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**RULE OF THE CHAMBER**

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes.

A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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**AGENDA - CITY COUNCIL REGULAR MEETING  
MONDAY, MAY 5, 2008**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

**III. INVOCATION/PLEDGE OF ALLEGIANCE.**

**IV. PUBLIC HEARINGS.**

- 89 Public hearing to hear public comments on the Annual Action Plan for the City of Monroe's allocated Community Development Block Grant funds. There are no comments on file in writing in the Clerk-Treasurer's Office.

**V. COUNCIL ACTION.**

- 93 Communication from the Director of Water and Wastewater Utilities, submitting proposed Ordinance No. 08-003, an ordinance to establish water rates pursuant to Sections 1044.05, 1044.07, 1044.14, 1044.25 & 1044.28 of the Codified Ordinances of Monroe, Michigan.

Proposed Ordinance No. 08-003, up for its first reading and recommending that the public hearing be set for Monday, May 19, 2008.

- 94 Communication from the Director of Public Services, submitting proposed Ordinance No. 08-004, an Ordinance to create a "No Wake Zone" area on the River Raisin.

Proposed Ordinance No. 08-004, up for its first reading and recommending that the public hearing be set for Monday, May 19, 2008.

**VI. CONSENT AGENDA.** (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)

- A. Approval of the Minutes of the Regular Meeting held on Monday, April 21, 2008.
  - B. Approval of payments to vendors in the amount of \$\_\_\_\_\_  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
- 95 Wastewater Facility Rehab Advance.
- 1. Communication from the Director of Water and Wastewater Utilities, submitting a request to pre-purchase the Aeration Blowers and Motors for a Wastewater Facility rehabilitation project, and recommending that the Wastewater Fund provide the necessary funds to pre-purchase the Aeration Blowers and Motors, etal so as to maintain the original construction schedule to complete the project on time. The Wastewater Fund would then be reimbursed by the County of Monroe once the bond sale and closing has occurred.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.
- 96 2008 Water Main Rehabilitation Program.
- 1. Communication from the Director of Engineering and Planning, reporting back on bids received on April 21, 2008 for the 2008 Water Main Rehabilitation Program, and recommending that Council award the contract to Liqui-Force Services (USA), Inc. in the amount of \$2,531,093.00 and that a total of \$2,900,000.00 be encumbered to include a 15% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe, and further recommending that funding be appropriated from the Bond Sale that was authorized by City Council on April 21, 2008, and if necessary, the Finance Director be authorized to advance funding from the Water Fund reserves to provide progress payments to the Contractor if proceeds are not yet available from the sale.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.
- 97 Community Development Block Grant.
- 1. Communication from the Director of Engineering and Planning, submitting the Community Development Block Grant Annual Action Plan for Fiscal Year 2008, and recommending that the Annual Action Plan be approved as shown and staff be allowed to submit the plan to HUD for approval.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.
- 98 Tower 98.3/WTWR Request.
- 1. Communication from the City Manager's Office, reporting back on a request from Tower 98.3/WTWR to use St. Mary's Park and bandshell on May 17, 2008 from 12 noon to 6:00

p.m. to hold an event to raise funds for a critically ill child and that the fees are waived, and recommending that Council approve the request to waive the fees contingent upon items being met as outlined by the administration, that all necessary park deposits are paid, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.

2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

99 Monroe County Procession Committee.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Procession Committee for permission to block West Elm Avenue on May 25, 2008 at 12:30 p.m. so that the procession can cross the street uninterrupted, and recommending that Council approve the request contingent upon items being met as outlined by the administration, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

100 Cub Scout Pack 584 Graduation.

1. Communication from the City Manager's Office, reporting back on a request from Cub Scout Pack 584 for permission to use a picnic shelter at Munson Park on June 6, 2008 from 6:00 to 9:00 p.m. for their graduation and that the fees be waived, and recommending that the request be approved and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

101 Stewart Road Christian Ministries Center "Operation Love".

1. Communication from the City Manager's Office, reporting back on a request from the Stewart Road Christian Ministries Center for permission to use St. Mary's Park, bandshell and shelter from 3:00 to 9:30 p.m. on August 17, 2008 to hold their annual "Operation Love" event, and recommending that Council approve the request contingent upon items being met as outlined by the administration, that all necessary park deposits are paid, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

102 Monroe Bank and Trust Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from Monroe Bank and Trust for permission to display a banner across East Front Street from May 19 to June 14, 2008, announcing their anniversary celebration on June 14, 2008 from 12 noon to 6:00 p.m. at the MBT Expo Center, and recommending that the request be approved.

2. Supporting documents.
3. Action: Accept, place on file and the recommendations be carried out.

103 Downtown Monroe Business Network – 5<sup>th</sup> Annual Fine Art Fair.

1. Communication from the City Manager's Office, reporting back on a request from the Downtown Monroe Business Network (DMBN) to hold the 5<sup>th</sup> annual Fine Art Fair in conjunction with the 2008 River Raisin Jazz Festival on August 9 and 10, 2008, for use of utilities, services, personnel from the City, closure of the affected streets, and that all fees be waived, and recommending that Council approve the request to hold the Art Fair contingent upon items being met as outlined by the administration, that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons, and that the request for fees to be waived is denied and that all costs for city services are reimbursed.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

104 Plante & Moran Contract Renewal.

1. Communication from the Director of Finance, submitting a renewal for the audit contract with Plante & Moran, and recommending that Council approve the extension of the audit contract with Plante & Moran for the fiscal years 2008 through 2012.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

**VII. MAYOR'S COMMENTS.**

**VIII. CITY MANAGER COMMUNICATION.**

**IX. COUNCIL COMMENTS.**

**X. CITIZEN COMMENTS**

**XI. ADJOURNMENT.**



# CITY COUNCIL AGENDA FACT SHEET

5

**RELATING TO:** ORDINANCE #08-003, AN ORDINANCE TO ESTABLISH WATER RATES PURSUANT TO SECTIONS 1044.05, 1044.07, 1044.14, 1044.25, & 1044.28 OF THE CODIFIED ORDINANCES OF MONROE, MICHIGAN

**DISCUSSION:** The proposed ordinance has been prepared pursuant to the FY 2008-2009 budget and related cross connection sections. This ordinance establishes new water and service rates, and System Development Fees in accordance with the FY 2008-2009 budget, amends cross connection language in the Fire Service and Cross Connection sections pursuant to the Michigan Department of Environmental Quality Cross Connection Guidelines, and repeals and replaces all former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance.

The ordinance has been reviewed by Tim Laitur, City Attorney such that he is familiar with the proposed ordinance.

Ordinance #08-003 is being placed on the Monday, May 5, 2008, agenda for its' first reading; with a second reading, public hearing and anticipated passage on Monday, May 19, 2008.

IT IS RECOMMENDED that City Council place Proposed Ordinance #08-003 up for its first reading at their May 5, 2008 meeting and to conduct a public hearing and second reading at its May 19, 2008 meeting.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** July 1, 2008

**REASON FOR DEADLINE:** Collection of Water Department Revenues for FY 2008-2009, enforcement of applicable ordinance sections.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

  
Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Water Department, Water Customers

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
			\$
			\$
			\$
	<u>Other Funds</u>		\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 25, 2008

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COUNCIL MEETING DATE:** May 5, 2008

**ORDINANCE 08-003**

6 An Ordinance to amend Sections 1044.05, 1044.07, 1044.14, 1044.25 and 1044.28 of  
7 Chapter 1044, Water, of the Codified Ordinances of the City of Monroe.

8 THE CITY OF MONROE ORDAINS:

9 **SECTION 1. AMENDMENT OF SECTIONS 1044.05, 1044.07, 1044.14, 1044.25 AND**  
10 **1044.28 OF THE CODIFIED ORDINANCES OF THE CITY OF MONROE.**

11 A. Section 1044.05 of the Codified Ordinances shall be amended to read as follows:

12 **1044.05 ESTABLISHMENT OF RATES.**

13 (a) Rates for water and services supplied to residents of the City and to customers  
14 outside the City shall be those established by ordinance of the City Council, upon  
15 recommendation of the Director of Water. Such rates shall be on file in the office of the  
16 Director of Water. Rates shall include call-out and turn-on fees, administrative fees and such  
17 other service charges deemed appropriate by Council.

18 (b) Quarterly debt service charge. That on every bill there be set a Quarterly Fixed  
19 Debt Service Charge as follows:

<u>Meter Size</u>	<u>Quarterly Debt Service Charge</u>
5/8"	<del>\$2.56</del> <u>4.25</u>
3/4"	<del>\$3.85</del> <u>6.38</u>
1"	<del>\$6.44</del> <u>10.63</u>
1 1/4"	<del>\$8.54</del> <u>14.88</u>
1 1/2"	<del>\$12.82</del> <u>21.25</u>
2"	<del>\$20.51</del> <u>34.00</u>
3"	<del>\$44.87</del> <u>74.38</u>
4"	<del>\$76.92</del> <u>127.50</u>
6"	<del>\$160.26</del> <u>265.63</u>

30	8"	\$ <del>230.77</del> <u>382.50</u>
31	10"	\$ <del>371.80</del> <u>616.25</u>
32	12"	\$ <del>551.29</del> <u>913.75</u>

33 (c) Quarterly consumption rate. That the Quarterly Consumption Rate be set at  
34 ~~\$1.04~~ \$1.24 per one hundred cubic feet.

35 (d) Administrative fee. That there be set a quarterly fixed administrative charge of  
36 \$3.60 on every bill issued to property located either within or outside of the City of Monroe.

37 (e) Call-out and turn-on fee. The Call-out and/or Turn-on fee of a water service shall  
38 be charged at the time it is attempted and/or performed as follows:

- 39 1. Monday through Friday during regular working hours: \$45.00.
- 40 2. Where time and one-half is paid to City of Monroe employees as per union  
41 contract: \$85.00.
- 42 3. Where double time is paid to City of Monroe employees as per union contract:  
43 \$110.00.

44 (f) Outside city rates. Rates charged outside the City of Monroe shall be twice the rates  
45 set forth in subsections (b) and (c) of this ordinance, unless otherwise specified by contract.

46 (g) Rate implementation. All bills mailed after ~~July 1, 2007~~ July 1, 2008, shall be in  
47 accordance with the rate schedule adopted herein.

48 (h) Pumping surcharge. A Quarterly pumping surcharge of \$0.14 per one hundred cubic  
49 feet shall be charged to those customers served by the South Custer Pump Station.

50 (i) Penalties. A five percent (5%) penalty shall be charged on all bills paid more than  
51 seven (7) days after the due date.

52 B. Section 1044.07 of the Codified Ordinances shall be amended to read as follows:

53 **1044.07 WATER SYSTEM DEVELOPMENT FEE.**

54 (a) Assessment of Fee. In addition to all other charges provided for, each premises  
55 requesting connection to the City of Monroe's Municipal Water System shall pay a Water  
56 System Development Fee to be assessed against previously unserviced property or property  
57 which is being developed for a more intensive use. A Water System Development Fee for  
58 redeveloped property shall only be assessed based on the upsized water meter size for the  
59 proposed use (i.e. 5/8-inch to a 2-inch). As determined by the Director of Water, a Water  
60 System Development Fee shall not be assessed for an existing water user with any  
61 established water connection desiring to add a Secondary Water Only Meter for irrigation  
62 purposed, filling swimming pool, etc.

63 (b) Determination of Fee. Said fee shall be paid in full at the time that application for  
64 connection to the system is made. The assessment is based on a fair buy-in-fee to recover  
65 the new user's fair share of the amortized cost of the water system based on the depreciated  
66 value of the water systems assets and the current number of 5/8-inch diameter equivalent  
67 users in the water system. Users requiring meter sizes larger than 5/8-inch diameter shall be  
68 assessed a fee using the American Water Works Association meter capacity ratios. A Water  
69 System Development Fee shall be assessed against all user type classes (Government,  
70 Residential, Commercial, Multiple-Residential, Church, Industrial, Miscellaneous, Schools,  
71 Community Bulk Water Users, etc.) desiring a connection with the City of Monroe's Municipal  
72 Water System. For each unserviced or redeveloped premises, the minimum meter size shall  
73 be 5/8-inch diameter or as sized in accordance with the American Water Works Association  
74 Manual M22 and conform to the most recent edition of the Michigan Plumbing Code, as  
75 adopted in Chapter 1424 of the Codified Ordinances of the City of Monroe. A Water System  
76 Development Fee for the connection(s) to the system shall be as listed in the Water System

77 Development Fee Table in subsection (d). Water System Development Fees shall be  
78 reviewed on an annual basis by the Director of Water.

79 (c) Condominium, Townhouse, or Multiple Residence Developments. For  
80 developments consisting of no more than two (2) units per building, separate water meters for  
81 each unit shall be required and a Water System Development Fee shall be assessed for each  
82 unit in accordance with the Water System Development Fee Table listed in subsection (d). For  
83 developments consisting of three (3) or more units per building, one water meter per building  
84 shall be required and a Water System Development Fee shall be assessed in accordance with  
85 the Water System Development Fee Table listed in subsection (d).

86 (d) Water System Development Fee Table.

