicle (main vehicle used for equipment) per incident up to 24 hour period	\$ 1,000.00	\$ 1,000.00
	Support Level II Vehicle (secondary vehicle-some equipment used) per incident up to 24 hour period	\$ 500.00	\$ 500.00
	Support Level III Vehicle (vehicle that used minimal equipment) per incident up to 24 hour period	\$ 250.00	\$ 250.00
	Incidents where the above vehicle(s) remain on the scene for over a 24 period will be invoiced as a subsequent operational period		

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: FIRE

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Expendable Supplies		
	Expendable materials/equipment billed at costs +10%	Cost + 10%	Cost + 10%
	Administrative Fee (10% admin fee will be added to total invoice)	Cost + 10%	Cost + 10%
	To cover costs associated with billing, ordering, restoring, restocking and other activities not listed		
HAZARDOUS MATERIALS CLEAN-UP			
	MATERIALS COSTS		
	Absorbent materials / Each	\$ 50.00	\$ 50.00
	Absorbent Pads / Each	\$ 50.00	\$ 50.00
	Airbags	\$ 100.00	\$ 100.00
	Firefighting Foam	Cost + 10%	Cost + 10%
	Special Device	\$ 630.00	\$ 630.00

CITY OF ROMULUS

2025 - 2026 FEE SCHEDULE

Department: LIBRARY

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Printing Charges b/w - per page	\$ 0.10	\$ 0.15
	Printing Charges color - per page	\$ 0.25	\$ 0.30
	Copy Charges b/w - per page	\$ 0.10	\$ 0.15
	Copy Charges color - per page	\$ 0.25	\$ 0.30
	Faxes		
	Cost per page	\$ 1.00	\$ 1.00
	Confirmation page	\$ 0.25	\$ 0.25
	Cover sheet	\$ 0.25	\$ 0.25
	Library Cards		
	Replacement Library card	\$ 1.00	\$ 1.00
	Fines		
	DVDs and kits - per day	\$ 1.00	\$ 1.00
	All other materials - per day	\$ 0.20	\$ 0.20
	Material recovery costs	\$ 10.00	\$ 11.65
	Community Room Rental		
	Non-Profit Groups, Organizations, and Individual Residents of Romulus and Huron Township	No charge	No charge
	Community Room 1 - Resident for-profit organizations and individuals - Up to four hours	\$ 50.00	\$ 50.00
	Community Room 2 - Resident for-profit organizations and individuals - Up to four hours	\$ 30.00	\$ 30.00
	Community Rooms 1 and 2 Combined - Resident for-profit organizations and individuals - Up to four	\$ 80.00	\$ 80.00
	Non-resident organizations and individuals - Up to four hours	\$ 150.00	\$ 150.00
	Notary Services		
	Resident	\$ 5.00	\$ 5.00
	Non-Resident	\$ 10.00	\$ 10.00

CO = Code of Ordinances

R = Resolution

ZO = Zoning Ordinance

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: MAYOR

[illegible]

CO = Code of Ordinances

R = Resolution

ZO = Zoning Ordinance

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: ORDINANCE

[illegible]

CO = Code of Ordinances
ZO = Zoning Ordinance

R = Resolution

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: **PLANNING**

Ordinance Resolution	Type of Fee	Non-Refundable City Fee	Planning Consultant Fee*	Engineering Consultant Fee*	Attorney Fee*	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
			*Escrow Fees: Estimate of cost - will be billed hourly				
City Council/Planning Commission Public Hearings							
ZO 21.09/ CO 2-301	Rezoning	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,000.00	\$3,000.00
ZO 21.09/ CO 2-301	Rezoning - Conditional	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$3,500.00	\$4,000.00
ZO 21.09/ CO 2-301	Special Land Use (SLU)	\$1,000.00 + SPR Fee	\$1,000.00 + SPR Fee	\$1,000.00	-	\$2,500+ SPR Fee	\$3,000 + SPR Fee
ZO 21.09/ CO 2-301	Special Land Use (SLU) - Single-Family Residential	\$175.00	\$175.00 + Admin SPR Fee	-	-	\$350.00 + Admin SPR Fee	\$350.00 + Admin SPR Fee
	Vining Road Overlay, PDA & Open Space Option						
ZO 21.09/ CO 2-301	Concept Plan, Preliminary & Final Site Plan	\$500.00	\$500.00 + \$100.00/acre	\$1,000.00	\$500.00	\$2,500.00 + \$100/acre	\$2,500.00 + \$100/acre
	Condominium Development/Subdivision Plat						
ZO 21.09 CO 54-8	Preliminary Site Plan, Tentative Preliminary plat	\$600.00	\$500.00 + \$5.00/unit (res)	\$1,000.00	Document Review Fee	\$2,100.00 + \$5.00/unit	\$2,100.00 + \$5.00/unit
ZO 21.09 CO 54-8	Final Site Plan, Final Preliminary Plat & Final Plat	\$400.00	\$500.00 + \$2.00/unit	\$500.00	Document Review Fee	\$1,400.00 + \$2.00/unit + Document Review Fee	\$1,400.00 + \$2.00/unit + Document Review Fee
	Amendments - Developer Initiated						\$1,500 (includes \$500 fee + minimum \$1,000 initial escrow deposit)
ZO 21.09/ CO 2-301	Ordinance Text/Master Plan Amendment	\$500.00	Hourly	Hourly	Hourly		
Plan Review							
ZO 21.09/ CO 2-301	Site Plan (SPR) - Nonresidential	\$1,000.00	\$1,500.00 + \$100.00/acre	\$2,000.00	-	\$3,000.00 + \$100.00/acre	\$4,500.00 + \$100.00/acre
ZO 21.09/ CO 2-301	Site Plan (SPR) - Multiple-Family (non-condominium)	\$1,000.00	\$1,500.00 + \$4.00/unit	\$2,000.00	-	\$2,500.00 + \$4.00/unit	\$4,500.00 + \$4.00/unit
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) - Nonresidential	\$400.00	\$1,000.00 + \$50.00/acre	\$1,000.00	-	\$2,400.00+ \$50.00/acre	\$2,400.00+ \$50.00/acre

