
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.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 15, 2010**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Willie Hall regarding the United States 2010 Census.

V. COUNCIL ACTION.

31 Tabled at the March 1, 2010 meeting.

Revised communication from the City Manager's Office, reporting back on a request from Kenneth Miller on behalf of The Bed Race for M.C. Kids for permission to display a banner across East Front Street from October 11 – 18, 2010 and across Monroe Street from September 7 – 24, 2010 announcing *The Bed Race for M.C. Kids*, and recommending that the request be approved. It was moved by Councilman Molenda and seconded by Councilman Beneteau that item 31 be postponed pending the sketch of the banner.

37 Communication from the City of Monroe Police Department, submitting Proposed Ordinance No. 10-001, an ordinance to amend §492-1, Disturbances; disorderly conduct, of the Code of the City of Monroe, of the Codified Ordinances of the City of Monroe.

Proposed Ordinance No. 10-001, up for its first reading and recommending that the public hearing be set for Monday, April 5, 2010.

38 Communication from the City Manager's Office, submitting Proposed Ordinance No. 10-002, an ordinance to amend §160-1, Definitions and §160-7, Expiration and renewal of license, of Chapter 160, Adult Entertainment Businesses, of the Code of the City of Monroe.

Proposed Ordinance No. 10-002, up for its first reading and recommending that a public hearing be set for Monday, April 5, 2010.

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, March 1, 2010 and the Minutes of the Work Session held on Monday, March 1, 2010.

B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

39 LaPlaisance Road Reconstruction – MDOT Funding Contract.

1. Communication from the Director of Engineering & Public Services, submitting a resolution delineating the terms of the agreement with MDOT, for the reconstruction of LaPlaisance Road from Jones Avenue to Scott Street/East Sixth Street, and recommending that Council approve the attached resolution and further recommending that the Finance Director be authorized to appropriate funding as necessary to provide for the local share of contractual costs, inspection costs, and contingencies from the Major Street Fund Balance in the amount of up to \$223,000.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

40 Records Retention.

1. Communication from the Clerk-Treasurer's Office, submitting a resolution to formally adopt the current state record retention schedule as well as future amendments, and recommending that Council adopt the attached Records Retention Resolution.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

41 Monroe County Fair Parade Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Fair Association to hold the 2010 Fair Parade on August 1, 2010 at 1:00 p.m., to close the affected streets and for assistance from the City and the Police Department, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to potential budget and policy changes regarding staff availability and cost recovery, and that the City Manager be granted 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.

42 Fiberglass Enclosure Project Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for a Fiberglass Enclosure to be installed as part of the Carrington Pump Station Rehabilitation project, and recommending that Council award a purchase order for the Fiberglass Enclosure Purchase to be installed as part of the Carrington Pump Station Rehabilitation project in accordance with the bid plans and specifications to McDonald Modular Solutions in the amount of \$8,924.00.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 43 Water Department Neptune Radio Reading Device Water Meter Purchase.
1. Communication from the Director of Water & Wastewater Utilities, submitting a request to purchase two hundred fifty (250) 5/8"x3/4" E-Coder I inside water meters and fifty (50) 5/8x5/8" straight E-Coder I inside water meters from RIO Supply Michigan Meter, Inc., and recommending that purchase orders be issued, based on the available space within our facilities, totaling \$51,300.00 for providing the Water Department Neptune water meters to RIO Supply Michigan Meter, Inc.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 44 Sewer System Evaluation Study – Engineering Services.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals for Engineering Services for design of the Wastewater System – Phase II and to complete the 2010 SSES which includes the remaining portion of the collection system, and recommending that a purchase order be awarded to the URS Corporation for Engineering Services in the amount of \$400,000.00 for the completion of the 2010 SSES as outlined in the attached proposals.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 45 Picnic Table Purchase Bids.
1. Communication from the Interim Recreation Superintendent, reporting back on bids received for the purchase of new picnic tables to be placed in various City parks, and recommending that Council award purchase orders in the amount of \$10,575.00 to Jamestown Advanced Products and \$9,425 to Preeminence for the purchase of picnic tables as described above.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 46 Appointment of City Attorney.
1. Communication from the City Manager's Office, submitting a proposal from Ready, Heller & Ready, PLLC for the continuation of routine, general legal services for another two year term and appointment, and recommending that Council strongly consider accepting Mr. Ready's legal services proposal and re-appoint him as City Attorney for the term of July 1, 2010 to June 30, 2012.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 47 Requested Street Closures for Filming by Jinn Productions, LLC.
1. Communication from the Interim Director of Planning & Recreation, submitting a request from Jinn Productions, LLC for street closures in Monroe's historic downtown, as follows;
 - East Front Street from Monroe Street to Macomb Street
 - Washington Street from East Second Street to East Front Street
 - First Street from Monroe Street to Washington Street
 - The alley (between Monroe & Washington) From East Second Street to East Front Street,and recommending that the City of Monroe approve street closures for the evening of March 31, 2010 starting at 6:00 p.m. to the morning of April 1, 2010 ending at 6:00 a.m. (a total of 12 hours).
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

48 Spring 2010 Water Main Replacement Project – Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a request for a change order to the 2009 City-Funded Water Main Program, and recommending that a Change order in the amount of \$907,499.53 be issued to C & D Hughes Inc., and that a total of \$1,045,000 be encumbered to include a 15% project contingency, for the Scott Street, Custer Drive / West Elm Avenue , and Almyra Avenue Water Main Replacement Projects, and further recommending that a Change Order in the amount of \$41,127.78 be issued to Insituform Technologies, and that a total of \$47,500 be encumbered to include a 15% project contingency for relining certain sections of water main for the Custer Drive / West Elm Avenue Water Main project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

49 Appointment of the Labor Attorney.

1. Communication from the from the City Manager's Office, submitting a proposal from James Greene of Dykema Gossett, PLLC for the continuation of providing legal services for labor matters on a three year retainer, and recommending that Council strongly consider accepting Mr. Greene's legal services proposal and engage him as Labor Attorney for the term of April 1, 2010 to March 31, 2013.
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.

Memo

Date: March 4, 2010

To: Honorable Mayor Clark and Members of the City Council

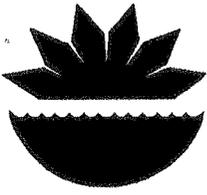
From: George A. Brown, City Manager

Re: Bed Race for M.C. Kids Banner – City Council Agenda Item #31 / March 1

The City received a request from Kenneth Miller on behalf of the Bed Race for M.C. Kids for permission to display a banner. Specifically the request is to display a banner across Monroe Street from September 7 – 26, 2010 and across East Front Street from October 11 – 18, 2010, announcing *The Bed Race for M.C. Kids*. **Attached** please find a copy of the banner sketch that was omitted from the application packet.

Therefore, we recommend approval of this request.

/pw



CITY COUNCIL AGENDA FACT SHEET

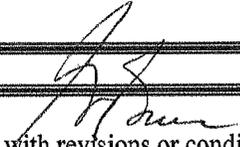
RELATING TO: REQUEST FROM THE BED RACE FOR M.C. KIDS FOR PERMISSION TO DISPLAY A BANNER ACROSS EAST FRONT STREET AND MONROE STREET FROM SEPTEMBER 7 – OCTOER 18, 2010

DISCUSSION: The City received a request from Kenneth Miller on behalf of The Bed Race for M.C. Kids for permission to display two banners. Specifically the request is to display a banner across East Front Street from October 11 – 18 and across Monroe Street from September 7 – 26, 2010 announcing *The Bed Race for M. C. Kids*.

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

Manager: 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	\$

<u>SOURCE OF FUNDS:</u>	<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: 2/22/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/1/10



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Kenneth Miller

Name of Organization 3rd Care for M.C. Kids

Applicant's Affiliation with Organization None

Applicant's Home Address _____ Day Phone 248 2811
306 Goddard Ave Monroe 248-514-

Mailing Address (if different) _____ Evening Phone 8494
Same as Above

Type of Banner Overhead Banner (\$50) Vertical Pole Banner (\$25/banner)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

E. Front St. → Dates Requested 10/11 - 10/18 = \$50.00

W. Front St.

Monroe St. near First St. → 9/7 - 9/26 = \$50.00 Total = \$100.00

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)

- No. of Banners: _____ Monroe St. (42) Spring (March-May)
- _____ Elm St. (8) Summer (June-Aug.)
- _____ First St. (8) Fall (Sept.-Nov.)
- _____ Macomb St. (8) Winter (Dec.-Feb.)

Company Fabricating Banners: Lanow Printing

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant Kenneth Miller

Date 02-17-2010

RECEIVED

FEB 18 2010

MAYOR'S OFFICE

3rd Annual BED RACE to AID CHILDREN

Downtown Monroe

Oct. 18th

www.bedracetoaidchildren.org

1:30 to 6pm



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: The Proposed Amendment to the City's Disorderly Conduct Ordinance.

The proposed amendment to the city's disorderly conduct ordinance will prohibit unauthorized attempts to communicate with prisoners in and around the county jail and courthouse.

From time to time, people with friends or relatives incarcerated in the Monroe County Jail have tried to communicate with the prisoners outside of the normal visiting opportunities provided by the jail. Examples of these attempts to communicate include chalking messages on the parking lots, screaming at the jail, waving handmade signs, and flashing gang signs to the inmates. Although these communication efforts may not always rise to the level of conduct prohibited in the current ordinance, they are still deleterious to the residences and businesses around the jail. These communication efforts also pose a security threat to the jail as the communication are unregulated by jail personnel.