Meter Size	Per Connection Fee
5/8"	<del>\$1,000.00</del> <u>1,200.00</u>
1"	<del>\$2,500.00</del> <u>3,000.00</u>
1-1/2"	<del>\$5,000.00</del> <u>6,000.00</u>
2"	<del>\$8,000.00</del> <u>9,600.00</u>
3"	<del>\$17,500.00</del> <u>21,000.00</u>
4"	<del>\$30,000.00</del> <u>36,000.00</u>
6"	<del>\$62,500.00</del> <u>75,000.00</u>
8"	<del>\$90,000.00</del> <u>108,000.00</u>
10"	<del>\$145,000.00</del> <u>174,000.00</u>
12"	<del>\$215,000.00</del> <u>258,000.00</u>

87 C. Section 1044.14 of the Codified Ordinances shall be amended to read as follows:

88 **1044.14 AUTHORITY TO LIMIT OR CUT OFF SUPPLY; VIOLATION OF WRITTEN**  
89 **ORDER OF WATER DEPARTMENT.**

90 (a) The Water Department shall have the right to limit or cut off the water supply  
91 without notice in case of fire, breakdown or other unavoidable causes, or for the purpose of  
92 making necessary repairs, connections, etc., and will furnish reasonable notice when  
93 practicable.

94 (b) The Department will not be liable for any damage which may result to consumers  
95 by the shutting off of the water main or service for any purpose whatsoever.

96 (c) No person shall violate any written order issued by the City of Monroe Water  
97 Department, pursuant to the supervision, implementation and enforcement of this Chapter of  
98 the Codified Ordinances.

99 D. Section 1044.25 of the Codified Ordinances shall be amended to read as follows:

100 **1044.25 FIRE SERVICE INSTALLATIONS.**

101 All fire service installations shall be made by the Water Department or under the  
102 supervision of the Department, and the cost thereof shall be defrayed by the property owner.  
103 ~~The fire installation shall include a detector check valve complete with policing meter, and it~~  
104 ~~shall be double checked pursuant to Section 1044.28 Double Check Detector Assembly~~  
105 ~~conforming to ASSE Standard #1048. If chemical additives will be introduced to the system, or~~  
106 ~~if there will be a secondary water source available, the installation shall include a Reduced~~  
107 ~~Pressure Detector Assembly conforming to ASSE Standard #1047.~~ The quarterly standby  
108 charges for this service shall be determined by the diameter of the flange connection of the  
109 detector check valve, and the rates shall be as established by the Council in the rate  
110 ordinances. No fire service installation shall be used as an auxiliary to an outside source of  
111 supply.

112 E. Section 1044.28 of the Codified Ordinances shall be amended to read as follows:

113 **1044.28 CROSS CONNECTIONS.**

114 (a) Scope. This section does not supersede the State Plumbing Code ~~or the City Plumbing~~  
115 ~~Code, but is supplementary to them it.~~

116 (b) Adoption of State Rules. The document on file in the office of the Clerk/Treasurer, being  
117 marked and designated as Water Supply Cross-Connection Rules of the Michigan  
118 Department of ~~Public Health~~ Environmental Quality, being R 325.11401 through R  
119 325.11407 of the Michigan Administrative Code, is hereby adopted by the City the same

120 as if fully set out herein for the purpose of regulating cross-connections with the City  
121 water system.

122 (c) Inspections. It shall be the duty of the Water Department to cause inspections to be  
123 made of all properties served by the public water supply where cross-connections with  
124 the water distribution system are deemed probable. The frequency of inspections and  
125 reinspections based on potential health hazards involved shall be as established by the  
126 Water Department and as approved by the Michigan Department of ~~Public Health~~  
127 Environmental Quality.

128 (d) Duty to Provide Information; Right of Entry. Whenever requested by the Water  
129 Department, the owner of any parcel or premises served by the water distribution  
130 system shall furnish to the Department all information requested concerning the piping  
131 system or systems serving the said parcel or premises. The owner, lessee or occupant  
132 shall allow the Department to enter and be upon said parcel or premises in question to  
133 make inspections or investigations as the Department shall deem to be necessary or  
134 desirable. The refusal of such information or refusal of access, when requested, shall be  
135 deemed to be prima facie evidence of the presence of cross-connections of the type  
136 prohibited by this section.

137 (e) Right to Discontinue Water Service. Whenever the Water Department shall find a cross-  
138 connection of the type prohibited by this section, or whenever an owner, lessee or  
139 occupant of any parcel or premises refuses to furnish the information requested or to  
140 permit access to said lands or premises for the purpose of investigation or inspection as  
141 set forth above, the Department is hereby authorized and directed to discontinue water  
142 service to any parcel or premises wherein any connection in violation of this section  
143 exists and to take such other precautionary measures deemed necessary to eliminate  
144 any danger of contamination of the public water supply system. Reasonable notice shall

145 be given to the owner, lessee or occupant of said parcel or premises in question by the  
146 Department if imminent danger of contaminating the water main is not present. Where  
147 contamination of the public water supply or any water main is an immediate possibility,  
148 or where contamination of any main occurs, the Department shall order the water to be  
149 immediately shut off without giving notice to the consumer or owner/lessee or occupant  
150 of the parcel or premises. Water service to such property shall not be restored until the  
151 cross-connection has been eliminated or evidence has been furnished and access  
152 permitted to enable the Department to determine that no cross-connection as prohibited  
153 by this section exists.

154 (f) Backflow Preventer Prevention Device Required.

155 (1) The Water Department shall require a backflow ~~preventer~~ prevention device or  
156 other means of preventing contamination of the public water system at all  
157 locations where there is potential for a cross-connection to exist. All testable  
158 backflow ~~preventers~~ prevention assemblies shall be registered with the  
159 Department and tested upon installation. ~~The City hereby directs and requires~~  
160 ~~that each such backflow device be tested as follows:~~

161 (a) ~~— Reduced pressure principle: annually.~~

162 (b) ~~— Double check valve: annually.~~

163 (c) ~~— Pressure vacuum breaker: every five years.~~

164 (d) ~~— Spill-resistant vacuum breaker: every five years.~~

165 (e) ~~— Atmospheric vacuum breaker: replacement as needed if leaking.~~

166 Subsequent testing of assemblies shall be performed on an annual basis as  
167 required by the City of Monroe and in accordance with Michigan Department of  
168 Environmental Quality requirements.

169 (2) Testing notice shall be given by the City Water Department in accordance with  
170 the following schedule:

171 A. First notice: 90 days.

172 B. Second notice: 10 days and then shut off.

173 (3) Required testing shall be at the owner's expense. ~~All backflow preventer testing~~  
174 ~~must be done by a certified backflow preventer tester~~ Only persons certified by  
175 the State of Michigan to test assemblies, and approved by the City of Monroe  
176 Water Department, shall perform such testing. Said person shall certify in writing  
177 the results of each test conducted. ~~Backflow preventers~~ Assemblies that do not  
178 pass the test shall be corrected and approved within 30 days of receipt of the test  
179 data unless there is an imminent threat to health and welfare, in which case the  
180 City reserves the right to immediately disconnect service until such time as repair  
181 or replacement has been completed.

182 (g) Protection of Water From Contamination. The potable water supply made available on  
183 the properties served by the public water supply system shall be protected from  
184 possible contamination as specified by this section and by the State and ~~City~~ Plumbing  
185 Code. Any water outlet which could be used for potable or domestic purposes and  
186 which is not supplied by the potable system must be labeled in a conspicuous manner  
187 as follows: WATER UNSAFE FOR DRINKING.

188 **Section 2.** **Repealer.**

189 This Ordinance repeals and replaces all former ordinances or parts thereof conflicting or  
190 inconsistent with the provisions of this Ordinance.

191 **Section 3.** **Savings Clause.**

192 All proceedings pending and all rights and liabilities existing, acquired or incurred under  
193 Sections 1044.05, 1044.07, 1044.14, 1044.25 and 1044.28 of the Codified Ordinances of the City

194 of Monroe at the time this Ordinance takes effect are saved and may be consummated according  
195 to the law in force when they are/were commenced.

196 **Section 4.**            **Severability.**

197            If any section, subsection, sentence, clause or phrase of this Ordinance is declared  
198 unconstitutional by a court of competent jurisdiction, such decision or holding shall not affect the  
199 validity of the remaining portions of this Ordinance.

200 **Section 5.**            **Effective date.**

201            This Ordinance shall be in full force and effect Twenty (20) days after final passage and  
202 publication.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** "No Wake Zone" Ordinance

**DISCUSSION:** A new "No Wake Zone" area on the River Raisin has received approval by the Michigan Department of Natural Resources, following the required public hearing. The proposed Ordinance designates the waters from dam number 6 located easterly of the Canadian National railroad bridge, downriver to Monroe Harbor buoy green can number 9 (just east of the Port). Additionally the no wake restriction applies **only** to recreational vessels. Staff with the City and Port of Monroe have reviewed the proposed Ordinance and recommend its approval contingent upon the River Raisin Marina owners, John and Veronica Meyers, commitment to provide for the installation and maintenance of the required no wake zone markings.

I have attached the proposed ordinance and the communication from the marina owners stating their assumption of responsibility for installation and maintenance of the required markings. It is recommended that ordinance number 08-004, the "No Wake Zone" ordinance, be placed on the floor for its first reading on May 5, 2008 and that the public hearing on the ordinance be scheduled for the May 19, 2008 City Council meeting.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** Earliest convenience

**REASON FOR DEADLINE:** The boating season is beginning.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Scott Davidson, Director of Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Police Department, Department of Public Services, City Manager's Office, Monroe County Sheriff's Office, Michigan Department of Natural Resources Law Enforcement Division and United States Coast Guard.

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b>SOURCE OF FUNDS:</b>	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Scott Davidson, Director of Public Services

**DATE:** April 28, 2008

**REVIEWED BY:** Scott Davidson, Director of Public Services

**DATE:** April 28, 2008

**COUNCIL MEETING DATE:** May 5, 2008

From: Meyers, John (J.M.) [jmeyer15@ford.com]  
Sent: Friday, April 25, 2008 12:58 PM  
To: Davidson, Scott  
Cc: Brown, George; tready@rsrllp.com  
Subject: RE: Proposed No Wake Zone Ordinance

Scott,

I first want to thank you and George for taking the time to meet with Veronica and I yesterday. We appreciate the City's ongoing difficulties and want to provide our commitment to doing whatever we can to assist the City in complying with the State of Michigan's proposed changes to the no wake zone on the River Raisin. Ryan Solomon's unfortunate departure resulted in a disconnect for the approval process but we are confident that it is back on track.

The following is proposed wording for the River Raisin Marina financial commitment to pay for the proposed no wake zone signage:

Dear Scott Davidson;

The River Raisin Marina agrees to pay the cost of complying with the State of Michigan's proposed changes to the no wake zone on the River Raisin. This agreement will cover all expenses associated with the following no wake zone signage.

1. Placement of temporary buoys on the River Raisin at the locations specified by the State of Michigan. River Raisin Marina will purchase the buoys, place the buoys, maintain the buoys, and remove and store them for the winter. The buoys will be purchased as specified by the City of Monroe.
2. Placement of permanent fixed signs on the north and south sides of the River Raisin at the locations specified by the State of Michigan. This will cover the cost of the signs, cost of right-of-way access, cost of placement of the signs, and the cost of all signage materials.
3. River Raisin Marina will also work with the City to obtain right-of-way access to the Ford Land property on the north side of the River Raisin for the placement of that permanent no wake zone sign.

John M. Meyers  
River Raisin Marina

Please reply to this email with any change suggestions or concurrence with the text as stated. I will then provide a formal letter that will be sent via US postal service.

Regards,

John

**ORDINANCE NO. 08-004 RIVER RAISIN SPEED**

1 An Ordinance to amend Sections 492.01, Definitions and 492.02, Speed On River  
2 Raisin, of the Codified Ordinance of Monroe, Michigan.

3 **THE CITY OF MONROE ORDAINS:**

4 **SECTION 1. AMENDMENT OF 492.01.**

5 Section 492.01 is amended as follows:

6 **492.01 DEFINITIONS.**

7 ~~All words and phrases used in this chapter shall be construed and have the same~~  
8 ~~meanings as those words and phrases are defined in Act 303 of the Public Acts of~~  
9 ~~1967, as amended (M.S.A. 18.1287(8)). (Ord. 75-007. Passed 5-5-75.)~~

10 RECREATIONAL VESSEL – Any vessel manufactured or operated for pleasure that is  
11 propelled or controlled by machinery, sails, oars, paddle, poles or another vessel  
12 SLOW- NO WAKE SPEED – A very slow speed whereby the wake or wash created by  
13 the motor boat would be minimal

14 **SECTION 2. AMENDMENT OF 492.02.**

15 Section 492.02 is amended as follows:

16 **492.02 SPEED ON RIVER RAISIN.**

17 A. On that portion of the waters of the River Raisin, from Dam No. 6 located east  
18 easterly of the Canadian National Railroad trestle, downstream to the Interstate  
19 75 bridge that crosses the River Raisin, no operator of a vessel shall exceed a  
20 slow/no-wake speed. bridge, downriver to Monroe Harbor buoy green can  
21 number 9, Latitude 41-54-01.764N, Longitude 083-21-24.408W, within the City of

22 Monroe, County of Monroe, State of Michigan, it is unlawful for the operator of a  
23 recreational vessel to exceed a slow – no wake speed,

24 B. The boundaries of the area described above shall be marked with signs and/or  
25 buoys. All buoys must be placed as described in the permit issued by the  
26 Department of Natural Resources and be in conformance with the State Uniform  
27 Waterway Marking System.

28 **SECTION 3. SEVERABILITY.**

29 The various parts, portions, sections and clauses of this Ordinance are hereby  
30 declared to be severable. If any part, sentence, paragraph, section, phrase or clause is  
31 adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder  
32 of the Ordinance shall not be affected thereby.