CITY OF ROMULUS
2025-2026 FEE SCHEDULE

Ordinance Resolution	Type of Fee	Non-Refundable City Fee	Planning Consultant Fee*	Engineering Consultant Fee*	Attorney Fee*	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
			*Escrow Fees: Estimate of cost - will be billed hourly				
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) – Nonresidential Accessory Uses and Site Improvement	\$175.00	\$500.00 + \$75.00/acre	\$250.00	-	\$925.00 + \$75.00/acre	\$700.00 + \$75.00/acre
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) - Residential	\$175.00	\$275.00 + \$75.00/acre	-	-	\$450.00 + \$75.00/acre	\$450.00 + \$75.00/acre
ZO 21.09/ CO 2-301	Landscape Plan/Inspection, Lighting Plan	\$175.00	Hourly	Hourly	-	\$175.00	\$175.00
ZO 21.09/ CO 2-301	Façade Change/Architectural Review	\$175.00	\$350.00	Hourly	-	\$525.00	\$525.00
ZO 21.09 CO 54-8	Land Division/Combination	\$400.00	\$500.00	\$500.00		\$1,400.00	\$1,400.00
ZO 21.09/ CO 2-301	Revised Site or Sketch Plan, Special Land Use	1/2 Original Fee	1/2 Original Fee	1/2 Original Fee	-	1/2 Original Fee	1/2 Original Fee
ZO 21.09/ CO 2-301	Site PlanExtension	\$500.00	\$250.00	-	-	\$750.00 for SPR + \$250.00 SLU	\$750.00 for SPR + \$250.00 SLU
ZO 21.09/ CO 2-301	Special Land Use Extension	\$250.00	\$250.00	-	-	\$750.00 for SPR + \$250.00 SLU	\$750.00 for SPR + \$250.00 SLU
ZO 21.09/ CO 2-301	Pre-application Meeting with Consultant (Concept Plan)		Actual hourly rate of consultant; includes \$500 initial fee per consultant			\$500.00	\$500.00
Administrative							
ZO 21.09/ CO 2-301	Temporary Use - Administrative	\$500.00	Hourly	Hourly	Hourly	\$500.00	\$500.00
	Tree and Woodland Preservation	\$200.00	\$300.00	-	-	\$500.00	\$500.00
	Tree Replacement	\$350/tree				\$350/tree	\$350/tree
ZO 21.09/ CO 2-301	Cell Tower	\$350.00	\$550.00	\$500.00	-	\$1,400.00	\$1,400.00
ZO 21.09/ CO 2-301	Cell Tower Collocation	\$175.00	\$275.00	\$250.00	-	\$700.00	\$700.00

CITY OF ROMULUS
2025-2026 FEE SCHEDULE

Ordinance Resolution	Type of Fee	Non-Refundable City Fee	Planning Consultant Fee*	Engineering Consultant Fee*	Attorney Fee*	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
			*Escrow Fees: Estimate of cost - will be billed hourly				
ZO 21.09	Cell Tower Compliance	\$175.00	-	-	-	\$175.00	\$175.00
ZO 21.09/ CO 2-301	Use Determination - Planning Commission	\$500.00	Hourly	Hourly	Hourly	\$500.00	\$500.00
ZO 21.09/ CO 2-301	Use Determination - Administrative	\$100.00	Hourly	Hourly	Hourly	\$100.00	\$100.00
ZO 21.09/ CO 2-301	Development agreements; association documents; maintenance agreements and easements; performance guarantee review	\$100.00	Actual hourly rate of consultant; includes \$900 initial fee			\$800.00	\$1,000.00
	Traffic study	\$500.00	Actual hourly rate of consultant; includes \$2,000 initial fee			\$2,000.00	\$2,500.00
ZO 21.09	Zoning Compliance/Reoccupancy & Change in Use	\$500.00	-	-	-	\$500.00	\$500.00
ZO 21.09	Zoning Compliance/Reoccupancy - Multi-tenant	\$375.00	-	-	-	\$375.00	\$375.00
ZO 21.09	Zoning Verification	\$100.00	-	-	-	\$100.00	\$100.00
ZO 21.09	Vehicle Dealer License Zoning Verification	\$150.00	-	-	-	\$150.00	\$150.00
ZO 21.09/ CO 2-301	Review of ALTA Survey or Site Plan for Zoning Compliance	Site Plan Review Fee				Site Plan Review Fee	Site Plan Review Fee
ZO 21.09/ CO 2-301	Planning Commission Special Meeting	\$1,000.00	-	-	-	\$1,000.00	\$1,000.00
Board of Zoning Appeals (BZA)							
ZO 21.09/ CO 2-301	Residential (Single-family) Variance	\$200.00	-	-	-	\$200.00	\$200.00
ZO 21.09/ CO 2-301	Nonresidential (Inc. Institutional) Variance	\$500.00	-	-	-	\$500.00	\$500.00
ZO 21.09/ CO 2-301	Temporary Building/Use (BZA)	\$500.00 + Site Plan Fee				\$500.00 + Site Plan Fee	\$500.00 + Site Plan Fee
ZO 21.09/ CO 2-301	Sign Variance	\$500.00	-	-	Hourly	\$500.00	\$500.00
ZO 21.09/ CO 2-301	Use Variance	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00

CITY OF ROMULUS
2025-2026 FEE SCHEDULE

Ordinance Resolution	Type of Fee	Non-Refundable City Fee	Planning Consultant Fee*	Engineering Consultant Fee*	Attorney Fee*	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
			*Escrow Fees: Estimate of cost - will be billed hourly				
ZO 21.09/ CO 2-301	Appeal of an Administrative Decision/Interpretation	\$200.00	\$500.00	-	\$1,000.00	\$1,700.00	\$1,700.00
ZO 21.09	Board of Zoning Appeals Special Meeting	\$700.00	-	-	-	\$700.00	\$700.00
When a variance is requested as part of a submission to the Planning Commission, the consultant fees will be paid at the hourly rate from Escrow for each variance requested + the City fee paid.							
Multiple variance requests for one parcel may be submitted on one application, if applicable. Each additional variance will be charged <u>1/2 the initial fee.</u>							
NOTES REGARDING ADMINISTRATIVE FEES							
The applicant shall pay all initial applicable fees, which are nonrefundable, and escrow fees at the time a request for action is submitted to the City prior to the commencement of any review by the City. Applications will not be processed without required fees.							
Initial fee covers the cost of the initial review of the project. Each revision will require 1/2 the original fee be paid by the applicant unless otherwise specified if submitted within 90 days of previous submittal; plans submitted after 90 days shall require the same fee as submitted with the original application.							
The City shall retain all nonrefundable fees submitted with an application irrespective of the timing of withdrawal.							
Cancellation of a public hearing by the applicant or failure to provide required application information after the notice has been published shall constitute an application for a new hearing and shall require the original fee be submitted.							
Any revision or amendment to a plan or application which requires a new public hearing shall require fees as submitted with the original application.							
If an applicant wishes a meeting in attendance by any or all of the consultants, the requester is responsible for the payment of consultants prep time, drive time, attendance and follow up time prior to commencement of the meeting.							
Fees for special meetings of the Planning Commission and Board of Appeals and fees for staff meetings are nonrefundable once meeting has been set.							
The City Planner shall use the adopted fee schedule as a basis for setting the fee for any service not specifically itemized.							
NOTES REGARDING ESCROW FEES							
Escrow fees are intended to cover the cost of any consultant, city planner or engineer retained by the City for reviewing applications, such as planning, engineering, legal, traffic, court reporter or similar services. All Escrows must be established before the review process begins.							
Escrow amount is an estimate of the consulting fees and any out-of-pocket fees that will be incurred for review. The applicant is responsible for paying the actual hourly rate of the consultant for review.							