Friends and relatives attempting to communicate with prisoners at courthouse is an equally serious problem. In regards to the courthouse, the concern is more focused on the security risks that communications between the prisoners and bystanders could cause. These communications could easily facilitate the planning or carrying out of escape attempts.

The requested changes have been reviewed by the City Attorney.

The Police Department recommends that ordinance No. 10-001, an ordinance to amend § 492-1, Disturbances; disorderly conduct, of the Code of the City of Monroe, of the Codified Ordinances of the City of Monroe, be placed on the floor for its first reading on March 15, 2010, and that the public hearing, second reading and anticipated passage of the Ordinance be scheduled for April 5, 2010.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: none

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City of Monroe Police Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe Police Department

FINANCES

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

*Operating costs for the first three years are included in the grant.

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

Budget Approval: _____

FACT SHEET PREPARED BY: John Michrina, Monroe Police Department

DATE: 02/15/2010

REVIEWED BY: John Michrina, Monroe Police Department

DATE: 02/15/2010

COUNCIL MEETING DATE: 03/15/2010

ORDINANCE NO. *10-001*

An Ordinance to amend § 492-1, Disturbances; disorderly conduct, of the Code of the City of Monroe.

THE CITY OF MONROE ORDAINS.

SECTION 1. AMENDMENT OF § 492-1 OF THE CODE.

§ 492-1 shall be amended to read as follows:

§ 492-1 Disturbances; disorderly conduct.

- A. Disturbance defined. As used in this section, the term "disturbance" means something less than threats of violence. A disturbance is an interruption of peace and quiet; a violation of public order and decorum; or an interference with or hindrance of a person in pursuit of his or her lawful right or occupation.
- B. Conduct prohibited. The following acts are deemed to be disorderly conduct and are hereby prohibited:
- (1) Engaging in an illegal occupation or business.
 - (2) Begging in a public place or on private property accessible to the public.
 - (3) Loitering in a house of prostitution or a place where prostitution or lewdness is practiced, encouraged, permitted or allowed.
 - (4) Knowingly loitering in, around or about any place or area where illegal gambling or any illegal occupation or business is being conducted.
 - (5) Jostling or roughly crowding another person unnecessarily in a public place.
 - (6) Obstructing, molesting or interfering with any person who is lawfully in any place, public or private, or engaged in a lawful pursuit.
 - (7) Violating any of the rules and regulations promulgated by the Parks and Recreation Department, the City Manager or the Superintendent of the Department of Public Services, approved by the City Council and posted in any public place, public park or recreational area.
 - (8) Causing, provoking or willfully engaging in a fight, brawl or riotous conduct which endangers the life, health, safety or property of another.

- (9) Making a loud, boisterous or unseemly noise or disturbance to the annoyance of the peaceable residents nearby.
- (10) Interfering with the lawful pursuits of another by acts or threats of violence.
- (11) Sitting or standing on a guardrail or barrier which is part of any bridge over the River Raisin in the City or on any monuments, dams or historical structures.
- (12) Knowingly allowing, as owner, manager or occupant of property, a loud, boisterous or unseemly noise or disturbance to be made to the annoyance of the peaceable residents nearby.
- (13) Being intoxicated in a public place or on private property accessible to the public, and either endangering directly the life, health, safety or property of another person or acting in a manner that causes a public disturbance.
- (14) Engaging in indecent, lewd or obscene conduct in any public place.
- (15) Making any indecent, immoral or obscene exhibition or exposure of his or her person.
- (16) Congregating, gathering, collecting or assembling with others on any sidewalk, roadway, parking area, street corner or public place so as to hinder, interfere with, obstruct or impede the free and uninterrupted passage of pedestrian or vehicular traffic and refusing to disperse when so ordered by a police officer.
- (17) Making or exciting any disturbance or contention in, or upon, any street, highway, alley, sidewalk, street corner, public place or public park.
- (18) Attempting to communicate, by shouting or other spoken words; written notes, letters or signs; or hand signals or other motions, with any inmate or prisoner of the Monroe County Jail from any location, public or private, adjacent to or contiguous with the Monroe County Jail or the Monroe County Courthouse, whether the inmate or prisoner is indoors or outdoors , or in or out of vehicles, excepting such communication permitted by written rules and polices of the Monroe County Sheriff's Office.

SECTION 2.

SAVINGS CLAUSE.

All proceedings pending and all rights and liabilities existing, acquired or incurred under Section 658.01 of the Codified Ordinances of the City of Monroe, at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are/were commenced.

SECTION 3. SEVERABILITY.

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

SECTION 4. EFFECTIVE DATE.

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

ORDINANCE NO. 10-001

1 An Ordinance to amend § 492-1, Disturbances; disorderly conduct, of the Code of the City
2 of Monroe.

3 **THE CITY OF MONROE ORDAINS.**

4 **SECTION 1. AMENDMENT OF § 492-1 OF THE CODE.**

5 § 492-1 shall be amended to read as follows:

6 **§ 492-1 Disturbances; disorderly conduct.**

7 A. Disturbance defined. As used in this section, the term "disturbance" means something
8 less than threats of violence. A disturbance is an interruption of peace and quiet; a
9 violation of public order and decorum; or an interference with or hindrance of a person in
10 pursuit of his or her lawful right or occupation.

11 B. Conduct prohibited. The following acts are deemed to be disorderly conduct and are
12 hereby prohibited:

- 13 (1) Engaging in an illegal occupation or business.
- 14 (2) Begging in a public place or on private property accessible to the public.
- 15 (3) Loitering in a house of prostitution or a place where prostitution or lewdness is
16 practiced, encouraged, permitted or allowed.
- 17 (4) Knowingly loitering in, around or about any place or area where illegal gambling
18 or any illegal occupation or business is being conducted.
- 19 (5) Jostling or roughly crowding another person unnecessarily in a public place.
- 20 (6) Obstructing, molesting or interfering with any person who is lawfully in any
21 place, public or private, or engaged in a lawful pursuit.

- 22 (7) Violating any of the rules and regulations promulgated by the Parks and
23 Recreation Department, the City Manager or the Superintendent of the
24 Department of Public Services, approved by the City Council and posted in any
25 public place, public park or recreational area.
- 26 (8) Causing, provoking or willfully engaging in a fight, brawl or riotous conduct
27 which endangers the life, health, safety or property of another.
- 28 (9) Making a loud, boisterous or unseemly noise or disturbance to the annoyance of
29 the peaceable residents nearby.
- 30 (10) Interfering with the lawful pursuits of another by acts or threats of violence.
- 31 (11) Sitting or standing on a guardrail or barrier which is part of any bridge over the
32 River Raisin in the City or on any monuments, dams or historical structures.
- 33 (12) Knowingly allowing, as owner, manager or occupant of property, a loud,
34 boisterous or unseemly noise or disturbance to be made to the annoyance of the
35 peaceable residents nearby.
- 36 (13) Being intoxicated in a public place or on private property accessible to the public,
37 and either endangering directly the life, health, safety or property of another
38 person or acting in a manner that causes a public disturbance.
- 39 (14) Engaging in indecent, lewd or obscene conduct in any public place.
- 40 (15) Making any indecent, immoral or obscene exhibition or exposure of his or her
41 person.
- 42 (16) Congregating, gathering, collecting or assembling with others on any sidewalk,
43 roadway, parking area, street corner or public place so as to hinder, interfere with,

44 obstruct or impede the free and uninterrupted passage of pedestrian or vehicular
45 traffic and refusing to disperse when so ordered by a police officer.

46 (17) Making or exciting any disturbance or contention in, or upon, any street, highway,
47 alley, sidewalk, street corner, public place or public park.

48 (18) Attempting to communicate, by shouting or other spoken words; written notes,
49 letters or signs; or hand signals or other motions, with any inmate or prisoner of
50 the Monroe County Jail from any location, public or private, adjacent to or
51 contiguous with the Monroe County Jail or the Monroe County Courthouse,
52 whether the inmate or prisoner is indoors or outdoors , or in or out of vehicles,
53 excepting such communication permitted by written rules and polices of the
54 Monroe County Sheriff's Office.

55 SECTION 2. SAVINGS CLAUSE.

56 All proceedings pending and all rights and liabilities existing, acquired or incurred under
57 Section 658.01 of the Codified Ordinances of the City of Monroe, at the time this ordinance
58 takes effect are saved and may be consummated according to the law in force when they
59 are/were commenced.

60 SECTION 3. SEVERABILITY.

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

65 SECTION 4. EFFECTIVE DATE.

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance 10-002: An ordinance to amend §160-1, Definitions and §160-7, Expiration and renewal of license, of Chapter 160, Adult Entertainment Businesses, of the Code of the City of Monroe

DISCUSSION: The Clerk/Treasurer contracted with General Code to re-codify the City's ordinances, and the newly codified Code of the City of Monroe was adopted June, 2009. As part of the contract, General Code prepared an Editorial Analysis of the Code. This is the first of several ordinances that will be presented to Council in an effort to implement some of the recommendations of the Editorial Analysis.

Ordinance 10-002 is presented for Mayor and Council's review and consideration. This Ordinance amends §160-1, Definitions, making the definitions consistent with the definitions currently contained in the Chapter 720, Zoning; and §160-7, Expiration and renewal of license, removing the dollar amount and making the language consistent with the language contained in §160-4A(2).