33 **SECTION 4. EFFECTIVE DATE.**

34 This Ordinance shall become effective 20 days after its passage and publication.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: WASTEWATER FACILITY REHAB ADVANCE**

**DISCUSSION:** The Wastewater Treatment Plant is currently preparing for a facility rehabilitation project which has been designed and is currently out for bid. Per the Monroe Metropolitan Water Pollution Control System Master Agreement the participating members (City of Monroe, Monroe Charter Township, & Frenchtown Charter Township) have joined to sell bonds through the County Agency (County of Monroe) under Act 342, Michigan Public Acts of 1939. A bid opening is currently proposed for May 7, 2008 with a bond sale on May 28, 2008 with a closing somewhere between June 11, 2008 and June 18, 2008.

Due to the staff of the Michigan Department of Environmental Quality (MDEQ) having limited resources, the required MDEQ construction permit and plans for the project have not been reviewed or issued in which a proposed issuance date can not be provided. With this delay coupled with the existing equipment failures and long lead time in obtaining certain pieces of equipment included in the project, the bid opening and bond sale will be significantly delayed. One piece of equipment with a long lead time (12~14 months) is the Aeration Blowers and Motors, etal. This item is proposed to be procured separately with the bond sale proceeds. By delaying the bid opening & bond sale, this purchase will cause the project to be delayed further. In an effort to reduce delaying the project, it is recommended that the Wastewater Fund advance the necessary funds to pre-purchase the Aeration Blowers and Motors, etal so as to maintain the original schedule and complete the project on time.

Per the existing County of Monroe bonding documentation, advances or purchases for equipment can be reimbursed prior to the issuance of bonds. If the funds are advanced, the Wastewater Fund would then be reimbursed as long as the bonds are issued and the reimbursement to the Wastewater Fund is made within the later of: 1) 18 months after the expenditure is paid, or 2) the Project is placed in service, but in no event more than 3 years from payment. Patrick McGow of Miller, Canfield, Paddock and Stone, P.L.C. has been consulted along with the County Agent such that all parties are familiar with these provisions.

IT IS RECOMMENDED that the Wastewater Fund provide the necessary funds to pre-purchase the Aeration Blowers and Motors, etal so as to maintain the original construction schedule to complete the project on time. The Wastewater Fund would then be reimbursed by the County of Monroe once the bond sale and closing has occurred.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

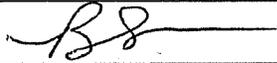
**APPROVAL DEADLINE:** ASAP

**REASON FOR DEADLINE:** Maintain the original construction schedule to complete the project on time.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**



Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Wastewater Department

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 500,000.00
Cost of This Project Approval	\$ 500,000.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

City  
Facility Rehab

Account Number  
590-75.527-818.020 07Z03

Amount  
<\$500,000.00>

Other Funds

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 23, 2008

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** May 5, 2008



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** REPORT BACK ON BIDS RECEIVED FOR 2008 WATER MAIN REHABILITATION PROGRAM

**DISCUSSION:** The Engineering Department received and opened three (3) bids for the 2008 Water Main Rehabilitation Program on Monday April 21, 2008. As you are aware, the project consists of rehabilitating over 2.6 miles of 8 inch and 12 water main pipe that currently does not provide adequate fire flow capacity and pressure due to the fact that most of these water mains are severely tuberculated resulting in numerous rusty water complaints, and have had several breaks and failures.

This project includes Year 1 of a proposed 3-year rehabilitation project in which the water main is lined similar to the sanitary sewer lining process; nevertheless it is a newer technology to the industry. This project is based on the results of the City Water System Reliability Study completed in October 2006, which identifies coordinated improvements to replace, install, loop, and upgrade the water distribution system to replace small and undersized water mains to a minimum 8 inch diameter. This effort will improve the water distribution system's reliability and ability to provide for growing demands of flow and pressure, improve water quality by reducing the number of tuberculated and deteriorated water mains and lead service connections to the water system. The water projects will be coordinated with street projects as much as possible to take advantage of an overall cost savings of constructing multiple projects in the same area. Rehabilitation versus conventional replacement provides benefits such as significantly reducing restoration, neighborhood disruption, large trees and landscaping destruction, pavement and infrastructure damage, and results in reduced time to complete the project. The contractor can rehabilitate up to 500' a day where as in conventional replacement with all the utilities in the downtown areas they may only be able to replace up to 150' per day.

The lowest bidder for the work is from Liqui-Force Services (USA), Inc. of Romulus, Michigan with a bid of \$2,531,093.00, 10.5% over the Engineer's Estimate of \$2,289,600.00 (attached is a bid tabulation). After investigating the higher cost from the Engineer's Estimate, it was discovered that traffic control, necessary temporary water systems, and the population & business density of the downtown location contributed to the additional costs needed to complete the project. Year 1 of the rehabilitation project includes the following areas:

Mill Street:	Harbor to Detroit (300' +/-)
Detroit Avenue:	Elm to Mill (2000'+/-)
East Elm Avenue:	Detroit to East Side of I-75 (2600'+/-)
Huber Avenue:	Lorain to La-Z-Boy (3500'+/-)
East Front Street:	Washington to Jerome (2300'+/-)
West Front Street:	Smith to Monroe (1200'+/-)
Smith Street:	Seventh to Front (2100'+/-)

The contractor is very qualified to perform the rehabilitation project having significant past experience on similar projects in the USA and Canada and have rehabilitated over 500,000 LFT of water main. After checking references we are confident the contractor will perform satisfactorily and recommend awarding the rehabilitation project to Liqui-Force Services (USA), Inc. based on their experience, cost-effective technology, short rehabilitation time period, and low bid price. As part of the Water Department's Capital Improvements Program, adequate funds will be appropriated to complete this project through a Bond Sale that was authorized by City Council on April 21, 2008.

IT IS RECOMMENDED that the City Council award the above contract to Liqui-Force Services (USA), Inc. in the amount of \$2,531,093.00 and that a total of \$2,900,000.00 be encumbered to include a 15% project contingency. IT IS FURTHER RECOMMENDED that the Mayor and City Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe. IT IS FURTHER RECOMMENDED that funding be appropriated from the Bond Sale that was authorized by City Council on April 21, 2008, and if necessary, the Finance Director be authorized to advance funding from the Water Fund reserves to provide progress payments to the Contractor if proceeds are not yet available from the sale.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** As soon as possible.

**REASON FOR DEADLINE:** Bid is good for forty-five (45) days, construction will likely last the entire construction season, should be commenced as soon as possible.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Engineering Department and Water Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Engineering Department, Water Department, adjacent property owners & residents, Water Customers

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 2,900,000
Cost of This Project Approval	\$ 2,900,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Water Distribution Impr	59140538 972000 08W12	\$ 2,900,000
<u>Other Funds</u>		

Budget Approval: \_\_\_\_\_

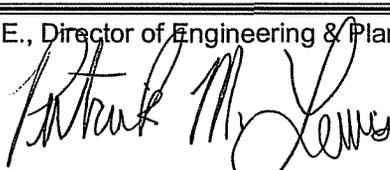
**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering & Planning

**DATE:** April 24, 2008

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** May 5, 2008



2008 WATERMAIN REHABILITATION PROGRAM

2008 WATERMAIN REHABILITATION PROGRAM				ENGINEER'S ESTIMATE		LIQUI-FORCE WATER SERVICES, INC.		INSITUFORM TECHNOLOGIES USA, INC.		LANZO LINING SERVICES, INC.	
	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	8 Inch Water Main Pipe and Fittings with Restrained Joints, Remove and Replace	I.f.	231	\$105.00	\$24,255.00	\$ 170.00	\$39,270.00	\$ 80.00	\$18,480.00	\$ 280.00	\$64,680.00
2	12 inch Water Main Pipe and Fittings with Restrained Joints, Remove and Replace	I.f.	15	\$150.00	\$2,250.00	\$ 380.00	\$5,700.00	\$ 100.00	\$1,500.00	\$ 330.00	\$4,950.00
3	6 inch Gate Valve and Valve Box, Remove and Replace	each	2	\$1,425.00	\$2,850.00	\$ 3,700.00	\$7,400.00	\$ 2,300.00	\$4,600.00	\$ 7,700.00	\$15,400.00
4	6 inch Gate Valve and Valve Box, Furnish and Install	each	2	\$1,125.00	\$2,250.00	\$ 3,700.00	\$7,400.00	\$ 2,600.00	\$5,200.00	\$ 7,700.00	\$15,400.00
5	6 inch Gate Valve and Valve Box, Remove and Dispose	each	1	\$375.00	\$375.00	\$ 3,000.00	\$3,000.00	\$ 1,200.00	\$1,200.00	\$ 6,600.00	\$6,600.00
6	8 inch Gate Valve and Valve Box, Remove and Replace	each	11	\$1,650.00	\$18,150.00	\$ 4,000.00	\$44,000.00	\$ 2,500.00	\$27,500.00	\$ 8,800.00	\$96,800.00
7	8 inch Gate Valve and Valve Box, Furnish and Install	each	6	\$1,350.00	\$8,100.00	\$ 4,000.00	\$24,000.00	\$ 3,500.00	\$21,000.00	\$ 8,800.00	\$52,800.00
8	8 inch Gate Valve and Valve Box, Remove and Dispose	each	1	\$375.00	\$375.00	\$ 3,000.00	\$3,000.00	\$ 1,200.00	\$1,200.00	\$ 8,000.00	\$8,000.00
9	12 Inch Gate Valve and Valve Box, Remove and Replace	each	1	\$2,625.00	\$2,625.00	\$ 4,800.00	\$4,800.00	\$ 3,500.00	\$3,500.00	\$ 11,000.00	\$11,000.00
10	12 Inch Gate Valve and Valve Box, Furnish and Install	each	1	\$2,250.00	\$2,250.00	\$ 4,800.00	\$4,800.00	\$ 3,900.00	\$3,900.00	\$ 11,000.00	\$11,000.00
11	4 inch Inserta-Valve	each	5	\$2,295.00	\$11,475.00	\$ 8,500.00	\$42,500.00	\$ 5,000.00	\$25,000.00	\$ 5,500.00	\$27,500.00
12	6 inch Inserta-Valve	each	5	\$2,700.00	\$13,500.00	\$ 8,500.00	\$42,500.00	\$ 5,200.00	\$26,000.00	\$ 6,000.00	\$30,000.00
13	8 inch Inserta-Valve	each	5	\$2,045.00	\$10,225.00	\$ 9,800.00	\$49,000.00	\$ 5,600.00	\$28,000.00	\$ 6,600.00	\$33,000.00
14	Fire Hydrant Assemblies, Remove and Replace	each	23	\$4,200.00	\$96,600.00	\$ 2,500.00	\$57,500.00	\$ 3,900.00	\$89,700.00	\$ 16,600.00	\$381,800.00
15	2-Way Intersection Access Pit and Restoration	each	7	\$1,650.00	\$11,550.00	\$ 2,500.00	\$17,500.00	\$ 3,800.00	\$26,600.00	\$ 2,800.00	\$19,600.00
16	3-Way Intersection Access Pit and Restoration	each	16	\$1,800.00	\$28,800.00	\$ 2,780.00	\$44,480.00	\$ 4,300.00	\$68,800.00	\$ 3,400.00	\$54,400.00
17	4-Way Intersection Access Pit and Restoration	each	5	\$1,950.00	\$9,750.00	\$ 2,930.00	\$14,650.00	\$ 4,800.00	\$24,000.00	\$ 4,000.00	\$20,000.00
18	Fire Hydrant Access Pit and Restoration	each	23	\$1,800.00	\$41,400.00	\$ 2,900.00	\$66,700.00	\$ 3,000.00	\$69,000.00	\$ 1,200.00	\$27,600.00
19	Replace 5/8" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Open Cut	I.f.	70	\$615.00	\$43,050.00	\$ 84.00	\$5,880.00	\$ 100.00	\$7,000.00	\$ 130.00	\$9,100.00
20	Replace 5/8" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Bored	I.f.	325	\$300.00	\$97,500.00	\$ 77.00	\$25,025.00	\$ 70.00	\$22,750.00	\$ 130.00	\$42,250.00
21	Replace 3/4" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Open Cut	I.f.	105	\$625.00	\$65,625.00	\$ 84.00	\$8,820.00	\$ 100.00	\$10,500.00	\$ 130.00	\$13,650.00
22	Replace 3/4" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Bored	I.f.	300	\$315.00	\$94,500.00	\$ 77.00	\$23,100.00	\$ 70.00	\$21,000.00	\$ 130.00	\$39,000.00
23	Replace 1" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Open Cut	I.f.	5	\$630.00	\$3,150.00	\$ 84.00	\$420.00	\$ 100.00	\$500.00	\$ 130.00	\$650.00
24	Replace 1" Lead Service Connection with 1 inch Service Connection Pipe, Installation Only, Bored	I.f.	25	\$330.00	\$8,250.00	\$ 77.00	\$1,925.00	\$ 70.00	\$1,750.00	\$ 130.00	\$3,250.00
25	Replace 1 1/2" Lead Service Connection with 1 1/2 inch Service Connection Pipe, Installation Only, Open Cut	I.f.	5	\$640.00	\$3,200.00	\$ 84.00	\$420.00	\$ 200.00	\$1,000.00	\$ 140.00	\$700.00
26	Replace 1 1/2" Lead Service Connection with 1 1/2 inch Service Connection Pipe, Installation Only, Bored	I.f.	25	\$345.00	\$8,625.00	\$ 77.00	\$1,925.00	\$ 100.00	\$2,500.00	\$ 140.00	\$3,500.00
Section 02957 - Water Main Rehabilitation - Structural Lining											
27	Temporary Water Systems, With Existing Bypass Means	each	20	\$900.00	\$18,000.00	\$ 4,830.00	\$96,600.00	\$ 1,500.00	\$30,000.00	\$ 2,000.00	\$40,000.00
28	Temporary Water Systems, With New Bypass Means Provided	each	40	\$1,800.00	\$72,000.00	\$ 4,910.00	\$196,400.00	\$ 2,400.00	\$96,000.00	\$ 2,000.00	\$80,000.00
29	*On-Call* Repair Crew	hrs.	10	\$225.00	\$2,250.00	\$ 106.00	\$1,060.00	\$ 1,000.00	\$10,000.00	\$ 880.00	\$8,800.00
30	8 inch Water Main Cleaning and Lining	I.f.	13410	\$100.00	\$1,341,000.00	\$ 117.00	\$1,568,970.00	\$ 111.25	\$1,491,862.50	\$ 100.00	\$1,341,000.00
31	12 inch Water Main Cleaning and Lining	I.f.	525	\$165.00	\$86,625.00	\$ 133.00	\$69,825.00	\$ 120.00	\$63,000.00	\$ 120.00	\$63,000.00
32	Remove Obstruction in Water Main	each	10	\$2,250.00	\$22,500.00	\$ 2,120.00	\$21,200.00	\$ 1,500.00	\$15,000.00	\$ 4,000.00	\$40,000.00
33	Reconnection of Existing 1/2 inch Service Connections	each	3	\$455.00	\$1,365.00	\$ 53.00	\$159.00	\$ 500.00	\$1,500.00	\$ 400.00	\$1,200.00
34	Reconnection of Existing 5/8 inch Service Connections	each	14	\$490.00	\$6,860.00	\$ 53.00	\$742.00	\$ 500.00	\$7,000.00	\$ 400.00	\$5,600.00
35	Reconnection of Existing 3/4 inch Service Connections	each	91	\$525.00	\$47,775.00	\$ 53.00	\$4,823.00	\$ 500.00	\$45,500.00	\$ 400.00	\$36,400.00
36	Reconnection of Existing 1 inch Service Connections	each	26	\$600.00	\$15,600.00	\$ 53.00	\$1,378.00	\$ 500.00	\$13,000.00	\$ 400.00	\$10,400.00
37	Reconnection of Existing 1 1/2 inch Service Connections	each	8	\$715.00	\$5,720.00	\$ 53.00	\$424.00	\$ 2,778.78	\$22,230.24	\$ 400.00	\$3,200.00
38	Reconnection of Existing 2 inch Service Connections	each	9	\$900.00	\$8,100.00	\$ 53.00	\$477.00	\$ 3,055.00	\$27,495.00	\$ 500.00	\$4,500.00
39	Reconnection of Existing 3 inch Service Connections	each	1	\$1,425.00	\$1,425.00	\$ 2,120.00	\$2,120.00	\$ 3,900.00	\$3,900.00	\$ 600.00	\$600.00
40	Reconnection of Existing 4 inch Service Connections	each	1	\$2,000.00	\$2,000.00	\$ 2,120.00	\$2,120.00	\$ 4,150.00	\$4,150.00	\$ 700.00	\$700.00
41	Reconnection of Existing 6 inch Service Connections	each	1	\$2,500.00	\$2,500.00	\$ 2,120.00	\$2,120.00	\$ 4,500.00	\$4,500.00	\$ 800.00	\$800.00
42	Reconnection of Existing 8 inch Service Connections	each	1	\$3,200.00	\$3,200.00	\$ 2,120.00	\$2,120.00	\$ 4,850.00	\$4,850.00	\$ 900.00	\$900.00
43	Reconnection of Existing Service Connections, Size Unknown	each	30	\$900.00	\$27,000.00	\$ 53.00	\$1,590.00	\$ 5,900.00	\$177,000.00	\$ 800.00	\$24,000.00
44	Excavation and Reconnection of Existing Service Connections, Size Unknown	each	5	\$3,000.00	\$15,000.00	\$ 2,650.00	\$13,250.00	\$ 6,900.00	\$34,500.00	\$ 7,000.00	\$35,000.00
					\$2,289,600.00		\$2,531,093.00		\$2,563,667.74		\$2,688,730.00
					10.5%						
LIQUI-FORCE WATER SERVICES, INC.											
INSITUFORM TECHNOLOGIES USA, INC.											
LANZO LINING SERVICES, INC.											