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Ordinance Resolution	Type of Fee	Non-Refundable City Fee	Planning Consultant Fee*	Engineering Consultant Fee*	Attorney Fee*	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
			*Escrow Fees: Estimate of cost - will be billed hourly				
Initial escrow deposit is for the estimated cost of the initial review of the project. Each revision will require 1/2 the original fee be paid by the applicant to the escrow account.							
Unused Escrow fees are refundable irrespective of time of withdrawal of application less a 25% administrative fee or minimum \$100, whichever is greater if requested within 6 years of original application submittal.							
Mandatory staff review meeting as part of the Site Plan process will be deducted from the Escrow less travel time and the city's administrative review fee. Failure of applicant to attend, or request by applicant to adjourn a required public hearing or meeting will require submission of original non-refundable review fee.							
The minimum amount deposited into the escrow account shall be \$1,000.00 unless otherwise noted or determined by City staff that the anticipated review will not necessitate that level of out-of-pocket expenses.							
Fractional acres over one half (1/2) will be rounded up to the next whole acre.							
The City has the right to collect any remaining unpaid incurred costs or fees.							
No Certificate of Occupancy shall be granted for a development or zoning application until all outstanding out-of-pocket expenses incurred by the City as specified have been reimbursed to the City.							
The City may, at any time the balance in the escrow account reaches a minimum of \$300.00, require the applicant to place additional monies in escrow if the City reasonably determines the remaining balance insufficient to cover anticipated review or inspection services. Request for additional funds must be remitted within 10 business days.							
Where the actual cost of providing review or inspection exceeds or is anticipated to exceed the escrow balance, the City may invoice the applicant for the excess cost which shall be paid prior to any further review, inspection or action being taken by the City.							
Applications requiring action by the City Council shall have the fees paid in full prior to placement on the City Council agenda for action.							
Fees for projects on City-owned property may be waived by the Economic Development Director.							
MISCELLANEOUS PLANNING DEPARTMENT FEES							
	City of Romulus Zoning Map					\$15.00	\$15.00
	City of Romulus Zoning Ordinance with Map					\$40 + postage	\$40 + postage
	City of Romulus Zoning Ordinance on CD-ROM					\$20 + postage	\$20 + postage
	City of Romulus Master Plan Map					\$15.00	\$15.00
	City of Romulus Master Plan					\$45 + postage	\$45 + postage

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: POLICE

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
Resolution	Police Reports	\$ 15.00	\$ 15.00
	Finger Prints - (Resident)	\$ 25.00	\$ 30.00
	Finger Prints - (Non-Resident)	\$ 30.00	\$ 50.00
	Clearance	\$ 20.00	\$ 20.00
Resolution	Gun Permits (Notary Fee Included)	\$ 20.00	\$ 20.00
	Notary Fee (Resident)	\$ 10.00	\$ 10.00
	Notary Fee (Non Resident)	\$ 15.00	\$ 15.00
	Sex Offender Registry (In Accordance with State Law)	\$ 50.00	\$ 50.00
	Court Ordered PBT	\$ 30.00	\$ 30.00
	Live scan	\$ 85.00	\$ 100.00
	Administration fee for alarm billing, per applied per alarm	\$ 10.00	\$ 10.00
	Administration fee for other billing services, excluding tow billing	\$ 10.00	\$ 10.00
	VIN Inspection - Personnel time and State LEIN Checks	\$ 35.00	\$ 50.00
Resolution	FOIA / Discovery Requests		
	Maximum charge of labor 1.5x the hourly rate of the lowest paid employee who can do the job		
	Paper per page double sided	\$ 0.10	\$ 0.10
	CD/DVD	\$ 2.91	\$ 2.91
	Flash/External Hard Drive 8GB	\$ 6.43	\$ 6.43
	16GB	\$ 6.73	\$ 6.73
	32GB	\$ 11.98	\$ 11.98
	64GB	\$ 20.24	\$ 20.24
	USPS Shipping "Actual Cost"	Actual Cost	Actual Cost

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: POLICE

Ordinance Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024-2025 FEES	Proposed 2026 FEES	2025-
	Housing Costs - Prisoners			
Resolution	Prisoner Blankets - per day	\$ 6.00	\$ 6.00	6.00
	3 meals daily - (1) pizza pocket (1) cup of water = per day	\$ 9.00	\$ 9.00	9.00
	Storing property - per day	\$ 5.00	\$ 5.00	5.00
	48 Prisoner checks conducted by command = (1) hour @ \$48 per day	\$ 36.00	\$ 48.00	48.00
	Court paperwork / Arraignments (1) hour	\$ 36.00	\$ 48.00	48.00
	Booking / Release of prisoner (1) hour	\$ 36.00	\$ 48.00	48.00
	Towing			
Resolution	Administrative fee - per tow from towing company on a monthly basis.	\$ 60.00	\$ 60.00	60.00
	The City of Romulus Department of Public Safety will assess a \$50 per tow administrative fee to be paid by the individual tow companies on a monthly basis. Billing will be the responsibility of the City of Romulus Department of Public Safety.			

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: RECREATION

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
Resolution	Park Rental/ per day		
	Elmer John Park Pavilion / per day - resident	\$ 125.00	\$ 125.00
	Elmer John Park Pavilion/ per day - non-resident	\$ 150.00	\$ 150.00
	St. John's Lodge #44 Park Pavilion / pre day - resident	\$ 125.00	\$ 125.00
	St. John's Lodge #44 Park Pavilion/ pre day - non-resident	\$ 150.00	\$ 150.00
	Fernandez Park Pavilion/ per day - resident	\$ 125.00	\$ 125.00
	Fernandez Park Pavilion / per day - non resident	\$ 150.00	\$ 150.00
	Mary Ann Banks Park Pavilion/ per day - resident	\$ 150.00	\$ 150.00
	Mary Ann Banks Park Pavilion / per day - non-resident	\$ 175.00	\$ 175.00
	Historical Park - Gazebo /Pavillion / per day - resident	\$ 125.00	\$ 125.00
	Historical Park - Gazebo /Pavillion / per day - non-resident	\$ 150.00	\$ 150.00
	Private Use / Special Event		
	Dog Park - Elmer Johnson Park	\$ 90.00	\$ 90.00
	Oakbrook Park	\$ 90.00	\$ 90.00
	Baseball Field - Elmer Johnson Park	\$ 100.00	\$ 100.00
	St. John's Lodge #44 Park	\$ 100.00	\$ 100.00
	Multi-Day Use/Contract		
	Games (Monday - Friday): \$45.00/day	\$45.00/day	\$45.00/day
	Practices (Monday - Friday): \$25.00/day	\$25.00/day	\$25.00/day
	Weekends: \$65.00/day	\$65.00/day	\$65.00/day
21-166	Memorial and Repass use (Monday - Friday only) after 4:00 p.m. (normal Business Hours)	\$ 70.00	\$ 70.00
	DEPOSIT REQUIRED ON ALL RENTALS	\$ 50.00	\$ 50.00
	CANCELATIONS		
	Deposit and rental fees for rentals more than 30 days	Full refund	Full refund

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: RECREATION

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
	Deposit and rental fees within 30 days	No refund	No refund
	If the Recreation Department cancels any Park reservatins due to weather or any unforeseen reason, the rental may be rescheduled for the next available date or receive a full refund.		