This ordinance is placed on the agenda for its first reading on Monday, March 15, 2010; with a public hearing, second reading and anticipated passage on Monday, April 5, 2010.

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: All

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

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ 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: 3/8/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: Monday, March 15, 2010

ORDINANCE NO. 10-002 *Adult Entertainment Businesses*

1 An Ordinance to amend § 160-1, Definitions, and § 160-7, Expiration and renewal of
2 license, of Chapter 160, Adult Entertainment Businesses, of the Code of the City of Monroe.

3 **THE CITY OF MONROE ORDAINS.**

4 SECTION 1. AMENDMENT OF § 160-1, DEFINITIONS, OF THE CODE.

5 § 160-1, Definitions, shall be amended to read as follows:

6 **§ 160-1. Definitions.**

7 As used in this chapter, the following terms shall have the meanings indicated:

8 **ADULT ENTERTAINMENT BUSINESS**

9 A business which is required to and/or does exclude minors by virtue of age, ~~and is~~ It
10 further includes but is not limited to ~~the defined as~~ the following:

11 **ADULT BOOK OR SUPPLY STORE**

12 An establishment having ~~10%~~ 20% or more of ~~all usable interior, retail, wholesale or~~
13 ~~warehouse space~~ its stock-in-trade or its sales devoted to the distribution, display or
14 storage of books, magazines and other periodicals and/or photographs, drawings, slides,
15 films, videotapes, recording tapes and/or novelty items which are distinguished or
16 characterized by their emphasis on matters depicting, describing or relating to specified
17 sexual activities or specified anatomical areas, ~~or an establishment with a segment or~~
18 ~~section devoted to the sale or display of such material.~~

19 **ADULT MODEL STUDIO**

20 Any place where models who display specified anatomical areas are present to be
21 observed, sketched, drawn, painted, sculpted, photographed or similarly depicted by
22 persons who pay some form of consideration or gratuity. This definition shall not apply
23 to any accredited art school or similar educational institution.

24 **ADULT MOTION-PICTURE ARCADE or MINI MOTION-PICTURE THEATER**

25 Any place where motion-picture machines, projectors or other image-producing devices
26 are maintained to show images to five or fewer persons per machine at any one time, and
27 where the images displayed depict, describe or relate to specified sexual activities or
28 specified anatomical areas.

29 **ADULT MOTION-PICTURE THEATER or ADULT LIVE STAGE PERFORMING**
30 **THEATER**

31 An enclosed building with a capacity of 50 or more persons ~~wherein still or motion~~
32 ~~pictures, videotapes or similar material is presented or viewed which is used for~~
33 presenting material distinguished or characterized by an emphasis on matter depicting,
34 describing or relating to specified sexual activities or specified anatomical areas for
35 observation by patrons therein. Such establishment is customarily not open to the public
36 generally but only to one or more classes of public, excluding any minor by reason of
37 age.

38 ~~**ADULT NUDE OR PARTIALLY NUDE DANCING**~~

39 ~~A business having as its principal activity the live presentation or display of nude or~~
40 ~~partially nude male or female impersonator(s), dancer(s), entertainer(s), waiter(s),~~
41 ~~waitress(s) or employee(s) and which may or may not feature the service of food or~~
42 ~~beverages. For the purpose of this chapter, nude or partially nude shall mean having any~~
43 ~~or all of the specified anatomical areas exposed.~~

44 **ADULT OUTDOOR MOTION-PICTURE THEATER**

45 A drive-in theater used for presenting material distinguished or characterized by an
46 emphasis on matter depicting, describing or relating to specified sexual activities or
47 specified anatomical areas for observation by patrons of the theater.

48 **ADULT CABARET**

49 ~~An establishment where live entertainment is provided, presented, permitted or~~
50 ~~performed, which performances are distinguished or characterized by an emphasis on or~~
51 ~~relationship to specified sexual activities or specified anatomical areas for observation by~~
52 ~~or participation of patrons therein. "Cabaret" also means a~~An establishment which
53 features any of the following: topless dancers and/or bottomless dancers, go-go dancers,
54 strippers, male and/or female impersonators or similar entertainers, topless and/or
55 bottomless waitpersons~~ers~~, waitresses and/or employees.

56 **SPECIFIED ANATOMICAL AREAS**

57 Portions of the human body defined as follows:

- 58 A. Less than completely and opaquely covered human genitals, the pubic region, buttocks
59 or a female breast below the point immediately above the top of the areola; and
60 B. Human male genitals in a discernibly turgid state, even if completely and opaquely
61 covered.

62 **SPECIFIED SEXUAL ACTIVITIES**

63 The explicit display of one or more of the following:

- 64 A. The fondling or erotic touching of h~~Human~~ genitals, pubic region, buttocks, anus or
65 female breasts in a state of sexual stimulation or arousal;
66 B. Human sex a~~Acts of human masturbation,~~ normal or perverted, actual or stimulated,
67 including but not limited to sexual intercourse, oral copulation, ~~or~~and sodomy;
68 C. Human masturbation, actual or stimulated; ~~Fondling or other erotic touching of human~~
69 ~~genitals, the pubic region, buttocks or a female breast.~~
70 D. Human excretory functions as part of, or as related to, any one of the activities
71 described above; and
72 E. Physical violence, bondage, mutilation, or rape, actual or simulated, as part of, or as
73 related to, any of the activities described above.

74 SECTION 2. AMENDMENT OF § 160-7, EXPIRATION AND RENEWAL OF
75 LICENSE, OF THE CODE.

76 § 160-7, Expiration and renewal of license, shall be amended to read as follows:

77 **§ 160-7. Expiration and renewal of license.**

78 Each license granted under the provisions of this chapter shall expire one year from the
79 date of issuance. Any application to renew a license previously issued under this chapter shall be
80 accompanied by ~~a renewal fee of \$150~~ the nonrefundable annual license fee described in § 160-
81 4A (2) to defray the cost of administering this chapter during the renewal phase of licensing.

82 SECTION 3. SAVINGS CLAUSE.

83 All proceedings pending and all rights and liabilities existing, acquired or incurred under
84 § 160-1 and § 160-7 of the Code of the City of Monroe, at the time this ordinance takes effect are
85 saved and may be consummated according to the law in force when they are/were commenced.

86 SECTION 4. SEVERABILITY.

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

91 SECTION 5. EFFECTIVE DATE.

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: LAPLAISANCE ROAD RECONSTRUCTION – JONES AVENUE TO SCOTT STREET – MDOT FUNDING CONTRACT

DISCUSSION: The American Recovery and Reinvestment Act (ARRA), better known as the “economic stimulus” bill, was signed into law on February 17, 2009. This program set aside funding intended for use on “shovel ready” projects, but allowed local governments through March of 2010 to obligate these funds for construction. Since the City of Monroe is part of an urban area with greater than 50,000 people, we receive an annual “entitlement” of Federal Highway funds of approximately \$400,000 in a normal year for use on the busiest 15-20% of our roadways. Fortunately, the ARRA legislation provided for a direct disbursement of funds to entitlement communities, such that we were able to simply select our projects and did not have to compete statewide for these funds. The City of Monroe received a total of \$626,000, and we have already completed two of our three projects, which were the reconstruction of Riverview Avenue between Scottwood and Maywood, and the resurfacing of West Seventh Street between Telegraph and Union.

The last of our projects is the reconstruction of LaPlaisance Road from Jones Avenue to Scott Street / East Sixth Street. The original construction of most of this roadway consists of a thin asphalt surface over a concrete base, which is in extremely poor condition and has been prone to excessive frost heaving over most of the past decade. We plan to completely reconstruct this area, replacing the existing pavement section with 8-inch concrete over a 6-inch stone base. While the curbs are in relatively good condition, they will be replaced as well, as it is actually more cost-effective to pour new concrete with integral curb rather than attempting to place necessary reinforcing to tie in the new pavement to existing curbs. In addition, there is a short section of roadway (approximately 400 feet in length) near Jones Avenue that lacks curbs, as it was not annexed into the City until the 1980s. In this section, the base is in good condition, so we will be resurfacing the top 3 inches of asphalt pavement and installing new curbs to bring this section up to current City standards. The roadway will be closed to traffic for approximately 4-6 weeks. Although we completed the final bid package in December, due to the backlog of projects at MDOT, this project has just now been placed into the April 2 bid letting.

In order to utilize any Federal Funds, the City of Monroe must enter into a funding agreement with the Michigan Department of Transportation (MDOT), the administering agency. Page 10 of the attached agreement details the cost participation based on the construction estimate, and the present cost estimate is \$431,300. Unlike most regular Federally-funded projects, ARRA projects are paid for at 100% of the actual bid cost by Federal Funds, but in this case, since we only have \$280,000 available in Federal funding, we will be using \$151,300 in City funds to complete the project to its necessary scope. If this project bids less than the estimate, as the past three Federal projects have, all of the savings will accrue to the City. We plan to manage and inspect this project with City staff, and the Engineering Department has estimated the necessary costs for inspection and contingencies in the budget projections for this project, which are under-going review by the Finance Director and City Manager as a part of the normal budgeting process. We are asking that funding be formally appropriated from the Major Street Fund Balance into the project account as necessary to complete the funding package at this time.

Attached to this Fact Sheet is a resolution delineating the terms of the agreement, and the actual agreement itself. The language of the agreement is mostly standard for MDOT projects, with some additional conditions imposed based on terms of the ARRA bill. These additional conditions include reporting that must be done on jobs created, and additional auditing conditions. In order to keep this project on schedule, this agreement should be approved as soon as possible.