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Community Development Block Grant

**DISCUSSION:**

The City of Monroe has been informed by the Department of Housing and Urban Development (HUD) that its expected award in Community Development Block Grant (CDBG) funds for the upcoming fiscal year is \$518,823. In addition, the city will be re-programming approximately \$327,677 in unused funds from the previous fiscal year (July 1, 2007 – June 30, 2008).

As is required by HUD, the City of Monroe has prepared an Annual Action Plan detailing how the City proposes to spend the funds described above. Each chosen activity complies with federal regulations established by HUD and follows the strategies and goals set forth in the Five Year (2004-2009) Consolidated Plan that has been previously approved.

This agenda item is being submitted to request the approval of this year’s Annual Action Plan for the City of Monroe’s allocated CDBG funds. In order to fulfill the HUD requirements, a public hearing is required. The activities proposed and funding allocations are as follows:

Sidewalk improvements – Bring sidewalks into compliance with ADA standards	\$115,000
Arthur Lesow Community Center – Continue improvements in this valuable public facility	\$131,500
Hellenberg Field Improvements – Refurbish the facilities at this park	\$90,000
City-Wide Park ADA Improvements - Take steps to make St. Mary’s Park and others fully accessible for all city residents	\$50,000
FIX Program – Rehabilitate homes for income eligible residents	\$200,000
Lead-based Paint Remediation – Cooperate with the State and the Monroe County Health Department in the remediation of lead hazards in homes with young children who have been tested to show elevated levels of lead in their blood	\$75,000
Homeownership Assistance – Assist income eligible families with the purchase of homes by offering downpayment assistance as well as help with (reasonable) closing costs and private mortgage insurance (PMI)	\$75,000
Fair Housing Testing – Contract with a regional Fair Housing Center to provide complaint-based testing	\$10,000
Planning and Administration – Fund staff required to carry out the activities described in this plan and contract with a consultant to prepare the City of Monroe’s next Five Year Consolidated Plan (FY 2009-2014)	\$100,000
<b>Total CDBG Funds</b>	<b>\$846,500</b>

IT IS RECOMMENDED that after the public hearing that is being held May 5<sup>th</sup>, the Annual Action Plan for Fiscal Year 2008 be approved as shown and staff be allowed to submit the plan to HUD for approval.

<b><u>CITY MANAGER RECOMMENDATION:</u></b>	<input type="checkbox"/> For <input type="checkbox"/> For, with revisions or conditions <input type="checkbox"/> Against <input type="checkbox"/> No Action Taken/Recommended
--	--

**APPROVAL DEADLINE:** May 5, 2008

**REASON FOR DEADLINE:** Plan must be approved no more than 60 days before start of fiscal year

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Planning and Engineering

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Dept. of Planning and Engineering, Building Department, City Council, Citizens Planning Commission, Low/moderate Income residents as well as citizens of Monroe as a whole, Arthur Lesow Community Center

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 846,500
Cost of This Project Approval	\$ 846,500
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ *

\*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>	Community Development Block Grant	\$ 846,500

Budget Approval: \_\_\_\_\_

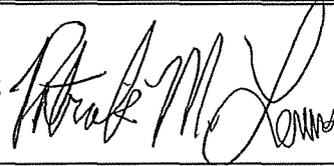
**FACT SHEET PREPARED BY:** Matt Wallace, City Planner

**DATE:** April 28, 2008

**REVIEWED BY:** Patrick Lewis, Director of Planning and Engineering

**DATE:** April 28, 2008

**COUNCIL MEETING DATE:** May 5, 2008





# Fifth Program Year Action Plan

The CPMP Fifth Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### **Executive Summary**

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

The City of Monroe is required to submit an Annual Action Plan that follows a direction and strategy established by a Five Year Consolidated Plan. The following plan details the activities and programs planned for the fifth year of the City of Monroe FY2004-2009 Consolidated Plan. The purpose of these activities is to provide funding and assistance to address a variety of needs the Community Development Block Grant program is intended to address, including housing, community development, poverty and homelessness issues.

The city's focus with its fifth year Action Plan closely mirrors its intentions in the previous four years. In addition to a continued dedication to improving its housing stock, the city will also make steps to further improve its infrastructure and public facilities serving its low and moderate income residents.

Housing improvement efforts are likely to be expanded in the 2008 fiscal year as the city plans to expand the reach of its FIX program to accommodate larger rehabilitation efforts. In addition to this program - which has been used to improve 20 homes - the city will not only maintain its efforts to cooperate with the Monroe County Health Department to help with lead-based paint remediation, it also plans to take efforts to help with this problem aside from its existing program.

The existing program is meant to be a supplement to an existing state program which remediates homes where low and moderate income children have been found to have elevated levels of lead in their blood. The city is also exploring an additional program that would use lead safe remediation efforts in homes where a lead hazard is present but children have not necessarily been tested to show elevated levels of lead in their blood. Between these two programs, the city is hopeful it can make seven homes lead safe.

These efforts will be in made in conjunction with a city-wide effort to improve infrastructure and public facilities. One part of this effort will be the continued improvements to the Arthur Lesow Community Center. This is a community center located in a portion of the city with both the lowest income and the highest concentration of minority population. In addition to providing programs for local youth and residents, the building is used for programs that benefit both seniors (activities) and the homeless (free lunches).

Other public facilities getting improvements will be Hellenberg Field - a neighborhood park in the same neighborhood as the ALCC - and St. Mary's Park near downtown. Hellenberg Field will be getting a refurbishment similar to that of Boyd Park, which was also completed with the help of CDBG funds. St. Mary's Park will be using CDBG funds to give full access (to all its facilities) to the city's disabled population.

These projects are in line with goals set out in the city's Five Year plan and are possible partially because the city will have completed its rehabilitation of the Dorsch Memorial Library. This is a structure that has received a good deal of attention from the city because it is not only a nationally recognized historical building in a national historic district, but because it provides services to a population whose majority are low and moderate income. Improvements to this library came in three phases with the first phase focusing on exterior repairs, the second phase upgrading electrical and mechanical systems in the building and the final phase allowing for interior improvements that not only better the building's aesthetics but make it safer for its patrons.

Other efforts will be in line with past uses of CDBG funds and will include extending its contract for Fair Housing Testing with the Fair Housing Center of Southeastern Michigan and bringing outdated sidewalks into compliance with ADA standards. Further housing efforts will be made in the form of homeownership assistance in conjunction with a local nonprofit, MCOP.

The City of Monroe feels these activities continue a standard of putting CDBG funds to areas of the city in which they are most needed. Past CDBG funds have also been used to make ADA improvements to the city's sidewalks and parking lots, as well as improving handicapped accessibility to two city parks and the city's RiverWalk. These early intense efforts to improve accessibility in the city have allowed the city to focus present and future funds on other goals of the Consolidated Plan.

Overall, this Annual Plan will detail the City's methods of grant administration and ensuring compliance with all local, state and federal guidelines in addition to more specific project descriptions, funding levels and goals. It will discuss the coordination of these federal funds with private and local investment and explain in-depth expected outcomes for the City of Monroe's fifth year of its Five Year Consolidated Plan.

## General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

## Jurisdiction

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2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

### Program Year 5 Action Plan General Questions response:

1. A number of the city's planned programs for the 2008 fiscal year aren't limited to certain geographical areas, but will be offered city-wide. However, in the case of city-wide housing programs, they are for the benefit of low and moderate income residents and it is therefore likely funds put into the city's lead-based paint program (\$75,000), its homeownership assistance program (\$75,000) and its home rehab program (\$200,000) will tend to be concentrated in low and moderate income neighborhoods.

The city's funds going toward improving ADA accessibility in the city are another example of funds not necessarily being targeted to low and moderate income areas of the city. The curb and sidewalk improvements are located throughout the city, and the park accessibility improvements are scheduled for a downtown park, St. Mary's. This park, while not located in a low and moderate income area, is used by residents from all over the city for a number of events and more than 51% of Monroe's population is low and moderate income.

The other funds dedicated to specific locations - Arthur Lesow Community Center and Hellenberg Field - are within the city's lowest income neighborhood, which also has the highest concentration of minorities.

2. The city's basis for the geographical distribution of its funds is based mainly on need. The Orchard East neighborhood is an area struggling the most with the conditions the City of Monroe faces in the current economic climate, and the city is therefore interested in helping the situation in whatever ways it can. Providing funds to help public facilities in that neighborhood are part of those efforts.

The other funds' distribution is still based on need, but there is not a geographic consideration in the disbursement of these funds. Homes qualifying for housing programs will be shown to be eligible, but location within the city will not be considered. The same can be said for curbs and sidewalks not currently in compliance with ADA standards. These will be repaired regardless of location.