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: SENIOR CENTER

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
Resolution	Room Rental Rates - Weekdays (M-F) Between 8:30am and 4:30pm (Resident & Non-Resident)		
23-018	Conference Room (Capacity 20)	\$ 75.00	\$ 75.00
Resolution	Room Rental Rates - Resident - Weekends (Sat & Sun)		
23-018	Rooms A (Capacity 50)	\$ 310.00	\$ 310.00
23-018	Room B (Capacity 50)	\$ 310.00	\$ 310.00
23-018	Room A/B (Capacity 100)	\$ 400.00	\$ 400.00
23-018	Room C (Capacity 120)	\$ 425.00	\$ 425.00
23-018	Conference Room (Capacity 20) available 8:00am - 4:30pm	\$ 100.00	\$ 100.00
23-018	Room A, B, or C (Sunday) Weekly for services (4 week minimum)	\$ 250.00	\$ 250.00
Resolution	Room Rental Rates - Non-Resident - Weekends (Sat & Sun)		
23-018	Rooms A (Capacity 50)	\$ 410.00	\$ 410.00
23-018	Room B (Capacity 50)	\$ 410.00	\$ 410.00
23-018	Room A/B (Capacity 100)	\$ 500.00	\$ 500.00
23-018	Room C (Capacity 120)	\$ 525.00	\$ 525.00
23-018	Conference Room (Capacity 20) available 8:00am - 4:30pm	\$ 100.00	\$ 100.00
23-018	Room A, B, or C (Sunday) Weekly for services (4 week minimum)	\$ 300.00	\$ 300.00
Resolution	Additional Rental Fees (Resident & Non-Resident)		
	Security Deposit	\$ 100.00	\$ 100.00
	Kitchen Use	\$ 100.00	\$ 100.00
	Alcohol (Rooms A & B - Capacity 50)	\$ 100.00	\$ 100.00
	Alcohol (Room A/B - Capacity 100)	\$ 100.00	\$ 100.00
	Alcohol (Room C - Capacity 120)	\$ 100.00	\$ 100.00
	Projector & Screen	\$ 50.00	\$ 50.00
	Microphone & Speakers/Podium	\$ 25.00	\$ 25.00

CO = Code of Ordinances
ZO = Zoning Ordinance

R = Resolution

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: SENIOR CENTER

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Resolution: 24-134 Adopted: 5-13-24	Resolution: 24-134 Adopted: 5-13-24
Resolution	Cancellation Fees (Security Deposit)		
	Security Deposit refundable if cancelled more than 90 days prior to event	Full Refund	Full Refund
	Cancellation between 60 and 90 days prior to event	\$ 50.00	\$ 50.00
	Cancellation between 30 and 60 days prior to event	\$ 75.00	\$ 75.00
	Cancellation within 40 days of event	No Refund	No Refund
Resolution	Hair Salon (per chair)	\$ 35.00	\$ 35.00

CITY OF ROMULUS

2025-2026 FEE SCHEDULE

Department: TREASURER

Ordinance/ Resolution	DESCRIPTION OF FEE, RATE OR CHARGE	Approved 2024/2025 FEES	Proposed 2025/2026 FEES
Resolution			
	Duplicate Tax Bill Fee	\$ 5.00	\$ 5.00
	Returned Check Fee	\$ 40.00	\$ 40.00
	Returned E-Check Fee	\$ 25.00	\$ 25.00
Credit/E-Check Fees			
Resolution	INVOICE CLOUD PAYMENTS:		
	Property Tax:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	E-Check:	\$ 1.95	\$ 1.95
	Water:		
R23-199	Credit/Debit: up to \$375 payment amount	\$ 4.15	\$ 4.15
	E-Check:	\$ 1.95	\$ 1.95
	Business Licenses:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	E-Check:	\$ 1.95	\$ 1.95
	Building/Fire Permits:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	E-Check:	\$ 1.95	\$ 1.95
	Miscellaneous Receivables:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	E-Check:	\$ 1.95	\$ 1.95
	Delinquent Personal Property Tax:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	E-Check:	\$ 1.95	\$ 1.95
	Police:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	Animal Shelter/Ordinance:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%
	Donations:		
	Credit/Debit: minimum \$1.95	2.95%	2.95%

CO = Code of Ordinances
ZO = Zoning Ordinance

R = Resolution

Department: TREASURER

CO = Code of Ordinances
ZO = Zoning Ordinance

15-64



City of Romulus

Treasurer's Report

Council Meeting Held:

May 27, 2025

Item No. 7.

General Description: _____

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Public Comment

Council Meeting Held:

May 27, 2025

Item No. 8.

General Description: _____

Resolution No. _____

Moved by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Seconded by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

Ayes:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Nays:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Abstain:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Unfinished Business

Council Meeting Held:

May 27, 2025

Item No. 9.

General Description: _____

Resolution No._____

Moved by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Seconded by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

Ayes:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Nays:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Abstain:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

New Business

Council Meeting Held:
Item No. 10.

May 27, 2025

General Description: _____

Resolution No._____

Moved by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Seconded by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

Ayes:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Nays:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Abstain:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED



City of Romulus

Warrant

Council Meeting Held: **May 27, 2025**

Item No. A.

General Description: Approval of Warrant #: 25-10 for checks presented in the amount of \$651,197.29.

Resolution No. _____

<i>Moved by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Seconded by:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

<i>Ayes:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Nays:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
<i>Abstain:</i>	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED

CITY OF ROMULUS WARRANT REGISTER SUMMARY

Council Meeting Date: May 27, 2025
Warrant Number: 25-10

TOTAL WARRANT REGISTER

\$651,197.29

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

5/21/2025

CHECK DISBURSEMENT REPORT FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/25 - 05/21/25

Fund		Amount
Total for fund 101	General Fund	\$107,887.40
Total for fund 205	Public Safety Fund	\$27,649.33
Total for fund 211	Cable TV	\$10,918.08
Total for fund 218	Merriman Rd. Spec. Assess	\$5,023.12
Total for fund 226	Garbage & Rubbish Collection Fund	\$1.67
Total for fund 245	Oakwood SAD	\$183.55
Total for fund 247	Tax Increment Finance Authority	\$16,329.02
Total for fund 248	Downtown Development Authority	\$30,906.11
Total for fund 260	Michigan Indigent Defense Fund	\$4,038.30
Total for fund 261	911 Service Fund	\$648.18
Total for fund 265	Drug Law Enforcement Fund	\$433.32
Total for fund 266	Law Enforcement-Federal	\$17,717.00
Total for fund 271	Library Fund	\$5,699.47
Total for fund 592	Water & Sewer Fund	\$390,995.29
Total for fund 661	Motor Vehicle	\$16,189.35
Total for fund 664	Technology Services	\$287.68
Total for fund 676	Retiree's Ins. Benefits	\$5,104.42
Total for fund 701	Revolving Fund	\$11,186.00
TOTAL - ALL FUNDS		\$651,197.29