IT IS RECOMMENDED that the attached resolution be approved. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to appropriate funding as necessary to provide for the local share of contractual costs, inspection costs, and contingencies from the Major Street Fund Balance in the amount of up to \$223,000.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Project cannot be awarded until MDOT processing the funding contract.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners and residents, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$515,000*
Cost of This Project Approval	\$503,000**
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*Includes base construction cost of \$431,300 based on current estimate, plus \$12,000 in Engineering already budgeted, plus \$13,000 in expected inspection costs, plus up to \$58,700 contingency (14% of the overall contractual costs) if needed.

**Includes base construction, inspection costs, and contingencies.

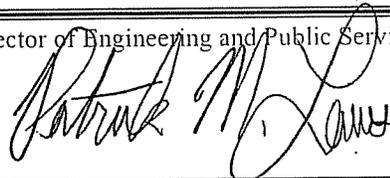
SOURCE OF FUNDS:	City	Account Number	Amount
	LaPlaisance Reconstruction	202-60.451-818.020 10M03 (Contractual)	\$210,000
	LaPlaisance Reconstruction	202-60.451-825.005 10M03 (Engineering)	\$13,000
	<u>Other Funds</u>		
	ARRA Federal Funds		\$280,000

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 03/04/10

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: March 15, 2010

RESOLUTION

WHEREAS, LaPlaisance Road between Jones Avenue and Scott Street is under the jurisdiction of the City of Monroe; and

WHEREAS, this roadway is in poor condition, such that the City of Monroe has developed plans and specifications for the removal of the existing pavement and curbs and the replacement of the pavement with new 8" thick concrete pavement and integral curbs on new 6" stone base, along with other associated work; and

WHEREAS, this roadway is eligible for the use of Federal Funds as it has been classified as a Minor Arterial in the National Functional Classification System; and

WHEREAS, Federal Funding in the amount of \$280,000 is available to the City of Monroe for use on this project through the American Recovery and Reinvestment Act (ARRA) of 2009; and

WHEREAS, the City of Monroe and the Michigan Department of Transportation, the administering agency for the use of these funds, have reached an understanding with each other regarding the performance of the project work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, BE IT RESOLVED, that the Monroe City Council hereby approves Contract Number 10-5122 with the Michigan Department of Transportation; and

BE IT FURTHER RESOLVED that the Mayor and City Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe.

ARRA



DAB

Control Section	ARUL 58416
Job Number	106742
Project	ARRA 1058(012)
Federal Item No.	JJ 3996
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	10-5122

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made and entered into this date of _____, by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF MONROE, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in the City of Monroe, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated February 12, 2010, attached hereto and made a part hereof:

Reconstruction work along LaPlaisance Road from Sixth Street to Jones Avenue; including concrete pavement, curb, and aggregate base work; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

AMERICAN RECOVERY AND REINVESTMENT ACT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

- A. Design or cause to be designed the plans for the PROJECT.
- B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
- C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in part by contributions by the Federal Government. Federal American Recovery and Reinvestment Act Funds shall be applied to the

eligible items of the PROJECT COST up to the lesser of: (1) \$280,000, or (2) an amount such that 100 percent, the normal Federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds shall be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

Buy American Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that a) it is a person under 1995 PA 71 and is not aware of and has no reason to believe that the property is a facility as defined in MSA 13A.20101(1)(l); b) the REQUESTING PARTY further certifies that it has completed the tasks required by MCL 324.20126 (3)(h); MSA 13A.20126(3)(h); c) it conducted a visual inspection of property within the existing right of way on which construction is to be performed to determine if any hazardous substances were present; and at sites on which historically were located businesses that involved hazardous substances, it performed a reasonable investigation to determine whether hazardous substances exist. This reasonable investigation should include, at a

minimum, contact with local, state and federal environmental agencies to determine if the site has been identified as, or potentially as, a site containing hazardous substances; d) it did not cause or contribute to the release or threat of release of any hazardous substance found within the PROJECT limits.

The REQUESTING PARTY also certifies that, in addition to reporting the presence of any hazardous substances to the Department of Environmental Quality, it has advised the DEPARTMENT of the presence of any and all hazardous substances which the REQUESTING PARTY found within the PROJECT limits, as a result of performing the investigation and visual inspection required herein. The REQUESTING PARTY also certifies that it has been unable to identify any entity who may be liable for the cost of remediation. As a result, the REQUESTING PARTY has included all estimated costs of remediation of such hazardous substances in its estimated cost of construction of the PROJECT.

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Department of Environmental Quality, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Department of Environmental Quality and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available

funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402, MSA 3.996(102).

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401; MSA 3.996(101), which is incidental to the completion of the PROJECT.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402; MSA 3.996(102). Exclusive jurisdiction of such highway for the purposes of MCL 691.1402; MSA 3.996(102) rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

17. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the

DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.

- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

18. In accordance with the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts for work covered by this contract funded with funds appropriated or otherwise made available by the ARRA:

Pursuant to Section 902 of the ARRA, the United States Comptroller and any of his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or any State or local government agency administering the contract, regarding the transactions.

The United States Comptroller and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in Section 902 of the ARRA, nothing in Section 902 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

Pursuant to Section 1515 of the ARRA, any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee, or agency regarding such transactions.

Nothing set forth in Section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

19. As a part of the ARRA, Davis-Bacon prevailing wage requirements apply to all ARRA funded construction projects regardless of location (including projects on local roads or rural minor collectors, and Transportation Enhancement projects outside the highway right-of-way) and will be adhered to, as applicable, by the parties hereto.

20. Within ten (10) days after the end of each month in which ARRA funded PROJECT work is performed, the REQUESTING PARTY shall provide the DEPARTMENT a monthly report, in a format and on forms approved by the DEPARTMENT, which shall include, for such work performed by the REQUESTING PARTY, the contractor, and all tier subcontractors and consultants in that preceding month:

- * The total number of employees who performed work on this contract
- * The total number of hours worked by employees who performed work on this contract
- * The total wages of employees who performed work on this contract

If necessary to conform to guidance provided by the FHWA concerning the ARRA reporting requirements, the REQUESTING PARTY will revise their reporting as directed by the DEPARTMENT. Failure to comply with the reporting requirements under ARRA would jeopardize the DEPARTMENT'S continued receipt of ARRA funding. Should the REQUESTING PARTY fail to comply with the above monthly reporting, the DEPARTMENT may withhold reimbursement of federal funds for the PROJECT work until compliance is achieved.

21. In accordance with the ARRA, the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts for work covered by this contract funded with funds appropriated or otherwise made available by the ARRA:

Pursuant to Section 1553 of the ARRA, all non-federal employers receiving ARRA funds, including the State of Michigan, all contractors and grantees of the State of Michigan, and all subcontractors and subgrantees, are prohibited from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of:

- (1) gross mismanagement of a contract or grant relating to ARRA funds;
- (2) a gross waste of ARRA funds;
- (3) a substantial and specific danger to public health or safety related to the implementation or use of ARRA funds;
- (4) an abuse of authority related to the implementation or use of ARRA funds; or
- (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to ARRA funds.

Any employer receiving ARRA funds must post notice of the rights and remedies available to employees under Section 1553 of the ARRA.

22. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

CITY OF MONROE

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



February 12, 2010

EXHIBIT I

CONTROL SECTION	ARUL 58416
JOB NUMBER	106742
PROJECT	ARRA 1058(012)

ESTIMATED COST

CONTRACTED WORK

Estimated Cost	\$431,300
----------------	-----------

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$431,300
Less Federal Funds*	<u>\$280,000</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$151,300

*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

DOT

TYPE B
BUREAU OF HIGHWAYS
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.

- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
 - 1. Engineering
 - a. FAPG (6012.1): Preliminary Engineering
 - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
 - c. FAPG (23 CFR 635A): Contract Procedures
 - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs

 - 2. Construction
 - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
 - b. FAPG (23 CFR 140B): Construction Engineering Costs
 - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
 - d. FAPG (23 CFR 635A): Contract Procedures
 - e. FAPG (23 CFR 635B): Force Account Construction
 - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
 - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
 - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
 - 3. Modification Or Construction Of Railroad Facilities
 - a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
 - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
 - 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
 - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
 - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by twenty percent (20%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 98-502.

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

- The Reporting Package
- The Data Collection Form
- The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Transportation
Bureau of Highways Technical Services
425 W. Ottawa, P.O. Box 30050
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).

5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

**APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980 the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this appendix.
6. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the contractor himself, and said contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.
9. The contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

March, 1998

APPENDIX B

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 27, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or natural origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Michigan Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Michigan Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Michigan Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b) Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs 1 through 6 of every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Michigan Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Michigan Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Records Retention

DISCUSSION:

The City has used the State of Michigan Records Retention Schedule as a guide for years without formally adopting it. The purpose of the attached Resolution is to formally adopt the current state schedule as well as future amendments.

Recommendation: That the City adopt the attached Records Retention Resolution.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
- 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: Charles Evans, Clerk/Treasurer

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All departments

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Charles Evans, Clerk/Treasurer

DATE: March 8, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010

MEMORANDUM

TO: Charles Evan, City Clerk/Treasurer
FROM: Tammy Yount, Ready, Heller & Ready
SUBJECT: Record Retention Resolution
DATE: January 14, 2010

Attached is the Resolution adopting the Record Retention Schedules for your placement on Council agenda.