3. The major obstacles to addressing underserved needs of residents in the community are the availability of funds and community opposition. The City of Monroe is currently facing budget constraints and funds to expand services within the city are not readily available. The City of Monroe is trying to combat this problem

in a number of ways. First, the city is remaining diligent in its efforts to gain access to whatever external funds are available. Another way the city is trying to handle this problem is to use what funds are currently available in the most efficient manner possible, without duplicating services that are provided by local agencies and non-profit organizations. Finally, the city makes every effort to stay in constant communication with these local agencies so that it can offer whatever assistance possible to facilitate their own efforts to meet underserved needs.

Efforts to minimize community opposition to programs that address underserved needs are being made as well. One such effort is to locate and design these programs in such a way that they will have as little effect as possible on the existing fabric on their surroundings. This effort is complemented by allowing the public ample opportunity to express concerns so that developers or service providers can adequately address them.

4. The funds that are expected to be made available in the coming year will be discussed in detail elsewhere in this plan. They include federal assistance from HUD in the form of CDBG, public housing assistance to the Monroe Housing Commission, and Section 8 assistance for Monroe County that will provide housing assistance to approximately 475 households in the county.

The city continues efforts to complete infrastructure improvements with \$400,000 in state funds in conjunction with the development of a bank headquarters downtown that will create 45 jobs. Locally, non-profit agencies provide a majority of the assistance in the area and receive their funding in a variety of ways, including federal and state grants of their own and county millages. These groups' efforts will be discussed in more detail elsewhere in this plan.

### **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 5 Action Plan Managing the Process response:

The City of Monroe is the lead agency responsible for the development of the Annual Action Plan, and for the administration of funds received from HUD. Other entities responsible for activities detailed in this plan include Monroe County, Monroe Housing Commission, Monroe County Opportunity Program, members and participants in the Continuum of Care and Monroe County Human Services Collaborative Network.

The city relies on its Citizen Participation Plan to dictate how each year's action plan is developed. The process involved is to contact each of the city's departments for activities in the upcoming year that may be eligible for CDBG funds and at the same time contact a comprehensive list of local agencies and non-profits who are stakeholders in the types of activities for which CDBG funds are used. These

agencies include the Monroe County Health Department, the Monroe Housing Commission, Habitat for Humanity, Monroe County United Way, Monroe County Salvation Army, and other local service providers and non-profits. The first hearing allowing for public comment is held concurrently with this research.

Recommendations that come from this procedure are considered and compared to priorities established in the Five Year Consolidated Plan. Factors in deciding whether an activity will receive funds in a given year are the activity's urgency and likelihood of requiring funds in the next fiscal year. Commonly, the city is made aware of pending projects that are not likely to require funds until the following fiscal year when other fund sources and further details will be solidified. Once a draft plan has been established, a second public hearing is held and the plan is made available at various locations for the required 30 day comment period.

Finally, any public comments received are taken into proper consideration, the plan is adjusted accordingly, and city council is asked to review the plan. Upon their approval it is submitted to HUD. As the program year progresses, if new needs arise that can be funded with CDBG money, amendments to the Action Plan are considered. If such changes are considered minor, the changes are handled administratively and noted in the performance report. Major changes require a 30 day public comment period, public notice and a public hearing. The following changes are considered major: change in allocation priorities, change in allocation method, moving funds from one activity to another, the addition or deletion of an activity in the Action Plan, or the change in an activity's funding that exceeds 10% of the total grant amount.

Efforts will be made by the city to enhance coordination with all agencies providing services detailed in this plan and mentioned above. Such efforts include participation in the Monroe County Network on Homelessness and a local informative session held for service providers – Making Connections. The city has lent a panel member to this conference in each year of its existence. Should additional opportunities to further network and inform the community of available funds and services present themselves, the City of Monroe will be sure to capitalize on them.

### **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

Program Year 5 Action Plan Citizen Participation response:

The City of Monroe has prepared a Citizen Participation Plan as is required by HUD, and is committed to following the established plan closely. In the initial planning stages, the City engages local agencies to determine possible uses of CDBG funds as well as inform these agencies of past uses. During this process, and once a very preliminary plan for uses is established, the city holds an initial public hearing.

The purpose of this first meeting is to inform the public of past uses, explain the types of projects the CDBG funds can be used for, and discuss projects that have been proposed to that point for the coming project year. Once this discussion has taken place, the floor is opened to the citizens for their own comments, concerns and suggestions. From this meeting, and ongoing conversations among the city staff and local agencies, a first draft of the Annual Action Plan is formed and taken to a second public meeting. This first draft is also posted at key sites throughout the city where it will be visible to expected beneficiaries for the entirety of the 30-day comment period. In addition to these meetings and the public comment period, the City of Monroe attempts to make its plans known to as many possible beneficiaries as possible.

The final stage of the comment period is to present the plan at a city council meeting, allow one last chance for public comment, and have the plan approved by city council. City Council meetings are televised on a local public access channel, and this allows those who are unable to attend council meetings a chance to gain knowledge of the Annual Action Plan.

## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 5 Action Plan Institutional Structure response:

The City of Monroe has continued its attempts to develop its institutional structure. Past changes to the department structure, which involved combining the Building and Planning departments, were undone but the two departments continue to work closely just as they had before. One instance of their close ties will be a newly arranged relationship where it is expected city inspectors will be used to put together specs and estimates for rehab projects that take place in the city.

Beyond the city's own internal structure, the City of Monroe has continued to try to maximize the resources available to accomplish set goals. One example of this is the city's cooperation with Monroe County and the Michigan Economic Development Corporation for economic development in the city's downtown. The City of Monroe is also an active participant in the Monroe County Network on Homelessness which has representatives from nearly every local service agency and non-profit, allowing the city to be kept aware of issues that may exist or arise for the city's homeless and special needs communities. There is also a new non-profit in the city called City of Hope, which is a group intending to help revitalize the Orchard East neighborhood.

So, while the City of Monroe constantly grapples with budget concerns shared at the local, county, state and federal levels, it has been successful in cooperating with these entities to improve, maintain and maximize the city's services and opportunities.

## **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 5 Action Plan Monitoring response:

With the procurement of any contract that will receive federal grant funds, the information pertinent to bidding parties is included in the contract and reiterated on a regular basis as the project continues. This information includes instructions on reporting, applicable Federal regulations, wage requirements dictated by Davis-Bacon and the local Living Wage ordinance, and interested parties are instructed to contact the City of Monroe for clarification.

For rehabilitation projects, the Development Services department is responsible for conducting on-site inspections, ensuring contractors have proper licensing and insurance, verifying participant income and ensuring any other compliance issues that may arise on each individual job.

City staff makes every effort to attend HUD-sponsored training sessions intended to keep administrators abreast of program requirements. In addition to these efforts, the city subscribes to a variety of applicable publications and regularly consults with HUD representatives and the HUD website. These efforts combined with HUD's own monitoring procedures will ensure that the City of Monroe remains compliant with all CDBG program requirements.

## **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 5 Action Plan Lead-based Paint response:

## Jurisdiction

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The City of Monroe will be continuing a Lead Based Paint Reduction Project that had been added to its CDBG Program for the 2006 Program Year. The new program will supplement an existing State program currently used to remediate homes with lead hazards and children under six who have shown elevated levels of lead in their blood. This State program removes lead hazards, but the city's assistance would allow further work that would serve to eliminate conditions potentially contributing to future lead hazards (e.g. repair a leaky roof that is not covered under the State program but would cause future lead hazards when paint started to peel as a result). This work would be done by the same contractors hired by the State to do the remediation, and clearly all work would comply to HUD standards for safe practices when dealing with lead-based paint. Past years suggest the demand for the State's program should be between four to six homes, and the program is being funded at a level, \$75,000 that should provide the intended service to that number of homes. The city is also considering supplementing this program - which has not yet had to be used - with one that would attempt to remediate lead hazards where they exist rather than having it triggered through a child being found with elevated levels of lead in their blood.

In addition to this project, the City has a home rehabilitation program (FIX Program) that, by HUD rules, must follow lead safe work practices and remediation rules based upon the amount of funding being received. After a monitoring visit, it was discovered the city has been deficient in assuring lead-safe work practices and this problem will be addressed before any additional homes are rehabilitated. In addition to the reduction in lead hazards that result from this work, recipients will receive the "Protect Your Family From Lead in Your Home" pamphlet - also required by Federal regulations.

The City feels that these combined efforts of education and lead-based paint reduction will make a significant impact on this problem in the City of Monroe.

## HOUSING

### Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 5 Action Plan Specific Objectives response:

One priority the City of Monroe has set for its use of CDBG funds is to improve housing conditions such that "City of Monroe residents will live in safe, decent and sanitary housing". The major initiative the City of Monroe has taken to attain this goal is the FIX Program, which meets **Activity No. 1** under the Five Year Consolidated Plan's Housing Goals, which was to "institute a home repair program for LMI owner-occupied residences to eliminate hazardous health and safety conditions."

The FIX Program is a minor home rehabilitation program that offers recipients grants of up to \$5,000 to make repairs to their home. Prior to the upcoming program year, this project had received \$40,000 in funding which allowed for the rehabilitation of eight low-moderate income homes in the city. After reviewing the effectiveness of this program, the city has decided to expand the scope of the program. The \$5,000 grant would still be available for smaller projects, but in instances where more money would be helpful the city is looking to arrange a loan program for funds exceeding the initial \$5,000.

The City of Monroe will be committing \$200,000 to the FIX Program in the upcoming program year, which should provide sufficient funds to allow needed repairs to anywhere from twenty to thirty homes in the city. The program is open to home-owners, and the distribution of recipients will depend on the applications received. Past applications to this program suggest that approximately half the recipients will be elderly, and thirty to forty will make homes more accessible for handicapped residents. All repairs will bring the part of the home receiving repairs up to local building codes and will be performed in compliance with the lead safe housing rule.

Another program the city has planned will use \$75,000 in CDBG funds to assist low/mod income families in the costs of home-ownership. This program would provide families with assistance in meeting the costs of purchasing a home, including a portion of the required downpayment, reasonable closing costs, private mortgage insurance, etc. up to \$10,000. In the coming year, the city plans to cooperate with a MCOP homeownership program to make that organization's current program more enticing to potential recipients. The families assisted under this program would need to qualify as LMI and there would be no minimum to their income. However, since this program would be done in cooperation with private lenders, families would need to be in reasonably good standing with their credit to qualify. This activity meets the goal of **Activity No. 5**, which is to "encourage creation of affordable housing of all types, with financial institutions, developers and non-profit agencies", **Activity No. 13**, to "support downpayment assistance programs with local lenders and non-profit organizations", and **Activity 16**, to "encourage homebuyer education programs to enable LMI households with homebuyer opportunities."

The Lead-Based Paint Reduction program will also have a positive effect toward the city's overall goal of improving its housing stock, as making participants' homes lead safe for their children will commonly involve major home repairs and improvements. More specifically, this program will assist in meeting **Activity No. 9** in the city's Five Year Consolidated Plan, which is to "educate the public about lead-based paint hazards." As stated above, past needs suggest this program will help improve four to six homes.

In addition to these efforts made directly by the city, the Monroe County Opportunity Program (MCOP) is also a key contributor to improving housing conditions in the City of Monroe. Their weatherization program is open to residents who are up to 150% of poverty level. This program helps contribute to the city's stated affordability goal, which is that "Monroe residents will have the opportunity to live in housing that is affordable." MCOP also administers an Acquisition, Development and Resale (ADR) program in the city in which they purchase existing homes and either rehabilitate them or raze them to allow for new construction, depending on the condition of the existing home. This helps to further the city's goals stated in **Activity Nos. 5 and 7**, mentioned above. In the past, MCOP has also implemented a Renter Rehab Program

in the city, but has recently lost funding due to state rulings regarding use of HOME funds given to counties. The City of Monroe is researching the possibility of working with MCOP to reestablish this source of funding, which in its final year had been \$200,000.

### **Needs of Public Housing**

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 5 Action Plan Public Housing Strategy response:

The Monroe Housing Commission (MHC) is the agency responsible for the administration of public housing in the City of Monroe. This agency is not designated as "troubled" by HUD and regularly scores well in its ratings. The City of Monroe is currently in discussions with the MHC regarding a proposed expansion of an existing complex located in the city. The expansion would require the MHC purchasing twenty-five acres of city-owned land and building new structures that would allow public housing residents to live in structures that more closely resemble their neighbors' homes.

The proposed plan would reduce the density of the public housing from approximately 14 units per acre to a little less than 4 units per acre. An additional benefit of the proposal would be that the public housing would better fit the existing fabric of the neighborhood and reduce the stigmatism and resentment that commonly results from living in facilities that are obviously public housing.

Discussions underway include not only the sale of the land to the MHC, but also the level of involvement the City of Monroe will take. The level of involvement could include a reduced rate on the land and a lending of city services for the expansion of infrastructure. In addition to this project, the City of Monroe will continue to cooperate with the MHC and lend its services and support to its initiatives and goals as has been the case in the past. The activities described meet with **Activity No. 8** in the Five Year Consolidated Plan, which is to "collaborate with the Monroe Housing Commission to develop affordable housing in targeted areas."

### **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 5 Action Plan Barriers to Affordable Housing response:

The city is taking a number of steps in the attempt to remove barriers to affordable housing. One major barrier to affordable housing is the current high costs of utilities. This is a problem that goes beyond the city's boundaries and is largely out of the city's control. However, the city's FIX Program and MCOP's Weatherization program will allow city residents to make improvements to their homes that will increase their energy efficiency and consequently reduce utility bills.