05/21/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/2025 - 05/21/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank POOL POOLED CASH						
05/13/2025	POOL	89099	4490	JAYSHAWN ADAMS	OFFICIAL FOR YOUTH BASKETBALL GAMES	60.00
05/21/2025	POOL	2073(E)	1468	CITY OF ROMULUS	11147 HUNT WATER BILL, 4/1/25-4/30/25	17.71
05/21/2025	POOL	2074(E)	1468	CITY OF ROMULUS	37230 NORTHLINE WATER BILL 4/1/25-4/30/2	94.35
05/21/2025	POOL	2075(E)	1468	CITY OF ROMULUS	11165 OLIVE B WATER BILL 4/1/25-4/30/25	77.36
05/21/2025	POOL	2076(E)	1468	CITY OF ROMULUS	11165 OLIVE A WATER BILL 4/1/25-4/30/25	93.28
05/21/2025	POOL	2077(E)	1468	CITY OF ROMULUS	11189 SHOOK WATER BILL 4/1/25-4/30/25	25.68
05/21/2025	POOL	2078(E)	1468	CITY OF ROMULUS	36525 BIBBINS WATER BILL, 4/1/25-4/30/25	120.70
05/21/2025	POOL	2079(E)	1468	CITY OF ROMULUS	12300 WAYNE WATER BILL 4/1/25-4/30/25	126.20
05/21/2025	POOL	2080(E)	1468	CITY OF ROMULUS	11111 WAYNE WATER BILL 4/1/25-4/30/25	213.83
05/21/2025	POOL	2081(E)	1468	CITY OF ROMULUS	7221 MIDDLEBELT WATER BILL 4/1/25-4/30/2	142.15
05/21/2025	POOL	2082(E)	1468	CITY OF ROMULUS	12600 WAYNE WATER BILL 4/1/25-4/30/25	233.90
05/21/2025	POOL	2083(E)	1468	CITY OF ROMULUS	28777 EUREKA WATER BILL 4/1/25-4/30/25	181.97
05/21/2025	POOL	2084(E)	1468	CITY OF ROMULUS	6900 WAYNE WATER BILL 4/1/25-4/30/25	94.35
05/21/2025	POOL	2085(E)	1468	CITY OF ROMULUS	11121 WAYNE WATER BILL 4/1/25-4/30/25	120.70
05/21/2025	POOL	2086(E)	1468	CITY OF ROMULUS	11131 WAYNE WATER BILL 4/1/25-4/30/25	166.03
05/21/2025	POOL	2087(E)	1468	CITY OF ROMULUS	35255 GODDARD 4/1/25-4/30/25	29.56
05/21/2025	POOL	2088(E)	1468	CITY OF ROMULUS	11129 WAYNE, NEW 34TH DIST. COURT 4/1/25	341.03
05/21/2025	POOL	2089(E)	0581	COMERICA COMM. CARD SERV.	PATTY BRADEN COMERICA CARD PURCHASES FOR MIKE LASKASKA COMERICA CARD PURCHASES FO	4.98 <u>1,865.36</u>
						1,870.34
05/21/2025	POOL	2090(E)	0012	DTE ENERGY	6900 WAYNE - FIRE STATION #3 4/2/25-5/1/ OAKWOOD STORM SEWER PUMP STATION - 15409 38205 BARTH - EMERGENCY SIREN 4/2/25-5/1 6241 DEXTER - BOICE PARK 4/4/25-5/5/25 7506 MERRIMAN - LANDSCAPING SERVICE PERI 7219 MIDDLEBELT - FIRE #2 4/3/25-5/2/25 11120 HUNT - SCHOOL HOUSE @ HISTORICAL P 11147 HUNT - HISTORICAL PAVILLION - 4/4 12055 WAYNE - BIRD HOUSE 4/4/25-5/5/25 10202 SHOOK RD - CEMETERY - 4/4/25-5/5/ 16869 BRANDT - CREEKSIDE PUMP STATION 4/ 12300 WAYNE - ANIMAL SHELTER 4/4/25-5/5/ 9755 OZGA - ELMER JOHNSON PARK 4/4/25-5/ 11189 SHOOK - CHAMBER BLDG 4/4/25-5/5/25 37230 NORTHLINE- FS #1 4/4/25-5/5/25 VINING RD HOT BOX - 34155 GODDARD - 4/4/ 6061 COLUMBUS - FERNANDEZ PARK 4/9/25-5/ 35257 GODDARD - AMBULANCE BUILDING - 4/1 10942 WAYNE - WELCOME TO ROMULUS SIGN 4/ 38834 HURON RIVER DR - WATER PUMP 4/7/25 36525 BIBBINS - SR CTR - 4/11/25-5/13/25 12600 WAYNE - DPW - 4/11/25-5/13/25 11165 OLIVE - POLICE STATION - 4/11/25-5 28777 EUREKA - FS #4, - 4/11/25-5/13/25	48.43 183.55 29.48 44.30 211.85 584.48 42.91 52.51 11.08 35.17 61.08 1,114.52 74.22 244.43 72.95 584.75 17.65 48.45 20.36 91.92 1,680.55 2,413.99 2,450.54 <u>1,024.40</u>
						11,143.57
05/21/2025	POOL	2091(E)	0012	DTE ENERGY	31558 GODDARD - WATER PUMP 4/4/25-5/5/25	1,490.19
05/21/2025	POOL	2092(E)	0891	HOME DEPOT	SUPPLIES NEEDED FOR CHAMBER BUILDING & S SUPPLIES NEEDED FOR CHAMBER BUILDING & S	35.16 <u>67.18</u>
						102.34
05/21/2025	POOL	2093(E)	3992	INVOICE CLOUD INC.	INVERTED PO FOR MONTHLY FEES FOR CREDIT	556.25
05/21/2025	POOL	2094(E)	3740	NAVIA BENEFIT SOLUTIONS - LOCKBOX	NAVIA FOR APRIL 2025	200.00
05/21/2025	POOL	89100	2517	ADORAMA CAMERA, INC.	ITB 24/25-11 CAMERA RECORDING PACKAGE	10,840.10
05/21/2025	POOL	89101	2942	AIRGAS, INC.	24/25 BLANKET PO FOR AIRGAS INC - FOR OX 24/25 BLANKET PO FOR AIRGAS INC - FOR OX	20.61 <u>80.74</u>
						101.35
05/21/2025	POOL	89102	3336	ALLIE BROTHERS, INC	UNIFORM WALLET BADGE UNIFORM TOURNIQUETS UNIFORM ITEMS UNIFORM ITEMS: CPR MASKS & HONOR GUARD N UNIFORM ITEMS: CPR MASKS & HONOR GUARD N	139.00 151.96 104.07 38.22 16.87