If you have any questions, please contact me or Mr. Ready.

Thanks.

:tly

RESOLUTION

1 **WHEREAS**, Michigan law (MCL 399.5 and MCL 750.491) requires all public records
2 be listed on an approved Retention and Disposal Schedule; and

3 **WHEREAS**, the City may impose and levy ad valorem property taxes to finance lawful
4 public services, as authorized by the Michigan Constitution of 1963 and other laws; and

5 **WHEREAS**, the City of Monroe has been disposing and archiving its records in
6 accordance with a General Record Retention and Disposal Schedule #8 for Cities and Villages
7 approved by the Records Management Services, the Archives of Michigan and the State
8 Administrative Board , March 1998; and

9 **WHEREAS**, Schedule #8 has been updated, and several other retention schedules have
10 been approved, to meet the administrative, legal, fiscal and archival requirements of the State of
11 Michigan; and

12 **WHEREAS**, there is no legal requirement to formally adopt the State of Michigan's
13 Record Retention and Disposal Schedules prior to implementing, it is highly recommended.

14 **NOW, THEREFORE, BE IT RESOLVED**, that the City of Monroe does hereby adopt
15 the following Retention Schedules approved by the Records Management Services, the Archives
16 of Michigan and the State Administrative Board:

- 17 General Schedule #1 – Non-Record Materials (Approved 11/16/04)
- 18 General Schedule #8 – Municipalities (Records Management Handbook by Michigan
19 Municipal League)
- 20 General Schedule #11 – Local Law Enforcement Agencies (Approved 8/2/05)
- 21 General Schedule #18 – Local Fire/Ambulance Departments (Approved 3/6/07)
- 22 General Schedule #23 – Election Records (Approved 10/16/07)
- 23 General Schedule #24 – City and Village Clerks (Approved 11/5/08)

1 General Schedule #26 – Local Government Human Resources (10/7/08)

2 **BE IT FURTHER RESOLVED**, that any amendments to these Retention Schedules or
3 any additional Retention Schedules approved by the Records Management Services, the
4 Archives of Michigan and the State Administrative Board pertinent to public records created and
5 stored by the City of Monroe, are hereby incorporated herein and will need no separate approval
6 prior to implementation.

7 **BE IT FURTHER RESOLVED**, that the City Clerk/Treasurer shall:

- 8 1. Ensure that all City Departments have copies of the General Schedules #1 and #8, and
9 any agency-specific schedules (i.e. law enforcement), as well any updates, for their
10 use.
- 11 2. Ensure all employees have basic knowledge about Retention and Disposal Schedules.
- 12 3. Ensure confidential records are destroyed properly.

Michigan State Administrative Board Approval General Record Retention and Disposal Schedule #8

This suggested schedule provides for the disposition of the usual records found in city and village offices. If a city or village elects to adopt this schedule, its public officials shall maintain its records for the retention periods specified herein. A record not listed herein shall not be destroyed without the submission of a separate retention and disposal schedule in accordance with sections 399.5 and 750.491 of the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules may be obtained from Appendix A.

Date April 7, 1998

(signed)

APPROVED

State Administrative Board

Date 3 March 1998

(signed)

Sandra S. Clark

Michigan Historical Center

Date March 17, 1998

(signed)

Richard L. Budman

Treasury Department

Local Audit and Finance Division

Introduction

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a **minimum** retention period for them. Local governments are not required by law to adopt general schedules once they are approved by the State of Michigan; they can and should be used by local government agencies once they are approved. All general schedules approved by the State of Michigan are available online at <http://www.michigan.gov/recordsmanagement/>.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies

need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

We Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

Table of Contents

Section One:	General Records--All Offices
Section Two:	Airport
Section Three:	Assessor
Section Four:	Attorney/Legal Department
Section Five:	Building Department
Section Six:	Finance Officer (superseded by General Schedule #31, Approved 4-7-2009)
Section Seven:	City Clerk (superseded by General Schedule #23, Approved 10-16-2007 and General Schedule #24, Approved 11-5-2008)
Section Eight:	District Court (superseded by General Schedule #16, Approved 11-8-2006)
Section Nine:	Fire Department (superseded by General Schedule #18, Approved 3-6-2007)
Section Ten:	Grants - Federal
Section Eleven:	City Income Tax Office
Section Twelve:	Manager/Mayor
Section Thirteen:	Parks and Recreation Department (will be superseded by General Schedule #32, TBA)
Section Fourteen:	Personnel Department (superseded by General Schedule #26, Approved 10-7-2008)
Section Fifteen:	Planning Department, Zoning
Section Sixteen:	Police Department (superseded by General Schedule #11, approved 8-2-2005, updated 2009)
Section Seventeen:	Public Utilities
Section Eighteen:	Public Works
Section Nineteen:	Treasurer (will be superseded by General Schedule #28, TBA)

Section One: General Records -- All Offices

Note about record series that are crossed out: Duplicate copies of official records are considered to be "nonrecords." Their retention is governed by General Schedule #1: Nonrecord Material Defined (approved 11-16-2004).

The retention of official accounting records are governed by General Schedule #31: Local Government Financial Records (approved 4-7-2009), and the retention of official personnel records are governed by General Schedule #26: Local Government Human Resources (approved 10-7-2008).

Record Series	Minimum Retention Period	Disposition
Accounting Records:		
(Copies only—see individual Department Sections for retention periods for originals.)		
Bids	Audit	
Checks	Audit	
Cost-Distribution Records	Audit	
Daily Income Reports	Audit	
Daily Time Reports	Audit	
Delivery Slips (purchases)	Audit	
Gas and Oil inventory	Audit	
Gas Tickets	Audit	
Invoices	Audit	
Invoices—Capital Outlay	2 yrs after disposal of property or 6 yrs after purchase, whichever is later	
Purchase Orders	Audit	
Receipts	Audit	
Requisitions	Audit	
Rental Fee Records	Audit	
Time Cards	Audit	
Vouchers	Audit	
Work Orders	Audit	
Administrative Records:		
Annual Reports	Permanent	If changed, contact Archives of Michigan
Correspondence and Memoranda		
a. General or Routine	2 yrs	
b. Policy	Permanent	If changed, contact Archives of Michigan
Minutes of Council, Boards, Commissions, Committees and other official groups	Permanent	If changed, contact Archives of Michigan
Personnel Records:		
(use for all offices except Finance Office and Central Personnel Office. If there is no Central Personnel Office, then use the schedule for Personnel office—Section O):		
Employee Folder		

Record Series	Minimum Retention Period	Disposition
a. Current Employee	Permanent	
b. Separated Employee	Transfer to Central Office upon separation	
Job Description and Salary Schedules	Current	
Photographic Records:		
Prints (identify fully)	Current needs	Transfer selected to Archives of Michigan
Negatives (identify fully)	Permanent	
Publications:		
Publications Produced by Own Unit of Government		
a. Official Record	Permanent	If changed, contact Archives of Michigan
b. Duplicates	Current needs	
Vehicle Repair Records:		
Lubrication Reports	Audit + 1 yr	
Vehicle Maintenance Card	Audit + 1 yr	

Section Two: Airport

Record Series	Minimum Retention Period	Disposition
Airfield Inspection Report	Current + 6 yrs	
Airport Advisory Board Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Annual Report		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Budget	Current + 5 yrs	
Construction Plans	Permanent	If changed, contact Archives of Michigan
Daily Balance Sheets	Current + 5 yrs	
Daily Security Report	Current + 1 yr	
Hanger Leases	Life of Lease + 6 yrs	
Height Zoning Report	Permanent	
Operational Field Report	Current + 1 yr	

Section Three: Assessor

Record Series	Minimum Retention Period	Disposition
Appraisals	5 yrs	
Appraisals – City Property	Permanent	
Assessment Rolls – Real and Personal Property	20 yrs	
Assessment Rolls – Special	Life of Assessment + 5 yrs	
Assessment Rolls – “Dummies”	Current	
Assessor’s Cross Index	Current	
Board of Review Minutes and Records (minutes, correspondence, action, summary)		
a. If a permanent copy is filed in the City Clerk’s Office	Unit completion of appeal process + 3 yrs	
b. If a permanent copy is not filed in the City Clerk’s Office	Permanent	If changed, contact Archives of Michigan
Building Permit Applications (copies)	3 yrs	
Building Plans (copies)		
a. Commercial	Current needs	
b. Residential	Current needs	
Certification of Assessed Values, Tax Levy and Tax Spread	7 yrs	
Commercial and Industrial Facilities Exemptions	2 yrs after expiration	
Dog Census – unless function delegated to county	2 yrs	
Equalization Records:		
Notice of Change	3 yrs	
Equalization Study, Factor and Reports	5 yrs	
Support Data	Current needs	
Exemption Data		
a. Hardship Exemption	3 yrs	
b. Special Adapted Housing – Veterans	3 yrs	
c. Homestead Affidavit	Until property is transferred or a rescission is filed	
d. Property Transfer Affidavit (L4260)	3 yrs	
e. Other Exempt Property Data	3 yrs	
Jury Lists (obsolete records)	Dispose of now	
Maps and indexes	Permanent	If changed, contact Archives of Michigan
Permanent Parcel Number Assignment Files	Permanent	
Personal Property Affidavits	Current + 3 yrs	
Personal Property Cards	Current + 3 yrs	If changed, contact Archives of