The City of Monroe is also in the process of updating the zoning code and part of the directive of that project is to "facilitate adequate and cost ineffective infrastructure systems and protect the substantial public investment in those systems, including transportation, sewage disposal, safe and adequate water supply, education and recreational facilities." The accomplishment of this goal will allow for efficient investment of public funds minimizing the cost to taxpayers.

Another major barrier to affordable housing in the city is the fact that a majority of the available space in the city has already been developed. This makes new development costly, and consequently poses a significant barrier to the development of additional affordable housing. The housing programs detailed in the "Specific Housing Objectives" of this plan are an effort by the city and city agencies to help alleviate this problem.

Finally, Monroe County has recently received additional funding that has allowed an expansion of Section 8 recipients in the county from 450 to approximately 475. This represents another advance in a program that is one of the leading tools in the city for the allowance of affordable housing.

### **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.

- d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
    - a. Describe the planned use of the ADDI funds.
    - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
    - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 5 Action Plan HOME/ADDI response:

Not applicable

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 5 Action Plan Special Needs response:

Local organizations participating in the local Continuum of Care will be providing most of the programs assisting the homeless and homelessness prevention. Funds available are provided through a mix of grants and millages at the federal, state and local level. Included in these funds are enough funds for the Monroe Housing Commission to provide approximately 475 Section 8 vouchers for Monroe County residents. Approximately \$155,000 in Emergency Shelter Grants were made available to the county this year as well. Monroe County Community Mental Health has the PATH program which is made available with federal funds. The Monroe County Office on Aging is funded through a county millage which generally generates approximately \$2.6 million.

The priorities identified in the City of Monroe's Five Year Action Plan generally focus on the creation and expansion of shelters and beds for the homeless. It is possible that progress toward this main goal will be made in the next program year, but plans underway are currently in stages too preliminary for the city to be willing to allot CDBG funds from this fiscal year. Should sufficient progress be made in project planning, the City of Monroe has left open the options of either adjusting the Action Plan or making a "good faith" commitment of CDBG funds next year. Plans discussed have included the expansion of a Salvation Army complex and a shelter for single, pregnant teens. The agencies responsible for the progression of these respective plans have been notified that the city will lend as much financial and administrative support as is feasible and that as such plans come into clearer view, the city will revisit what form such support could take.

Assuming the Action Plan stays as is, the City of Monroe's current projects address some needs of the homeless and homelessness prevention. With the planned improvements to the Arthur Lesow Community Center, the city will be bettering a facility that is used for both community meals and counseling that can provide useful in the fight against homelessness. The city's housing efforts also combat homelessness by allowing for safe and livable housing, efforts to relieve financial strains by improving a home's efficiency and providing home ownership to eligible families.

As is always the case, the city's main obstacles to further improving the standing of its homeless are the lack of available funds and the lack of available developable land. Expansion of existing shelters and especially the creation of a new shelter are often prohibitively expensive, and project costs generally dwarf even the city's entire CDBG allotment. This challenge is further compounded by the small supply of space available should funds come available. In a struggling local economy, the limited amount of open space is generally viewed as an opportunity to expand the tax base and goals such as provision of shelter for the homeless often lose out to these market conditions. The City of Monroe will remain diligent, however, in efforts to

expand services and meet the needs of the homeless by whatever means may be presented.

The ending of chronic homelessness and the implementation of a common discharge policy that protects those receiving services from becoming homeless are both priority goals for the Continuum of Care and the Ten Year Plan to End Homelessness. However, addressing both problems requires identifying the extent of the problem, the needs of the populations, planning for solutions, and finally funding those solutions. Each problem is currently in the planning stages and plans of action have not been accomplished at present. The community has recently established a Homelessness Management Information System (HMIS), which is viewed as vital in helping to reach all the goals discussed herein.

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 5 Action Plan ESG response:

Not applicable

## **COMMUNITY DEVELOPMENT**

### **Community Development**

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 5 Action Plan Community Development response:

The City of Monroe has made great efforts in the way of community development. A major initiative taken by the city has been to increase the accessibility of its public

facilities for the handicapped and elderly. Efforts made in this regard include sidewalk improvements throughout the city that have updated curbs to assure ADA compliance that have totaled approximately \$1,058,000. In this same vein, ADA accessibility improvements have been made at eight public parking lots (\$20,000), the city's River Walk (\$46,000) and the city's downtown St. Mary's Park (\$21,000). It is the city's belief that these changes have almost certainly benefited the entire handicapped and elderly community as they have attempted to traverse the city and make use of its public facilities. ADA improvements were also made at the city's Boyd Park, but that was only one facet of the improvements made to that low-moderate income neighborhood park (CDBG funded \$85,000 of this \$130,000 project). Picnic tables were added along with new play equipment, a shelter for Tot Lot activities, and permanent seating for public plays and performances. These efforts coincide directly with Non-Housing goals stated in the city's Five Year Consolidated Plan, specifically **Activity No. 36**: "Carry out ADA curb, sidewalk, intersection and public facility improvements throughout the city."

Another major initiative taken by the City of Monroe meant to directly impact community development and encourage similar improvements has been the historically sensitive improvements to the Dorsch Memorial Library (\$152,000 in CDBG funds for the \$270,000 first phase and \$419,600 for the project's second phase and \$140,000 for the final phase). The completed improvements along with those planned have not only revitalized the appearance of this key historic building, but will also make the building more comfortable and efficient for its predominantly low-moderate income service area. This undertaking is meant to address **Activity No. 35** of the Five Year Consolidated Plan's Non-Housing goals, to "support efforts of Dorsch Memorial Library with needed improvements."

Additional activities scheduled include completed improvements (\$90,000) to the Arthur Lesow Community Center (**Activity No. 37** in the city's Five Year Consolidated Plan Non-Housing goals), as well as those planned (\$131,500) for the coming year. The ALCC is a key community meeting point that provides after-school activities, recreation opportunities, senior activities, free meals and rooms used for civic activities, counseling, etc. all for a low-moderate income neighborhood with a high concentration of minority residents. Further repairs to that facility are planned for the coming year and the \$131,500 in CDBG funds will be used to repair the terrace in front of the building, make the exercise and weight room more accessible to disabled residents and repair and resurface the building's gym. Further activity in the Orchard East neighborhood will be the refurbishment (\$90,000) of a neighborhood park, Hellenberg Field, in a way similar to past efforts at Boyd Park. The necessity of improvements to Hellenberg Field are stated in **Activity No. 39** of the Five Year Consolidated Plan.

Other efforts in the city that have addressed community development issues have been in the area of economic development. The city has made excellent use of Brownfield legislation to encourage companies to locate in Monroe, and these efforts will continue in the coming year. The city is making efforts to convert an industrial site into a national park that is expected to bring millions of dollars in visitor expenditures and community investment. This is in addition to the continued construction of the Monroe Bank and Trust headquarters in the city's downtown – a State CDBG assisted activity that will create 45 new jobs. To assist in the creation of similar opportunities within the city, the city created an Economic Development Director position in the city. These activities meet with the Commercial/Assistance/Economic Development goals in the Five Year Consolidated

Plan, which state "there will be economic incentives available for the redevelopment of underutilized industrial buildings and sites and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and to spur revitalization efforts."

## **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 5 Action Plan Antipoverty Strategy response:

As mentioned above, the city has created an Economic Development Director position whose purpose is to encourage economic growth within the city. The City of Monroe feels that the best tool in limiting poverty is the creation and provision of jobs to the city's residents. This belief is why the city continues to actively and creatively make use of all possible resources to not only retain the job opportunities that exist, but to create new opportunities as much as possible.

In addition to these economic efforts, the City of Monroe also realizes another valuable wealth-building tool for families that are low-moderate income is home ownership. For this reason, the city has given special attention to programs that allow existing homeowners to make repairs to their homes that will maintain and even increase their homes' values and consequently their equity in those homes. Similarly, the city's planned program to assist with home ownership will help in building wealth for low-moderate income families.

These efforts along with programs offered by local organizations that offer housing cost assistance, job training and continued education represent what the city feels is a comprehensive strategy to reduce poverty in the City of Monroe.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **Non-homeless Special Needs (91.220 (c) and (e))**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 5 Action Plan Specific Objectives response:

The City of Monroe has a large elderly and frail elderly population – approximately 3,000 combined. Activities planned to help this community include home rehabilitations and the removal of barriers to accessibility through the city's FIX Program, accessibility improvements at city sidewalks and parks, and improvements to public facilities that serve the elderly. These efforts will be made in conjunction with those by the Monroe County Area Office on Aging, which receives approximately \$2.6 million through local millages. This group's has activities that include home care, counseling, meal service, errand service and other activities that improve the quality of life of area seniors. Monroe County also uses its Emergency Shelter Grant, expected to be \$155,000 to provide services to the elderly.

The city also has a significant mentally ill population (approximately 1,000) and the city will continue past efforts to cooperate with Monroe County Community Mental Health to provide needed services to this population. Finally, the City of Monroe has a large population with physical disabilities (1,794 according to the Five Year Consolidated Plan) and continued improvements to the city's infrastructure will help address the needs of this community, as will home rehabilitation efforts through the city's FIX Program.

## **Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.

## Jurisdiction

---

7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 5 Action Plan HOPWA response:

Not applicable

## Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 5 Specific HOPWA Objectives response:

Not applicable

## Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

## Proposed Budget for FY 2007

CDBG Activities	\$846,500
Administration	\$100,000
Fair Housing Testing	\$10,000
Infrastructure Improvements	\$165,000
Public Facilities	\$221,500
Housing Rehab	\$275,000
Homeownership Assistance	\$75,000

## Infrastructure Improvements

### Sidewalk Improvements

**\$115,000**

These funds will be used to bring the remaining sidewalks and curbs throughout the city into compliance with ADA standards.

### Performance Measurements

Approximately 100 curbs in the city will be made ADA compliant, but these curbs are the remainder of curbs which could not be completed in the prior program year.

**St. Mary's Park ADA Improvements** **\$50,000**

These funds will be used to make St. Mary's Park and all its amenities accessible to all City of Monroe residents.

**Performance Measurements**

A city park with a service area of the entire city will be made ADA compliant.

### **Public Facilities**

**Arthur Lesow Community Center** **\$131,500**

Complete improvements to this community center serving a low-moderate income neighborhood with a high minority concentration

**Performance Measurements**

Improved appearance and functionality of a facility serving a low-moderate income area

Improved facility serving approximately 1400 city residents

**Hellenberg Field Improvements** **\$90,000**

These funds will be used to make improvements to a park in a low-moderate income neighborhood with a high minority concentration

**Performance Measurements**

Improved public park for a low-moderate income neighborhood of approximately 1400 city residents

### **Housing Rehab**

**FIX Program** **\$200,000**

Offer grants of up to \$5,000 to low-moderate income residents for necessary repairs to their homes, and offer low interest loans for the balance (over \$5,000) of projects whose costs exceed the maximum grant amount.

**Performance Measurements**

25 units will be rehabilitated

**Lead-Based Paint Reduction** **\$75,000**

Homes of low-moderate income residents with children who are found to have elevated levels of lead in their blood will be made lead safe. CDBG funds will be used to address potential hazards in the home which cannot be addressed with state funds.

**Performance Measurements**

7 homes will be made lead safe for low-moderate income families

**Homeownership Assistance**

**Homeownership Assistance**

**\$75,000**

The city will assist from 8 to 15 low-mod income families with the purchase of a home. Since the program's purpose will be to facilitate home purchases for families already looking to buy, the families are likely to be from 50 to 80 percent of the median income. However, no family will be above the 80 percent threshold.

**Administration**

**Fair Housing Testing**

**\$10,000**

These funds will pay for contracting with a local Fair Housing Center to provide complaint-based testing to ensure fair housing within the city.