05/21/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/2025 - 05/21/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						450.12
05/21/2025	POOL	89103	1567	ALPHA PSYCHOLOGICAL SERVICES, PC	NEW HIRE PYSCHOLOGICAL EXAMINATION	795.00
05/21/2025	POOL	89104	2804	AMAZON CAPITAL SERVICES	HTV FOR T-SHIRTS	24.45
					COMPRESSED AIR DUSTER	29.44
					THE ORIGINALS FIFTH DVD	14.96
					YOUTH ORDER	81.26
					2025 TEST PREP	36.09
					SRP 2025 PRIZES	144.96
					YOUTH ORDER	69.95
						401.11
05/21/2025	POOL	89105	4027	AMAZON CAPITAL SERVICES	DESK LAMP	19.99
					OFFICE SUPPLIES - PLANNING DEPT.	27.63
					MISC SUPPLIES	75.37
					MISC SUPPLIES	64.02
					FILE RETENTION - PLANNING DEPT.	81.28
					MISCELLANEOUS OFFICE ITEMS	62.34
					CYLINDER REPLACEMENTS FOR COUNCIL CHAMBE	130.93
					4GB & 2GB THUMBDRIVES	74.74
					COMMUNITY DEVELOPMENT & PUMPKIN FESTIVAL	429.46
					FIRE DEPARTMENT: IPAD CASE W/KEYBOARD AN	12.67
					WEED KILLER, EAR PLUGS	77.93
					CREDIT	(6.82)
					CREDIT	(42.50)
					CREDIT	(42.50)
						964.54
05/21/2025	POOL	89106	4503	AQUATIC AUTO WASH ROMULUS LLC	SBA GRANT WINDOW 4 RECIPIENT	10,000.00
05/21/2025	POOL	89107	4484	ARROWHEAD UPFITTERS, INC.	ITB 23/24-15 UPFITTING (4) POLICE INTERC	17,717.00
05/21/2025	POOL	89108	4453	ATTY PHYLLIS GAYDEN-ROBINSON	MIDC SERVICE HOURS ATTORNEY PHYLLIS GAYD	793.80
					MIDC SERVICE HOURS ATTORNEY PHYLLIS GAYD	976.50
						1,770.30
05/21/2025	POOL	89109	4049	AWOGS	FIREFIGHTER CAIRNES HELMET DECALS - (REP	58.00
05/21/2025	POOL	89110	1683	BAKER & TAYLOR	ACCOUNT # 251637 L154147 2 B00000	89.05
					ACCOUNT # 251637 L154147 2 B00000	85.45
					ACCOUNT # 251637 L154147 2 B00000	442.25
						616.75
05/21/2025	POOL	89111	3209	BARIYI AKINBIOLA	BD BOND REFUND 33388 GAINSBORO CT	250.00
05/21/2025	POOL	89112	3209	BAYNE MROWCZYNSKI	BD BOND REFUND 15504 OAKBROOK	575.00
05/21/2025	POOL	89113	3209	BLUE RIBBON CONTRACTING INC	BD BOND REFUND 8271 HUDSON	226.00
05/21/2025	POOL	89114	0064	BOUND TREE MEDICAL LLC	24/25 BLANKET PO - MEDICAL SUPPLIES AND	1,055.85
					24/25 BLANKET PO - MEDICAL SUPPLIES AND	79.15
					24/25 BLANKET PO - MEDICAL SUPPLIES AND	50.12
						1,185.12
05/21/2025	POOL	89115	4514	BRATCHER ELECTRIC	ELECTRICAL UPDATE/UPGRADE AT HISTORICAL	1,450.00
05/21/2025	POOL	89116	2956	BSB COMMUNICATIONS, INC.	MCD MAIBOX AND 1-MIVoice BUSINESS TERPRI	241.13
05/21/2025	POOL	89117	0848	BURTON'S PLUMBING & HEATING CO.	37135 GODDARD PLUMBING REPAIR	1,650.00
05/21/2025	POOL	89118	4420	C & S CONSTRUCTION MANAGEMENT	RFP 24/25 -02 36539 GODDARD ALLEY PARK	16,110.00
05/21/2025	POOL	89119	3705	CABLING AND MORE	DJ SERVICES 6/13/2025 AFTER PARTY	250.00
05/21/2025	POOL	89120	4493	CAMILLE BENNS	THEATRICAL PERFORMANCE MOTHER DAUGHTER	150.00
05/21/2025	POOL	89121	1270	CARLISLE WORTMAN ASSOCIATES	SIGN ORDINANCE AMENDMENTS	2,700.00
05/21/2025	POOL	89122	MISC	CIARA MCRAE	MAYORS DRUG TASK FORCE SCHOLARSHIP	500.00
05/21/2025	POOL	89123	0086	CINTAS FAS	24/25 BLANKET PO FOR PRISONER MEDICINE C	55.53
					NITRILE GLOVES	314.00
						369.53
05/21/2025	POOL	89124	3908	CITY OF DEARBORN	TRAINING: LEADERSHIP OF A LIFETIME 3/11/	600.00
05/21/2025	POOL	89125	4215	COMMERCIAL REAL ESTATE EXCHANGE, IN	MONTHLY REAL ESTATE CONSULTING FY 24/25	139.00