		Michigan
Personal Property Field Check and Audit	Current + 3 yrs	
Plat Books and Indexes	Permanent	
Pollution Control Exemptions	Life of Exemption	
Property Transfer Slips	Current + 3 yrs	
Special Assessment Preliminary Work Files	Current + 3 yrs	
Special Assessment Ledger	Current + 10 yrs	
Street Index -- Master File	Permanent	If changed, contact State Archives
Tax Rolls -- Real and Personal (copies)	Current	
Tax Tribunal Appeals Records	5 yrs	
Valuation Records Primary records include such information as property classification, zoning, land estimate (measurements, base value, appraised value), type of structure and construction information, utilities, location of deed.	20 yrs	
Support Documentation (field sheets)	Until information recorded as part of primary valuation record	

Section Four: Attorney/Legal Department

Record Series	Minimum Retention Record	Disposition
Annual Report	Permanent	If changed, contact Archives of Michigan
Accounts Receivable Cases		
Record of court actions relating to claims arising from other city departments turned over to Attorney's Office for handling – includes correspondence and legal papers		
a. Indexes	Permanent	
b. Case Files	10 yrs after closing	
Real Property Acquisition Cases		
Record of real property acquired by city through purchases and/or eminent domain proceedings – includes notices, orders, correspondence, deeds, conversions (alley closing) and workpapers		
a. Indexes	Permanent	
b. Case Files	Permanent	
Negligence Cases		
Record of negligence and general law actions involving the city – includes all workpapers, correspondence and legal papers		
a. Indexes	Permanent	
b. Case Files	10 yrs after final action	
Labor Relations Cases		
Record of contract negotiations and arbitrations for the city – includes workpapers and correspondence		
a. Case Files	Permanent	
Taxation cases		
Record of actions involving collections for tax arrears -- includes correspondence and legal papers related to the action		
a. Indexes (any retrieval guide)	5 yrs after final action	
b. Case Files	5 yrs after final action	
Workers Compensation Cases		
Record of action in workers		

compensation cases to which the city is a party – includes correspondence, legal papers, and workpapers		
a. Indexes	Permanent	
b. Case Files	30 yrs after final action	
Opinions	6 yrs	
Ordinances (see Section G)	6 yrs	
Resolutions	6 yrs	
Warrant Requests	10 yrs	

Section Five: Building Department

Record Series	Minimum Retention Period	Disposition
Building Permit Applications	Current + 1 yr	
Building Plans		
a. Commercial Buildings	Life of Structure	If changed, contact Archives of Michigan
b. Non-Commercial	10 yrs	
Building Maintenance Record (city owned)	Current	
Building Reports (monthly)	Permanent	If changed, contact Archives of Michigan
Citizen Complaints	Current + 5 yrs	
Commercial Postings (Building Requirements)	Permanent	
Contractor Licensing Record	Current + 10 yrs	
Daily Reports	Current + 2 yrs	
Housing Posting List	Current	
Minutes of Board Meetings		
a. If permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Nonconforming Uses Record	Current + 10 yrs	
Permits:		
a. Building and Wrecking	Permanent	If changed, contact Archives of Michigan
b. Curb Cut	Current + 5 yrs	
c. Culverts	Current + 5 yrs	
d. Excavations	Current + 5 yrs	
e. Plumbing, Heating, Electrical	Current + 5 yrs	
f. Pavement Removal	Current + 5 yrs	
g. Sidewalk Construction	Current + 5 yrs	
Permit Log Books	Permanent	If changed, contact Archives of Michigan
Permit Receipts	6 yrs	
Registrations (dwellings)	Life of Dwelling	

Section Six: Finance Officer

This section was superseded by General Schedule #31--Local Government Financial Records (approved 4-7-2009).

Section Seven: City Clerk

This section was superseded by General Schedule #23--Elections Records (approved 10-16-2007) and General Schedule #24--City and Village Clerks (approved 11-5-2008).

Section Eight: District Court

This section was superseded by General Schedule #16--Trial Courts (approved 11-8-2006).

Section Nine: Fire Department

This section was superseded by General Schedule #18--Fire/Ambulance Departments
(approved 3-6-2007).

Section Ten: Grants – Federal

The following information was downloaded from the Internet. For additional information, please visit <http://www.grants.gov>.

A Guide to OMB's Grants Management Circulars and Related Documents

The U.S. Office of Management and Budget (OMB), working cooperatively with Federal agencies and non-Federal parties, establishes policies and guidelines through its grants management circulars and government-wide common rules that are codified by each grant-making agency. Seven OMB circulars provide the standard administrative requirements for the management of Federal dollars, the cost principles for determining allowable and unallowable expenditures of Federal dollars, and the requirements for auditing non-Federal parties' management of Federal dollars.

The following two-part chart identifies the location of the agencies' codified rules for the following subject areas:

- Federal administrative requirements for State and local grantees;
- Federal administrative requirements for universities and non-profit organizations;
- Non-procurement suspension and debarment;
- Requirements under the Drug-Free Workplace Act; and
- Anti-lobbying requirements (Byrd Amendment).

Notes:

The following notes furnish additional information about OMB issuances relating to these common rules.

1. Abbreviations used for the following independent agencies: African Development Foundation (ADF); Agency for International Development (AID); Corporation for National & Community Service (CNCS); Environmental Protection Agency (EPA); Export-Import Bank of the United States (EX-IM); Federal Emergency Agency (FEMA); Federal Mediation & Conciliation Service (FMCS); General Service Administration (GSA); Institute of Museum Services (IMS); Inter-American Foundation (IAF); National Aeronautics & Space Administration (NASA); National Archives & Records Administration (NARA); National Endowment for the Arts (NEA); National Endowment for the Humanities (NEH); National Science Foundation (NSF); Office of National Drug Control Policy (ONDCP); Office of Personnel Management (OPM); Overseas Private Investment Corporation (OPIC); Small Business Administration (SBA); Tennessee Valley Authority (TVA); & United States Information Agency (USIA).
2. Additional agencies are expected to codify OMB Circular A-110 (58 FR 62992); in the meantime, the Circular's requirements apply to them and their awards.
3. Executive Code 12549 provided that agencies including those which have not yet codified the common rule, are covered by OMB's government-wide guidelines which are identical to the common rule (see OMB's memorandum to the agencies at 60 FR 33036 and OMB's notice at 53 FR 34474). For additional information about implementation of the Drug-Free Workplace Act, see OMB's notices at 54 FR 4946 and 55 FR 21679.
4. The law only required major agencies, as identified by OMB, to codify the common rule; all other agencies are covered by OMB's government-wide guidance (54 FR 52306) which is identical to the common rule (also see OMB's clarification notices at 55 FR 24540 and 57 FR 1772). Because of a new law on lobbying, OMB issued amendments to its government-wide guidance, effective 1/1/96 (61 FR 1412).

Codification of Certain Government-wide Grants Requirements by Department

Department (see Note 1)	Grants Management Common Rule (State & Local Governments)	OMB Circular A-110 (Universities and Non-profit Organizations) (See Note 2)	Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (See Note 3)	Byrd Anti-Lobbying Amendment Common Rule (See Note 4)
Agriculture	7 CFR 3016	7 CFR 3019	7 CFR 3017	7 CFR 3018
Commerce	15 CFR 24		15 CFR 26	15 CFR 28
Defense	32 CFR 33		32 CFR 25	32 CFR 28
Education	34 CFR 80	34 CFR 74	34 CFR 85	32 CFR 82
Energy	10 CFR 600	10 CFR 600	10 CFR 1036	10 CFR 601
Health & Human Services	45 CFR 92	45 CFR 74	45 CFR 76	45 CFR 93
Housing & Urban Development	24 CFR 85	24 CFR 84	24 CFR 24	24 CFR 87
Interior	43 CFR 12	43 CFR 12	43 CFR 12	43 CFR 18
Justice	28 CFR 66	28 CFR 70	28 CFR 67	28 CFR 69
Labor	29 CFR 97	29 CFR 95	29 CFR 98	29 CFR 93
State	22 CFR 135	22 CFR 145	22 CFR 137	22 CFR 138
Transportation	49 CFR 18	49 CFR 19	49 CFR 29	49 CFR 20
Treasury			31 CFR 19	31 CFR 21
Veterans Affairs	38 CFR 43		38 CFR 44	38 CFR 45

Codification of Certain Government-wide Grants Requirements by Agency

Agency (see Note 1)	Grants Management Common Rule (State & Local Governments)	OMB Circular A-110 (Universities & Non-Profit Organizations (see Note 2))	Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (see Note 3)	Byrd Anti-Lobbying Amendment Common Rule (see Note 4)
ADF			22 CFR 1508	
AID		22 CFR 226	22 CFR 208	22 CFR 227
CNCS	45 CFR 2541	45 CFR 2543	45 CFR 2542	
EPA	40 CFR 31	40 CFR 30	40 CFR 32	40 CFR 34
EX-IM				12 CFR 411
FEMA	44 CFR 13		41 CFR 17	44 CFR 18
FMCS	29 CFR 1470		29 CFR 1471	
GSA	41 CFR 105-71	41 CFR 105-72	41 CFR 105-68	41 CFR 105-69
IMS	45 CFR 1183		45 CFR 1185	
IAF			22 CFR 1006	
NASA	14 CFR 1273	14 CFR 1260	14 CFR 1265	14 CFR 1271
NARA	36 CFR 1207	36 CFR 1210	36 CFR 1209	
NEA	45 CFR 1157		45 CFR 1154	45 CFR 1158
NEH	45 CFR 1174		45 CFR 1169	45 CFR 1168
NSF	45 CFR 602		45 CFR 620	45 CFR 604
ONDCP	21 CFR 1403		21 CFR 1404	
OPM			5 CFR 970	
OPIC				22 CFR 712
Peace Corps			22 CFR 310	22 CFR 311
SBA	13 CFR 143		13 CFR 145	13 CFR 146
TVA				18 CFR 1315
USIA		22 CFR 518	22 CFR 513	22 CFR 519