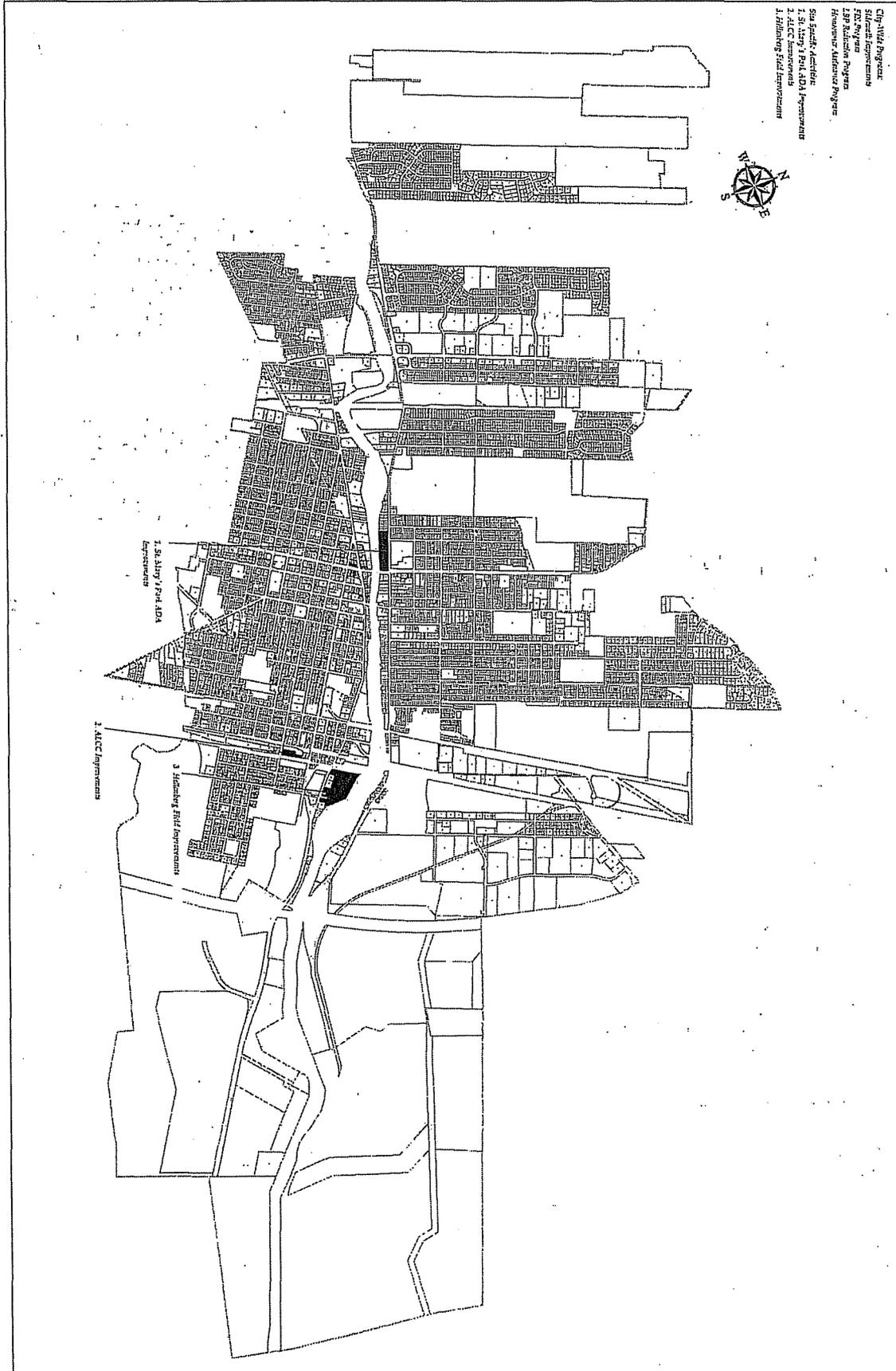
**Performance Measurements**

Provide testing in response to 20 complaints, in addition to education

**General Administration**

**\$100,000**

These funds will pay for the general administration of the programs located in this year's action plan. The City of Monroe will also use these funds to hire a consultant to complete the 2009-2014 Five Year Consolidated Plan.





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM TOWER 98.3/WTWR TO USE ST. MARY'S PARK ON MAY 17, 2008**

**DISCUSSION:** The City received a request from Tower 98.3/WTWR to use St. Mary's Park and bandshell on May 17, 2008, from 12noon – 6:00 p.m. and that the fees are waived. Specifically the request is to use the Park and bandshell to hold an event to raise funds for a critically ill child.

The request was reviewed by the administrative staff and there were no objections.

It is recommended that the cleanup deposit and bandshell security key deposit be required even if council waives the facility rental fee. Also, it is recommended that reimbursement for over time costs be provided, if any, to the City. If the park is cleaned up after the event and the band shell key is returned, the deposits would be refunded by check through the mail, generally less than 30 days after the event.

Therefore, it is recommended, that City Council approve the request to waive the fees contingent upon items being met as outlined by the administration, that all necessary park deposits are paid, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** DPS, Fire, Police, Finance, and Recreation

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** MONROE COUNTY PROCESSION COMMITTEE

**DISCUSSION:** The City received a request from the Monroe County Procession Committee for permission to block W. Elm Avenue on May 25, 2008, at 12:30 p.m. Specifically the request is to close W. Elm Avenue so the procession can cross the street uninterrupted. The walkers will process from St. Mary Church across W. Elm Avenue and cross over the pedestrian bridge to St. Michaels Church which necessitates the closure of the street for their safety.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met and that emergency vehicle access being maintained.

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area. It will be the responsibility of the Procession Committee to place and remove the barricades after the procession.

After City Council approval, advance notification will be sent to MDOT.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

**INITIATED BY:** City Manager's Office

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** D.P.S., Police, Attorney, Engineering, Fire, Finance, Planning, and Manager

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$  
\$  
\$  
\$  
\$  
\$  
\$  
\$  
\$

Other Funds

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: CUB SCOUT PACK 584 GRADUATION**

**DISCUSSION:** The City received a request from Cub Scout Pack 584 for permission to use a picnic shelter at Munson Park on June 6, 2008 from 6:00 – 9:00 p.m. Specifically the request is to use a picnic shelter at Munson Park for their graduation from 6:00 p.m. to 9:00 p.m. and that the fees are waived.

The request was reviewed by the administrative staff and there were no objections to the request.

Therefore, it is recommended, that City Council approve the request and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** DPS, Fire, Police, Finance, and Recreation

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Stewart Road Christian Ministries Center “Operation Love”

**DISCUSSION:** The City received a request from the Stewart Road Christian Ministries Center for permission to hold their annual “Operation Love” event on August 17, 2087. Specifically the request is to use St. Mary’s Park, bandshell, and shelter from 3:00 – 9:30 p.m. to distribute free school backpacks with supplies to children, along with groceries for each family, food, entertainment, etc. and for all fees to be waived.

Last year this event was held and they fed over 1,000 Monroe residents, gave away over 500 pounds of clothing, and over 500 book bags complete with school supplies. The event also featured music, puppets, face paintings, and clowns at no cost to participants.

The request was reviewed by the administrative staff and there were no objections to the request. It is recommended that the cleanup deposit and bandshell security key deposit be required even if council waives the facility rental fee. Also, it is recommended that reimbursement for over time costs be provided, if any, to the City. If the park is cleaned up after the event and the band shell key is returned, the deposits would be refunded by check through the mail, generally less than 30 days after the event.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, that all necessary park deposits are paid, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** DPS, Police, Finance, and Recreation

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM MONROE BANK AND TRUST FOR PERMISSION TO DISPLAY A BANNER ACROSS EAST FRONT STREET FROM MAY 19 – JUNE 14, 2008**

**DISCUSSION:** The City received a request from Monroe Bank & Trust for permission to display a banner across East Front Street from May 19 – June 14, 2008, announcing their anniversary celebration on June 14<sup>th</sup> from 12noon – 6:00 p.m. at the MBT Expo Center.

The request was sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Therefore, the City Manager recommends approval of the request.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## **FINANCES**

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Downtown Monroe Business Network – 5<sup>th</sup> Annual Fine Art Fair

**DISCUSSION:** The City received a request from the Downtown Monroe Business Network (DMBN) to hold the 5<sup>th</sup> Annual Fine Art Fair in conjunction with the 2008 River Raisin Jazz Festival on August 9<sup>th</sup> & 10<sup>th</sup>, 2008. Specifically the request is for use of utilities, services, personnel from the City, closure of the affected streets, and that all fees are waived.

The streets requested for closure are Washington Street from E. First Street to E. Front Street and on E. First Street from S. Monroe Street to S. Macomb Street. In addition they would like to close the City employee parking lot on the corner of E. First and Scott Streets for vendor parking.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, emergency vehicle access being maintained, inspections for all tents and electrical occur prior to use, and that a meeting is set up between the City and the DMBN to discuss specific arrangements and accommodations.

Additional costs for the Art Fair incurred by the City include the DPS assisting the DMBN with barricading and detour signage for street closures and assistance with connection of some electrical appliances. Estimated costs for labor and equipment for set up on Saturday morning and take down on Sunday night is \$750.00 exclusive of any call back for situations during the event. Also, with the anticipation of twice as many vendors at the Fair this year the Police Department recommends that an officer be assigned exclusively to this event. Another officer will be needed for overnight site security. The projected cost for both officers would be approximately \$948.24. The Fire Marshall's cost for one hour is \$50.00.

This event has not posed any problems in the past and has been well attended.

Therefore, it is recommended, that City Council approve the request to hold the Art Fair contingent upon items being met as outlined by the administration, that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons, and that the request for fees to be waived is denied and that all costs for city services are reimbursed.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** DPS, Police, Finance, Recreation, and Manager

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/08

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 5/05/08



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Audit Contract Extension

**DISCUSSION:** In 2002, the City of Monroe entered into a contract with Plante & Moran for independent audit services. The contract covered the fiscal years of 2003 through 2007. The contract included an option to extend the contract for an additional five years at the sole discretion of the City of Monroe with a price for the extension to be negotiated. Plante & Moran has offered a five year extension of the contract. The proposal calls for the price of the contract to remain flat for the first two years and then have 3% increases each of the last three years of the audit. Some new risk assessment audit standards will be in effect for the first time for the 2008 fiscal year audit. Due to the increased workload that is expected related to these new standards, the contract does call for a first year additional fee of \$11,000. This is a not to exceed fee. In future years, Plante & Moran expects the additional costs will be in a range of \$4,500 to \$6,500 related to the new audit standards.

The proposal for audit services is attached and a page from a pamphlet explaining the new risk assessment audit standards is attached. Plante & Moran has provided excellent audit services to the City of Monroe during my time as Finance Director and they have an excellent reputation throughout the State of Michigan. They do a considerable amount of work with the Michigan Government Finance Officers Association (MGFOA). These new audit standards are a significant change in how the audit will be conducted and I would prefer to continue with auditors that we have built a relationship with instead of starting over and training new auditors regarding the City of Monroe.

The audit services provided by Plante & Moran include help with the creation of our audited financial statements. The audited financial statements are a work product that is generated by a team effort of the Finance and City Managers Departments and Plante & Moran. Plante & Moran is somewhat an extension of the Finance Department with the assistance they provide in putting together the audited financial statements.

For the reasons listed, it is recommended that the Mayor and City Council approve the extension of the audit contract (Attached) with Plante & Moran for the fiscal years 2008 through 2012.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Edward Sell, Finance Director

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** All city departments and programs

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 388,050
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Various City Funds (First Year of Contract)		\$ 83,745
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: 

**FACT SHEET PREPARED BY:** Edward Sell, Finance Director 

**DATE:** 4/28/2008

**REVIEWED BY:** 

**DATE:** 4/28/08

**COUNCIL MEETING DATE:** May 5, 2008



Plante & Moran, PLLC  
27400 Northwestern Highway  
P.O. Box 307  
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Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

April 7, 2008

Mr. George Brown  
City Manager  
City of Monroe  
120 E. First Street  
Monroe, MI 48161

Dear Mr. Brown:

Thank you for your consideration of our reappointment as auditors for the City. The City has been an important and valued client of our firm since 1998. We are proud of the long-term relationships we have developed with our clients. In fact, our longest standing client has been with us for over 60 years.

We have enjoyed being of service to the City and hope that we have brought value to you. The Finance Department continues to do very high quality work, which has allowed us to hold our past fee increases to inflation. The continuity of having our firm perform the audit lessens the distractions for the Finance Director's office and allows you to avoid spending needless time training auditors.

Our history with the City helps to ensure that the City's leaders are fulfilling their fiduciary responsibility of having a comprehensive audit performed. The American Institute of CPAs has issued research that indicates that most audit failures (incorrect financial statements, misappropriation of assets) occur during the first two years with an auditor due to their inexperience with the entity and inability to properly identify risk areas.

Because we work closely with over 150 municipal clients in the State of Michigan, we understand the financial challenges that communities are facing. As a result, we are prepared to freeze our audit fee at the 2007 level for the 2008 audit. After that point, our fees will increase with inflation.

We have prepared a chart below summarizing our fee proposal. **We will forego annual inflationary increases for the first two years (2008 and 2009), keeping our base fees at the previous level. After that point we will increase fees by an inflationary factor of 3 percent. At a 3 percent inflation rate, this is a savings of approximately \$21,000.** The following base fees for the audit of the financial statement of the entities listed below for the year ending June 30, 2008-2012 are not to exceed fees and include all GASB pronouncements and Auditing Standards in place prior to the new auditing standards mentioned in the next paragraph (but do not include the fee for the additional time we will incur in implementing the new standards discussed later in this letter):

	2007 fee (1)	2008 (2)	2009 (2)	2010 (3)	2011 (3)	2012 (3)
City of Monroe	\$54,150	\$54,150	\$54,150	55,775	57,445	59,170
Raw Water Partnership	4,740	4,740	4,740	4,880	5,025	5,175
Monroe Metropolitan Water Pollution Control System	11,200	11,200	11,200	11,535	11,880	12,240
Brownfield Redevelopment Authority	1,570	1,570	1,570	1,615	1,660	1,710
Downtown Development Authority	1,085	1,085	1,085	1,115	1,150	1,115

- (1) Actual fees billed for the year ended June 30, 2007 audit.
- (2) Freeze base fees at June 30, 2007 levels for the years ending June 30, 2008 and 2009.
- (3) Inflationary increase for the years ending June 30, 2010, 2011 and 2012. Assumed rate of 3%.

There will be nine additional, new auditing rules in effect for the audit for the year ended June 30, 2008. Statement on Auditing Standards numbers 104-111 and 114 (collectively referred to as the Risk Standards) will be in effect for the City's audit for the year ended June 30, 2008. These standards represent the most sweeping changes we have seen in recent years in regard to how audits are performed. These standards will require additional work to be performed on all audits, not just governmental audits and not just audits performed by Plante & Moran. Our firm is currently working with these new standards for our clients that have December 31, 2007 year-ends. We are designing our audit procedures to minimize the impact to our clients. In addition, the amount of additional fees can be reduced if the City staff actively participates in certain portions of the implementation of these new standards.