05/21/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/2025 - 05/21/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/21/2025	POOL	89126	3386	CONSTELLATION NEWENERGY	CITY GAS BILLS 5/19/25	10,646.62
05/21/2025	POOL	89127	1550	CQC INC	MSVWW SAD SPRINKLER REPAIR 2025	975.82
					RFP 24/25-07 MSVWW MAY - JUNE 2025 MAINT	3,270.60
					MVSWWW SAD MEDIAN SOD REPAIR	525.45
						4,771.87
05/21/2025	POOL	89128	MISC	DANA FERGUSON	BENEFIT OPEN HOUSE BASKET	24.98
05/21/2025	POOL	89129	3209	DANIEL PETREAN	BD BOND REFUND 36050 GODDARD	200.00
05/21/2025	POOL	89130	3209	DAVID KUBITSKI	BD BOND REFUND 7345 BURTON	200.00
05/21/2025	POOL	89131	4516	DEAF & HARD OF HEARING SERVICES	ASL INTERPRETER FEE (REFERENCE RPD CASE	325.00
05/21/2025	POOL	89132	2788	DELL MARKETING LP	FIRE DEPARTMENT - REPLACEMENT FOR TRAINI	777.18
05/21/2025	POOL	89133	3209	DJC PARTNER PROPERTIES LLC	BD BOND REFUND 15597 OAKWOOD	900.00
05/21/2025	POOL	89134	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	MAY 2025 EXCESS FLOW	210,401.40
05/21/2025	POOL	89135	2594	DOWNRIVER UTILITY WASTEWATER AUTHOR	WASTEWATER DISPOSAL CHARGES MAR 2025	91,225.78
05/21/2025	POOL	89136	MISC	DR & G SERVICES	REF HYDRANT DEPOSIT METER#70324063	2,149.42
05/21/2025	POOL	89137	0012	DTE ENERGY	WELCOME TO ROMULUS SIGN 4/11/25-5/13/25	39.40
05/21/2025	POOL	89138	0012	DTE ENERGY	29800 SUPERIOR HOT BOX APR 2025	74.54
05/21/2025	POOL	89139	0012	DTE ENERGY	12600 WAYNE RD POLEBARN 4/24/25-5/5/25	7.46
05/21/2025	POOL	89140	0012	DTE ENERGY	FEDEX HOT BOX ELECTRIC 4/3/25-5/2/25	67.26
05/21/2025	POOL	89141	0772	DTE ENERGY	MUNICIPAL COMPLEX APR 2025	11,334.28
05/21/2025	POOL	89142	3766	DUKE'S ROOT CONTROL, INC.	PIGGYBACK - UNDERGROUND INFRASTRUCTURE S	41,524.05
05/21/2025	POOL	89143	3298	ELECTROCYCLE, INC	SPRING COMMUNITY SHRED DAY AND ELECTRONI	1,500.00
05/21/2025	POOL	89144	4512	EVERINGHAM CHIROPRACTIC	SBA GRANT WINDOW 4 RECIPIENT	7,250.00
05/21/2025	POOL	89145	3053	FIRST CHOICE COFFEE SERVICES	24/25 BLANKET PO FOR WATER PURIFIER AT P	62.95
05/21/2025	POOL	89146	4303	GEARGRID	SHELVING FOR GEAR RACKS	117.00
05/21/2025	POOL	89147	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-013B ECONOMIC DEVELOPMENT APR 25	208.00
					70085-045B MOTOWN SPORTS APR 25	160.00
					70085-014B DDA MATTERS APR 25	256.00
						624.00
05/21/2025	POOL	89148	0128	GIARMARCO, MULLINS, & HORTON, PC	70085-004B GENERAL APR 25	16,202.50
					70085-005B HR APR 25	760.00
					70085-011B CLERKS OFFICE MAR 25	288.00
					70085-006B LEGAL SERVICES POLICE DEPT APR 25	96.00
					70085-068B LIBRARY APR 25	96.00
					70085-073B PARKS & REC APR 25	20.00
					70085-000B DOWNRIVER SEWER APR 25	896.00
					70085-008B DPW DEPARTMENT APR 25	402.00
					70085-081B CAMPBELL INC - LAWSUIT APR 25	1,288.00
					70085-011B CLERKS OFFICE APR 2025	656.00
					70085-007B FIRE APR 25	336.00
					70085-009B ASSESSOR'S APR 25	160.00
					70085-012B TREASURER'S OFFICE APR 25	276.25
						21,476.75
05/21/2025	POOL	89149	2625	GLG PRINT	COR ITB 21/22-11 24/25 WATER BILL PRINTI	2,097.10
05/21/2025	POOL	89150	0631	GORDON FOOD SERVICE, INC.	GORDEN FOOD	115.90
05/21/2025	POOL	89151	4307	GRECO LAW PLLC	LEGAL SERVICES FOR APRIL 2025	16,171.69
05/21/2025	POOL	89152	3209	HASSANE OSEILI	BD BOND REFUND 36558 GODDARD	6,576.00
05/21/2025	POOL	89153	4513	HOLMBERG & AYCOCK PLLC	MIDC SERVICE HOURS ATTORNEY EDWARD HOLMB	441.00
05/21/2025	POOL	89154	4206	IMAGE PRINTING	ENVELOPES, CITY RETURN ADDRESS WINDOW	825.00
05/21/2025	POOL	89155	MISC	INFINITY HOMES	REF HYDRANT #20209680 METER	2,955.00
05/21/2025	POOL	89156	4411	JOHN GRAZIANI	MIDC SERVICE HOURS ATTORNEY JOHN GRAZIAN	756.00
05/21/2025	POOL	89157	3721	KELLER THOMA PC	CLIENT 005018, GENERAL; PROFESSIONAL SER	210.00
05/21/2025	POOL	89158	4483	KIERRA COOPER	YOUTH BASKETBALL OFFICIAL	60.00
05/21/2025	POOL	89159	MISC	KJERSTEN WESLEY	REFUND BASKETBALL	80.00
05/21/2025	POOL	89160	4510	LAIRD GLASS	FRONT DOOR REPAIR AT 37133 GODDARD RD (B	219.00
05/21/2025	POOL	89161	1680	LUSTER CLEANERS, INC	24/25 BLANKET PO FOR PRISONER BLANKET CL	200.00
05/21/2025	POOL	89162	MISC	MADISON HENLEY	MAYORS DRUG TASK FORCE SCHOLARSHIP	500.00
05/21/2025	POOL	89163	3023	MI CUSTOM SIGNS	DOWNTOWN MESH BANNER- HONORING ALL WHO S	745.00
05/21/2025	POOL	89164	0667	MICHIGAN POLICE TRAINING	(4) CMV/ FROST LAW RELATED CLASSES MAY	2,280.00
05/21/2025	POOL	89165	1104	MICHIGAN STATE POLICE	24/25 BLANKET PO-SEX OFFENDER REGISTRATI	30.00
05/21/2025	POOL	89166	0427	MIDWEST TAPE	CUSTOMER # 2000005771 BOOKS	693.00
					CUSTOMER # 2000005771 BOOKS	495.61
					CUSTOMER # 2000005771 BOOKS	104.21
					CUSTOMER # 2000005771 BOOKS	36.73
					CUSTOMER # 2000005771 BOOKS	78.70

05/21/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/2025 - 05/21/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,408.25
05/21/2025	POOL	89167	4107	MONEYGREEN LAWN SERVICE LLC	HISTORICAL PARK TREE LGIHTS	1,600.00
05/21/2025	POOL	89168	0068	MUCHMORE HARRINGTON SMALLEY & ASSOC	24/25 INVERTED PO FOR LEGISLATIVE SERVIC	4,000.00
05/21/2025	POOL	89169	0856	NFPA	MEMBERSHIP RENEWAL - 7/01/2025-6/30/2026	225.00
05/21/2025	POOL	89170	3564	NORMAN CATERING AND EVENTS	MOTHER DAUGHTER PAR-TEA - CATERING	1,130.00
05/21/2025	POOL	89171	3917	NYE UNIFORM CO	ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	261.98
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	594.94
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	215.98
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	730.89
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	426.96
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	211.98
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	69.99
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	374.94
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	423.46
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	115.00
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	223.96
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	105.98
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	52.99
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	110.00
					ITB 23/24-12 INVERTED FIREFIGHTER UNIFOR	39.50
						3,958.55
05/21/2025	POOL	89172	4316	OCCMED CONNECT	NEW HIRE PHYSICALS AND DRUG SCREENS	734.00
05/21/2025	POOL	89173	4518	OPENSOT THEATRE LLC	PROGRAM FEE	310.00
05/21/2025	POOL	89174	0736	ORCHARD, HILTZ & MCCLIMENT	PILOT THRU NOV 2024	1,968.50
					FY 24/25 GENERAL SERVICES	4,054.50
					2025 SANITARY SEWER REHAB	1,703.50
						7,726.50
05/21/2025	POOL	89175	0984	PARKWAY SERVICES, INC.	RED SCHOOL HOUSE HANDICAP PORTAJOHNS 5/4	200.00
					HISTORICAL PARK HC PORTAJOHN (5/13/2025-	200.00
						400.00
05/21/2025	POOL	89176	4231	PREMIER GROUP ASSOCIATES, LC	OPPORUNITY PARK CLEAN-UP	14,100.00
					SPRING CLEANUP 2025 FOR GODDARD/HISTORIC	12,290.00
						26,390.00
05/21/2025	POOL	89177	3959	PRETTY FACE CLEANING SERVICES	11189 SHOOK RD CLEANING- FY 24/25	150.00
					GROWTH WORKS 34TH DISTRICT COURT	200.00
					GROWTH WORKS 34TH DISTRICT COURT	200.00
						550.00
05/21/2025	POOL	89178	1576	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	540.49
					ELECTION SUPPLIES	243.15
					ELECTION SUPPLIES	195.83
					VOTER ID CARDS & POSTAGE FOR MAILING OF	2,283.11
						3,262.58
05/21/2025	POOL	89179	0234	PRIORITY ONE EMERGENCY	UNIFORMS	28.99
					UNIFORMS	145.99
					UNIFORMS	359.97
						534.95
05/21/2025	POOL	89180	3867	QUADIENT INC	INSERT FEEDERS - STANDARD MAINTENANCE	243.75
05/21/2025	POOL	89181	3117	QUADIENT LEASING USA INC	PIGGYBACK MIDEAL #17118000000009 IX-7 S	1,107.54
05/21/2025	POOL	89182	3209	QUALITY HEATING AND COOLING	BD PAYMENT REFUND 31475 AUGUSTA	70.00
					BD PAYMENT REFUND 31497 AUGUSTA	70.00
						140.00