Section Eleven: City Income Tax Office

Record Series	Minimum Retention Period	Disposition
Withholding Tax Statement (CW-2) Copy A – filed with employer	6 yrs	
Reconciliation of Income Tax Withheld (CW-3)	10 yrs	
This form is filed by employer along with W-2 for each employee. Also accompanying is adding machine tape or accounting machine listing showing the total of income tax withheld on form W-2 (employee)		
Employee Withholding Certificate (CW-4)	Current + 6 yrs	
Employer's Withholding Registration (C-SS-4)	Current + 6 yrs	
Trade name, Employer's name, type of organization		
Employer's Return of Income Tax Withheld (C941)	6 yrs	
Tax withheld, adjustments, total. This form accompanies Employer's payment to City Treasurer.		
Quarterly Statement of Account (Estimated Tax) (C1124)	6 yrs	
One filed each quarter (color coded). They are attached to 1040 ES at end of year		
Tax Statement (IT-23)	Current + 6 yrs	
Payment form used when there is some type of payment or filing irregularity		
Miscellaneous Income (1099-MISC)	Current + 4 yrs	
Individual Income Tax Return (resident) (C1040R)	6 yrs	
With attached copy of employee W-2		
Individual Income Tax Return (non-resident) (C1040N)	6 yrs	
With attached copy of employee's W-2		
Declaration of Estimated Income Tax (Annual Declaration) (C1040ES)	6 yrs	
Quarterly cards are added to this		
Fiduciary Return (C1041)	6 yrs	

Income returns for trust funds and estates		
Corporation Income Tax Return (C1065)	6 yrs	
Partnership Income Tax Return (C1065)	6 yrs	
Application for Extension for Filing	Current + 6 yrs	
Annual Returns		
Filled out and submitted in triplicate, if approved one copy kept in agency file, two copies returned to file – one of which he/she attaches to his/her return form when filed		
Receipt Books	7 yrs	
Validated Receipts	7 yrs	
Refund Warrants	8 yrs	
Computer Printouts:		
File Maintenance	Current	
Payment Batch Total also labeled "Batch Balancing Printout" or "Kickout Register"	4 yrs	
Federal ID# or SS#; quarter; year; amount paid by or to each individual in that batch; what total amount should be; any difference		
Quarterly Mailing List (C941 and W-3)	Current	
Names and addresses of persons to whom forms should be sent – by ID#		
Bank Reconciliation (from bank)	6 yrs	
Reconciliation of tax revenues giving account #; serial # of checks; date		
Reconciliation (W-3)	6 yrs	
Verifies balance between W-2 and W-3; lists any discrepancies		
Refund Register of "Final Return Reconciliation"	6 yrs	
Account #; Batch #; name; tax due; tax paid; refund amount		
Personal Property Master Roll	Current	
Property code; county; mailing address; description; assessor; Board of Review		
Check Register or "Refunds"	6 yrs	
SS#; name, additions; subtractions; net; gross; exemptions; batch #; tax; check #; amount of refund		

Section Twelve: Manager/Mayor

Records Series	Minimum Retention Period	Disposition
Annual Budget	Permanent	If changed, contact Archives of Michigan
Annual Budget – Workpapers	Current + 1 yr	
Annual Report/Message	Permanent	If changed, contact Archives of Michigan
Complaint Files	1 yr or until settled	
Correspondence/Memoranda		
a. Routine	1 yr	
b. Policy	Permanent	If changed, contact Archives of Michigan
Emergency Plan – Civil Defense	Current	
Labor Agreements (city employees)	Permanent	If changed, contact Archives of Michigan
Opinions – Legal Advisor	Permanent	If changed, contact Archives of Michigan
Organization Charts	Permanent	If changed, contact Archives of Michigan

Section Thirteen: Parks and Recreation Department

Note: This section will be superseded by General Schedule #32--Local Government Parks and Recreation Department (not yet approved).

Record Series	Minimum Retention Period	Disposition
Activity and Program Records (See F6-15):		
Attendance Records	Current needs	
Contract Cards: Teams and Players	Current	
Facility Rental Register	Audit	
Equipment Use Distribution Summary	Audit	
Membership Lists/Index	Current	
Schedules	Current	
Tree Planting and Removal Records	Current + 1 yr	
Administration Records:		
Accident Reports (Department Copy)	2 yrs	
Activity Reports (all units)	10 yrs	
Annual Report	Permanent	If changed, contact Archives of Michigan
Budget (department copy, annual)	2 yrs	
Budget Support Data	Current needs	
Capital Improvement Program	3 yrs	
Plans and Drawings	Current + 10 yrs	
Cemetery Records:		
Annual and Perpetual Care Record	Permanent	
Burials (monthly report)	Audit	
Daily Journal	3 yrs	
Deed Authorizations	Current	
Disinterment/Reinterment Permits	Permanent	
Foundation Requests	Permanent	
Interment Orders	Permanent	If changed, contact Archives of Michigan
Lot Owner Books	Permanent	If changed, contact Archives of Michigan
Maps and Plans	Permanent	If changed, contact Archives of Michigan
Section Books	Permanent	If changed, contact Archives of Michigan

Section Fourteen: Personnel Department

This section was superseded by General Schedule #26--Local Government Human Resources (approved 10-7-2008).

Section Fifteen: Planning Department, Zoning

Record Series	Minimum Retention Period	Disposition
Address Coding Guide List	Current	
Annexation Record	Permanent	If changed, contact Archives of Michigan
Census Data	Permanent	If changed, contact Archives of Michigan
Citizen Complaints	Current + 5 yrs	
Community Development Block Grant Records	Contact HUD since retention requirements not listed in 24CFR 570.490	If changed, contact Archives of Michigan
Historic District Commission Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Land Use Survey	Permanent	If changed, contact Archives of Michigan
Maps, Plans, Indexes	Permanent	If changed, contact Archives of Michigan
Master Plans	Permanent	If changed, contact Archives of Michigan
Plat Book	Permanent	If changed, contact Archives of Michigan
Planning Commission Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Rezoning Applications	Current + 5 yrs	
Street Index	Permanent	
Subdivision Plans and Plats	Permanent	
Variances	Current + 4 yrs	
Zoning Appeal Board Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Zoning Appeal Records	Completion of Appeal Process + 5 yrs	
Zoning Board Minutes	Same as Zoning Appeal Board Minutes (above)	If changed, contact Archives of Michigan

Section Sixteen: Police Department

This section was superseded by General Schedule #11--Local Law Enforcement (approved 8-2-2005, updated 2009).

Section Seventeen: Public Utilities

Record Series	Minimum Retention Period	Disposition
Accounting Records:		
Accounts Payable Voucher Report	7 yrs	
Accounts Receivable Ledger	10 yrs	
Accounts Written Off	Audit + 4 yrs	
Annual Appropriations Ledger	10 yrs	
Annual Interest Refunds	7 yrs	
Assessments	20 yrs	
Assessments – Special	Life of assessment + 5 yrs	
Audit Reports	Permanent	If changed, contact Archives of Michigan
Bank Deposit Slips	Audit	
Bank Statements	6 yrs	
Billing Adjustments	2 yrs	
Billing Registers	3 yrs	
Budget Materials:		
Annual Budget	Permanent	If changed, contact Archives of Michigan
Support Documentation	Current	
Annual Financial Statements	Permanent	If changed, contact Archives of Michigan
Canceled Checks		
Originals	6 yrs	
Copies	Audit	
Cash Receipts and Disbursements Journal	10 yrs	
Check Registers	6yrs	
Construction Costs Ledger	10 yrs	
Departmental and Transfers Journal	10 yrs	
Deposit Receipts	Termination of account	
Deposit Refund Report	6 yrs	
Deposit Refund Checks	6 yrs	
Depreciation Schedule	25 yrs	
Fixed Asset Information	Permanent	
Gasoline Tax Record (State Form for Refund)	Audit	
Gasoline Tickets	Audit	
General Journal	20 yrs	
General Ledgers	20 yrs	
Grant Information	Permanent	
Insurance Records (Property/Fleets):		
While property is owned and/or maintained by the utility	Permanent	
After disposal by the utility	7 yrs	
Monthly Financial Reports/Statements	Active + 2 yrs	
Municipal Bonds		
Bond Coupons	7 yrs	