Published reports have indicated that these new auditing standards are resulting in one-time fee increases of approximately 20 to 25 percent for the first year. In exchange for a five-year contract, we are prepared to quote a one-time fee of not-to-exceed \$11,000, which is just a 15 percent increase. If we are hired for a shorter timeframe, the implementation fee will be higher. On a go-forward basis, the new standards will add roughly 5-10 percent more hours to complete the audit. For the City of Monroe, we expect the ongoing additional cost to be approximately \$4,500-\$6,500. Fees for the new auditing standards are predicated on our receiving a high level of assistance from the Finance Department.

Mr. George Brown  
City of Monroe

April 7, 2008  
Page 3

As you know, our firm specializes in not only auditing municipalities (see our attached list) but also in providing expertise in municipal consulting such as assisting with five-year financial plans, water rate studies, employee benefit consulting, organizational and management information system reviews, etc. The City of Monroe is one of our most prestigious clients. We are very proud of your community accomplishments and consider ourselves fortunate to have been a part of your team over the years. We look forward to a continued relationship.

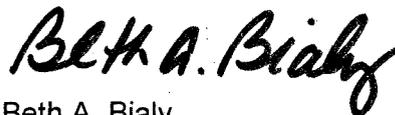
We believe that we have served the City well during our time as auditors. We have performed timely audits, assisted with accounting issues, assisted with arbitration testimony, recommended suggestions for improvements and worked well with your staff.

Once again, thank you for the opportunity to serve the City of Monroe. The City of Monroe is an important client to me personally and to our firm as a whole. I am appreciative of the opportunity to continue to serve the City and will work very diligently with your Finance Director to ensure that the audit is effective and efficient.

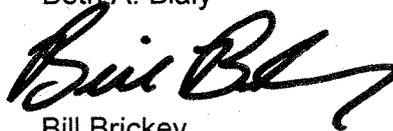
If you have any questions, please contact me at 248-223-3377.

Yours truly,

**PLANTE & MORAN, PLLC**



Beth A. Bialy



Bill Brickey

**MICHIGAN GOVERNMENTAL CLIENTS OF PLANTE & MORAN**

**CITIES, TOWNSHIPS AND VILLAGES**

**Genesee County**

City of Burton  
City of Clio  
City of Davison  
Davison Township  
City of Fenton  
Fenton Township  
City of Flint  
Flint Township  
Flushing Township  
Township of Grand Blanc  
City of Montrose  
City of Mt. Morris  
Township of Mt. Morris  
Richfield Township  
Thetford Township  
Vienna Township

**Macomb County**

Township of Bruce  
City of Center Line  
Township of Clinton  
City of Eastpointe  
City of Fraser  
Township of Lake  
Township of Macomb  
City of Memphis  
City of Mt. Clemens  
City of Richmond  
Township of Richmond  
City of Roseville  
Township of Shelby  
City of St. Clair Shores  
City of Sterling Heights  
Township of Washington

**Oakland County**

City of Auburn Hills  
City of Berkley  
Village of Beverly Hills  
City of Birmingham  
City of Bloomfield Hills  
Township of Brandon  
City of Farmington  
City of Farmington Hills  
City of Hazel Park  
Township of Highland  
Township of Independence  
City of Lathrup Village  
City of Madison Heights  
Township of Milford  
Village of Milford  
City of Novi  
Township of Orion  
City of Pontiac  
City of Rochester Hills  
City of Southfield  
Southfield Township  
City of South Lyon  
City of Walled Lake  
Township of Waterford  
Township of West  
Bloomfield  
City of Wixom

**Washtenaw County**

City of Chelsea  
Salem Township  
City of Saline  
Township of Scio  
Township of Sylvan  
City of Ypsilanti

**Wayne County**

City of Belleville  
Township of Brownstown  
Township of Canton  
City of Dearborn  
City of Dearborn Heights  
City of Garden City  
City of Gibraltar  
Township of Grosse Pointe  
City of Grosse Pointe Farms  
City of Grosse Pointe Park  
Village of Grosse Pointe  
Shores  
City of Hamtramck  
City of Harper Woods  
City of Highland Park  
Township of Huron  
City of Lincoln Park  
City of Livonia  
City of Melvindale  
City of Northville  
Township of Northville  
Township of Plymouth  
Township of Redford  
City of River Rouge  
City of Riverview  
City of Rockwood  
City of Romulus  
City of Southgate  
City of Taylor  
City of Trenton  
Township of Van Buren  
City of Westland  
City of Wyandotte

**MICHIGAN GOVERNMENTAL CLIENTS OF PLANTE & MORAN**

**CITIES, TOWNSHIPS AND VILLAGES**

(Continued)

**Other**

Village of Augusta  
Township of Bedford  
Township of Benton  
City of Benton Harbor  
Township of Berrien  
Village of Berrien Springs  
Township of Bertrand  
City of Brighton  
City of Buchanan  
City of Charlotte  
Township of Clay  
City of Coloma  
Township of Coloma  
Township of Convis  
Township of East Bay  
City of East Lansing  
Village of Eau Claire  
Township of Emmett  
Township of Fredonia  
City of Grandville

Township of Hagar  
Township of Hamburg  
Township of Hartford  
Township of Johnstown  
Township of Keeler  
Township of Lee  
Township of Marshall  
City of Mason  
Township of Meridian  
City of Midland  
City of Monroe  
Township of Orangeville  
City of Owosso  
Township of Parma  
Township of Pokagon  
City of Port Huron  
City of Springfield  
City of Three Rivers  
Tyrone Township

**MICHIGAN GOVERNMENTAL CLIENTS OF PLANTE & MORAN**

**County Road Commissions and Other Related Entities**

Berrien County Road Commission  
Genesee County Road Commission  
Kent County Road Commission  
Oakland County Road Commission  
Macomb County Road Commission  
Monroe County Road Commission  
Washtenaw County Road Commission  
Michigan County Road Commission Self-Insurance Pool  
County Road Association of Michigan  
County Road Association Self-Insurance Fund (CRASIF)

**State of Michigan**

Mackinac Bridge Authority  
Michigan Higher Education Student Loan Authority  
Michigan Higher Education Assistance Authority  
Michigan Municipal Bond Authority  
Michigan Municipal League  
Michigan State Housing Development Authority  
State Bar of Michigan  
State of Michigan 457 Plan  
State of Michigan 401(k) Plan

## MICHIGAN GOVERNMENTAL CLIENTS OF PLANTE & MORAN

### Libraries

Auburn Hills Library  
Baldwin Public Library  
Berrien Springs Community Library  
Bloomfield Township Public Library  
Brandon Public Library  
Bridgman Public Library  
Canton Public Library  
Clio-Vienna Library  
Farmington Community Library  
Flint Public Library  
Grosse Pointe Public Library  
Hazel Park Memorial Library  
Kalamazoo Public Library  
Lakeland Library Cooperative  
Northville District Library  
Redford District Library  
Saline District Library  
Shiawassee District Library  
West Bloomfield Library  
Willard Library

### Courts

16<sup>th</sup> District Court  
17<sup>th</sup> District Court  
18<sup>th</sup> District Court  
19<sup>th</sup> District Court  
20<sup>th</sup> District Court  
21<sup>st</sup> District Court  
23<sup>rd</sup> District Court  
25<sup>th</sup> District Court  
26<sup>th</sup> District Court  
27-1 District Court  
27-2 District Court  
28<sup>th</sup> District Court  
32A District Court  
34<sup>th</sup> District Court  
35<sup>th</sup> District Court  
39<sup>th</sup> District Court  
40<sup>th</sup> District Court  
41A District Court  
41B District Court  
47<sup>th</sup> District Court  
48<sup>th</sup> District Court  
51<sup>st</sup> District Court

## MICHIGAN GOVERNMENTAL CLIENTS OF PLANTE & MORAN

### Other

Alpena Power  
Battle Creek Unlimited, Inc.  
Benton Harbor-St. Joseph Joint Sewage Disposal Board  
Brandon-Groveland-Ortonville Joint Recreation Authority  
Buchanan Dial-A-Ride  
Capital Regional Airport Authority  
Central Wayne County Sanitation Authority  
Chelsea Area Construction Authority  
Clinton Refuse Disposal Authority  
Coloma Cemetery Board  
Coloma Joint Fire Board  
Conference-Western Wayne  
Davison Downtown Development Authority  
Davison Local Development Finance Authority  
Davison Richfield Area Fire Authority  
Davison Richfield Senior Citizens Authority  
Detroit Retirement Systems  
Downriver Community Conference  
Downriver Mutual Aid  
Downriver (Algonac) Recreation Commission  
East Lansing-Meridian Water and Sewer Authority  
Elderly Housing Corporation of Westland  
City Council of Flint  
Flint Children's Museum  
Flint Township CBDA  
Flint Retirement Systems  
Genesee County  
Genesee County Community Mental Health  
Genesee County Drain Commission  
Genesee County Economic Development Corporation  
Genesee County Health Department  
Genesee County 911 Consortium  
Genesee County Self Insurance Pool Trust  
Genesee Freenet  
Genesee-Lapeer-Shiawassee Region  
Genesee Metropolitan Planning Commission  
Grand Blanc District Library Commission  
Grand Traverse Fire Department Grosse Pointes  
Hartford Fire Board  
Lapeer County Health Department  
Livingston County  
Livingston, Jackson and Washtenaw Counties  
Looking Glass Fire Authority  
Mackinac Bridge Authority  
Mass Transportation Authority  
Michigan Association of Public Employees Retirement Systems (MAPERS)  
Midland City and County Joint Building Authority  
Nankin Transit Commission  
Northville Community Recreation Commission  
Oakland County  
Oakland County Local Development Company  
Pontiac Retirement Systems  
Resource Recovery and Recycling Authority of Southwest Oakland County  
Saline Area Fire Department  
Southeast B C Landfill  
South East Livingston County (SELCRA)  
Southeast Macomb Sanitary District  
Southeast Michigan Council of Governments (SEMCOG)  
Southern Lakes Regional Metro Parks & Recreation  
South Haven Area Emergency  
South Huron Valley Utility Authority  
South Lyon Recreation Authority  
South Macomb Disposal Authority  
Southwest Oakland Cable Commission  
SW Barry County Sewer & Water Authority  
City of Warren Retirement System  
Washington & Bruce Township Parks & Recreation  
Washington & Bruce Township Star Transportation  
Wayne County  
West Bloomfield Parks and Recreation Commission  
Western Townships Utilities Authority  
Western Wayne County Narcotics Unit  
Wayne County  
Wayne County Airport Authority  
Wyandotte Municipal Service Commission

# NEW RISK ASSESSMENT STANDARDS

The new standards represent a significant strengthening of auditing standards overall. They are designed to provide the following:

- An in-depth understanding of the company and its environment, including its system of internal controls
- More rigorous assessment of risks of material misstatement caused by fraud or error
- A linkage between assessed risks and the nature, timing and extent of audit procedures performed in response to those risks
- Guidance on the performance and documentation of tailored audit procedures

## Why the Standards Were Implemented

There are several reasons, but first and foremost is to increase the effectiveness and consistency of the audit. Another is to give the auditor a better understanding of clients and risks associated with a client's business. A third reason is to mirror many of the key themes of the Sarbanes-Oxley Act for public companies. Finally, they are intended to address significant risk areas to ensure that financial statements are not materially misstated.

## What They Are Intended to Do

The new standards will improve audit effectiveness and enable more consistency and uniformity throughout the audit process. It will also help close the expectation gap between what CPAs do and what clients and other users of the audits expect.

**“The standards will result in more effective audits as a result of better risk assessments and improved design and performance of audit procedures. They will better help auditors focus on those areas where risk of misstatement is the greatest.”**

**-John Fogarty  
Chairman, Auditing Standards Board**

## What the New Standards Mean to Clients

Primarily, an increase in time clients will need to spend to prepare for, and auditors will need to complete, an average audit engagement. One recent survey of CPA firms found most expect a 15 to 30 percent increase in hours needed to perform an audit. Additionally, auditors will be issuing internal control letters to clients where little or no communication in this area was required in the past.

## Steps Clients Can Take to Help Reduce the Amount of Time

- Establish and document their internal controls over account balances and accounting processes
- Identify significant risk areas (both internal and external) that are being addressed by management/board
- Provide access to company personnel involved with the process and the identified key controls
- Stress the importance of responding promptly to auditor inquiries
- Communicate with staff that the auditor will need to ask more questions and perform walk-throughs of transaction processes
- Take a more active role in the preparation of the financial statements, footnotes, and year-end adjustments

## Added Value Clients Can Expect to Receive

The new risk assessment standards will add significant value to audit engagements through:

- A more thorough, effective audit
- Identification of problems and recommendations for improvements in internal control and operating efficiencies
- More advice regarding governance and operational controls through communication of weaknesses in writing
- An understanding of the quantitative and qualitative issues identified including accounting standards applied by the client and the impact of unadjusted errors
- Additional management comments to strengthen the risky areas of the business
- Increased ability for your CPA to assist you as a business advisor

## What Else Clients Should Know

- All CPA firms are bound by these new standards and if they are not followed the audit is substandard
- The standards are required to be applied in all engagements regardless of the entity's size
- You should share any concerns or questions about the new standards with your auditor immediately
- Your audit fees will increase because your audit firm is also incurring significant new costs

## Benefits to Third Parties

The new standards may also benefit third parties, such as banks or bonding companies, in the following ways:

- Confidence or the level of trust in audited financial statements
- Meaningful management comments regarding internal controls
- A more risk-based audit process, which may mean more substantiation of certain balances and less substantiation of other balances