05/21/2025

CHECK REGISTER FOR CITY OF ROMULUS
CHECK DATE FROM 05/08/2025 - 05/21/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/21/2025	POOL	89183	MISC	RASHOD CAMERONE	MAYORS DRUG TASK FORCE SCHOLARSHIP	500.00
05/21/2025	POOL	89184	1952	RITTER GIS, INC.	24/25 GIS SUPPORT SERVICES FOR FD OPS -	340.00
05/21/2025	POOL	89185	4467	RUBY PAISLEY	FASHIONABLE DESIGN - DECORATION AND SETU	425.00
05/21/2025	POOL	89186	0968	SCHOOLCRAFT COLLEGE	BASIC SWAT CLASS -	400.00
05/21/2025	POOL	89187	4040	STAPLES	OFFICE SUPPLIES	75.58
05/21/2025	POOL	89188	2518	STATE OF MICHIGAN	24/25 BLANKET PO -MDHHS - QUALITY ASSURA	2,315.46
05/21/2025	POOL	89189	0503	STERICYCLE, INC.	24/25 BLANKET STERICYCLE SHARPS PICK UP	22.22
					24/25 BLANKET PO FOR REMOVAL OF MEDICAL	24.46
						46.68
05/21/2025	POOL	89190	4034	SUPERIOR MEDICAL WASTE DISPOSAL	MEDICAL WASTE DISPOSAL CONTRACT FY 24/25	180.00
05/21/2025	POOL	89191	3057	THE ACCUMED GROUP	C-1659 APR 2025 EMS/FIRE SERVICES	4,953.76
05/21/2025	POOL	89192	3593	TOSHIBA BUSINESS SOLUTIONS	MONTHLY COPY CHARGES FY 24/25	155.97
					MONTHLY COPY CHARGES FY 24/25	1,389.99
					MONTHLY COPY CHARGES FY 24/25	410.91
					MONTHLY COPY CHARGES FY 24/25	18.00
					MONTHLY COPY CHARGES FY 24/25	410.91
					MONTHLY COPY CHARGES FY 24/25	36.00
						2,421.78
05/21/2025	POOL	89193	3209	TRADEKEY HOMES INC	BD BOND REFUND 33378 BAY HILL	759.00
05/21/2025	POOL	89194	4454	TROVIOUS STARR	MIDC PROGRAM SERVICE TROVIOUS STARR	504.00
					MIDC PROGRAM SERVICE TROVIOUS STARR	252.00
					MIDC PROGRAM SERVICE TROVIOUS STARR	315.00
						1,071.00
05/21/2025	POOL	89195	4042	TRUSTED JOURNEY	24/25 BLANKET PO FOR ANIMAL DISPOSAL	196.21
05/21/2025	POOL	89196	2951	UNIQUE MANAGEMENT SERVICES, INC.	APRIL 25 PLACEMENTS	58.25
05/21/2025	POOL	89197	0670	VERIZON WIRELESS	342127256-00001 APR 25 - MAY 25 ALL DEPA	3,795.90
05/21/2025	POOL	89198	0106	WAYNE COUNTY	500373, MAY 2025 FIXED SEWAGE ROUGE VALL	36,127.33
05/21/2025	POOL	89199	MISC	WILEY MONTGOMERY	PARK RENTAL DEPOSIT 5/10/25	50.00
05/21/2025	POOL	89200	4337	WILLIAMS EMERGENCY VEHICLES & EQUIP	ITB 23/24-15 POLICE UTILITY UPFITTING	16,187.05
POOL TOTALS:						
Total of 124 Checks:						651,197.29
Less 0 Void Checks:						0.00
Total of 124 Disbursements:						651,197.29

DTE	25-Feb	25-Mar	25-Apr
CITY HALL - 11111 Wayne	\$3,096.54	\$3,247.13	\$3,355.50
COURT BUILDING - 11131 Wayne	\$2,194.00	\$2,300.70	\$2,377.48
LIBRARY - 11121 Wayne	\$972.34	\$1,019.63	\$1,053.66
New Court - 11129 Wayne	\$4,196.68	\$4,400.77	\$4,547.64
Total for all municipal complex:	\$10,459.56	\$10,968.23	\$11,334.28

Constellation charges

		Amount due
34th District Court	11131 WAYNE ROAD	\$200.57
34th District Court	11131 WAYNE ROAD	\$22.90
Fire Sta#3	6900 WAYNE RD	\$146.96
Fire Sta#4	28777 EUREKA RD	\$360.01
Senior Ctr.	36525 BIBBINS ST	\$653.57
Police Dept.	11165 OLIVE ST	\$1,332.30
City Hall	11111 WAYNE RD	\$636.15
Fire Sta#2	7221 MIDDLEBELT RD	\$142.93
Library	11121 WAYNE RD	\$1,665.37
RAC	35765 NORTHLINE RD	\$4,821.87
D.P.W.	12600 WAYNE RD	\$2,723.91
Occupant-West Shore Fire	37230 NORTHLINE RD	\$132.56
Cemetery	10210 Shook Road	\$26.32
Occupant	35257 GODDARD RD	\$307.32
Animal Shelt.	12300 WAYNE RD	\$560.65
Hist. PK. School	11120 HUNT ST	\$75.48
Kingsley H.	11147 HUNT ST	\$120.61
DDA/Chamber	11189 SHOOK RD	\$196.86
New 34th District	11129 Wayne Road	\$1,342.15
		\$15,468.49
	Total minus RAC	<u>\$10,646.62</u>



City of Romulus

Communication

Council Meeting Held:
Item No. 12

May 27, 2025

Councilperson Abdo: _____

Councilperson Barden: _____

Councilperson Crout: _____

Councilperson Jones: _____

Councilperson Roscoe: _____

Councilperson Talley: _____

Councilperson Wadsworth: _____



City of Romulus

Adjournment

Council Meeting Held:

May 27, 2025

Item No. 13

General Description: _____

Resolution No. _____

Moved by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Seconded by:	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

Ayes:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Nays:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth
Abstain:	All	Abdo	Barden	Crout	Jones	Roscoe	Talley	Wadsworth

MOTION CARRIED
UNANIMOUSLY

MOTION CARRIED

MOTION FAILED