Bond Transcripts	7 yrs	
Permanent Asset Account Ledger	Permanent	
Proof of Billing Reports		
Daily	Destroy at option after 1 yr	
Monthly	Destroy at option after 1 yr	
Rate Studies	50 yrs	
Receipts (all funds)	6 yrs	
Revenue and Expense Reports		
Monthly	2 yrs	
Yearly	10 yrs	
Signature Cards, Bank Accounts	Current	
Tax Exempt Accounts Information	Destroy at option	
Vouchers and Invoices	6 yrs	
Vouchers and invoices – Capital Outlay	2 yrs after disposal of property or 6 yrs after purchase whichever is later	
Warrant and Check Registers	6 yrs	
Warrants	Audit	
Work Order Cost Sheets:		
Files detailing labor, material and other costs related to construction, maintenance and other work performed.	6 yrs	
Administrative/General Records		
Accident Reports	Active + 6 yrs. If there is a Workers Compensation claim, 30 yrs after the close of the case.	
Agreements and Contracts	Termination + 6 yrs	
Annual Reports	Permanent	If changed, contact Archives of Michigan
Board Minutes	Permanent	If changed, contact Archives of Michigan
Compliance Reports	Permanent	
Construction Project Information		
Analysis or cost reports	Permanent	
Contractor's Bonds and Insurance Policies	Active + 7 yrs	
Project Location Files	Permanent	
Work in Progress Ledgers	Permanent	
Work Order Cost Sheets	6 yrs	
Work Orders	Audit	
Correspondence and Memoranda		
General or Routine	2 yrs	
Policy	Permanent	If changed, contact Archives of Michigan
With State and Federal	Permanent	

Agencies		
Customer Records:		
Account adjustments	2 yrs	
Application for Service	Termination + 1 yr	
Change of Address Forms	Destroy at option after 1 yr	
Complaints	Settlement of issue + 2 yrs	
Connect/Disconnect Orders	2 yrs	
Credit Reports	Destroy at option after 1 yr	
Customer Account History	Life of account + 1 yr	
Demolition Form	Permanent	
Damage Claims and supporting material	2 yrs after settlement	
Job Orders and supporting materials for details of charges to customers for work done	3 yrs	
Inspections of Customers' Premises	2 yrs	
Vendoring Authorization from Department of Social Services	50 yrs	
Deeds / Property Information	Permanent	
Easements	Permanent	
Environmental Permits	Permanent	
Excavation Permits	Current + 5 yrs	
Litigation files including correspondence and legal papers:		
Indexes	Permanent	
Case files	10 yrs after case closed	
Manuals:		
Operation, Maintenance	Life of equipment	
Software	Until superseded + 6 yrs	
Maps, Plans, Tracings of System:		
Master/Original	Permanent	If changed, contact Archives of Michigan
Duplicates	Current	
Meters:		
History Records	Life of meter	
Horn Voucher	Audit	
Inventory	Audit + 1 yr	
Location Cards	Active	
Maintenance	Life of meter	
Reader Sheets	Audit + 1 yr	
Tests	Until superseding test, not less than 2 yrs	
Miss Dig Requests	1 yr	
Payroll Records:		
Daily Time Reports	3 yrs	
Deduction Authorization Cards	Current	
Employee Earnings Record	50 yrs	
Employee Retirement Record	Permanent	
Employee Service Record	Permanent	
Payroll Cost Distribution Ledger	10 yrs	

Payroll Journal	10 yrs	
Summary Time Reports	3 yrs	
Time Cards	3 yrs	
Personnel Records (if there is no Central Personnel Office, then use the schedule for Personnel Office Section 14)		
Photographic Records:		
Prints (Identify fully)	Current needs	Transfer selected to Archives of Michigan
Negatives (identify fully)	Permanent	
Policies and Procedures	Permanent	
Purchasing Records:		
Bid Packs (include bids received)	6 yrs	
Purchase Orders	6 yrs	
Requisitions	6 yrs	
Vehicle Repair/Safety Records:		
Lubrication Reports	Audit + 1 yr	
Safety Inspections	Life of the vehicle	
Vehicle Maintenance Card	Audit + 1 yr	
Vehicle Titles	Life of vehicle	
Work Orders	Audit	
Electric Department Records:		
Distribution Service Orders and Outage Reports	7 yrs	
Electrical Inspections	7 yrs	
Electrical Licenses	Current + 10 yrs	
Electrical Equipment Catalogs	Life of equipment	
Electrical Permits	Current + 5 yrs	
Electrical Substation Information	3 yrs	
Electrical System & Substation Prints/Drawings	Permanent	
Lightning and Storm Data	3 yrs	
Interruption Logs and Reports	6yrs	
Insulator Test Records	3 yrs	
PCB information including site locations, regulations, spill reports, disposal vendors	Permanent	
Permits		
Highway	Current + 5 yrs	
Railroad	6 yrs	
Pole Attachment Agreements	Permanent	
Street Openings Reports, Inspections, and Repairs	6 yrs	
Power Production Plant Records:		
Air Flow Studies	2 yrs	
Annual Summary Sheets	10 yrs	
Boiler, Condenser, Turbine and Pump Room Logs, including supporting data	3 yrs	

Boiler and Turbine Room Reports of Equipment in Service and Performance	3 yrs	
Boiler-tube Failure Report	3 yrs	
Coal and Water Logs	3 yrs	
DNR Permits	Permanent	
Equipment Records (pole, tower, structure, etc.)	Life of equipment	
Gage Reading Reports	2 yrs, except river-flow data collected in connection with hydro operation shall be retained for the life of the operation	
Generating Station High-tension and Low-tension Load Records	3 yrs	
Generation and Output Logs with supporting data	6 yrs	
Load Curves, Temperature Logs	3 yrs	
Load Dispatcher's and Station Permits	1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr	
Monthly Summary Sheets	2 yrs	
Oil and Waste Reports	3 yrs	
Opacity Reports	2 yrs	
Purchased Power Information	6 yrs	
Recording Instrument Charts	1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr	
Station and System Generation Reports	25 yrs	
Supply Studies	Destroy at option	
Statement/Analysis of Operations	10 yrs	
Waste/Wastewater Department Records:		
Annual Summary Sheets	10 yrs	
Apparatus Failure Reports	6 yrs	
Controlled Flushing Information	25 yrs	
Daily Log Sheets	1 month	
Equipment Failure Reports and Logs	3 yrs	
Fire Hydrants:		
Location, type	Active	
Meter Pressure Test	3 yrs	

Flow Test Data Sheet	Current + 5 yrs	
Log Books	6 yrs	
Maintenance/Repair Records	Permanent	
Manhole Sewer Inspections	6 yrs	
Maps, Prints, Drawings of Water System	Permanent	
Monthly Operation Report	2 yrs	
Pipelines, Structures and other equipment records	Life of equipment	
Plumbing Permits	Current + 5 yrs	
Recording Instrument Charts	3 yrs	
Sewer Claims	Current + 5 yrs	
Sewer/Water Connection Agreements	Termination + 6 yrs	
Street Openings Reports on Inspections and Repairs	6 yrs	
Tanker Filling Log	4 yrs	
Water Main Test Report	7 yrs	
Water System Grid Pressure Information	Active	
Water Processing Plant Records:		
Bacteria Tests of Water Samples	5 yrs	
Boiler, Condenser, Turbine and Pump Room Logs, including supporting data	3 yrs	
Chemical Tests of Water Samples	10 yrs	
Filter Log Sheets	6 yrs	
Lead Sampling	12 yrs	
Monthly Operation Reports	2 yrs	
Monthly Report to Michigan Department of Health	2 yrs	
Pumping Output Logs with supporting data	3 yrs	
Record Charts	1 yr	
Residential Sampling Records	5 yrs	
Sources, water supplied to the distribution system	15 yrs or 3 yrs after source is abandoned whichever is shorter	
Station Output Records	25 yrs	
Test Wells Information	4 yrs	
Water Level Charts	4 yrs	
Wastewater Treatment Plant Records:		
Daily Operating Records	6 yrs	
Flow Charts	Current + 5 yrs	
Industrial User Records		
Influent Compliance and Limit Reports	Current + 5 yrs	
Inspection Reports	6 yrs	
Lab Reports/Analysis	Current + 5 yrs	
Lift Station Alarm Data	Permanent	

Log Books	6 yrs	
Monthly Summary Sheets	2 yrs	
Oil and Waste Reports	3 yrs	
Operator's Daily Logs and Reports	6 yrs	
Pollution Control Lab Reports	Current + 5 yrs	
Pretreatment Performance Summary	Current + 5 yrs	
Sample Data	Current + 5 yrs	
Sample Schedule	Current + 5 yrs	
Statement of Operations Analysis	10 yrs	
Wastewater Analysis Information	Current + 5 yrs	

Section Eighteen: Public Works

Record Series	Minimum Retention Period	Disposition
Aerial Photographs and Surveys	Permanent	If changed, contact Archives of Michigan
Annual Report		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Benchmark Records	Permanent	
Citizen Complaints	Settlement + 2 yrs	
Contract Record and Index	Permanent	
Driveway Plans	Current + 5 yrs	
Garbage, Grass Cutting and Trash Removal Records		
a. Log sheets	Audit	
b. Weight Tickets	Audit	
c. Summary Reports	Audit	
Maps, photographs, plans, drawings, blueprints (originals)	Permanent	If changed, contact Archives of Michigan
Michigan State Highway Act 51 Records	Current + 5 yrs	
Parking Lot and Meter Records; Financial, e.g. Receipts; Deposit sheets, Revenue accounts	Audit + 1 yr	
Sanitary Sewer Survey, Construction and Maintenance Records	Permanent	
Sign Ledger File	Current	
Soil Borings and Compactor Results and Indexes	Permanent	
Survey Records	Permanent	
Sewage Treatment Plant Records:		
Daily Operations Log	Current + 5 yrs	
Flow Records	Current + 5 yrs	
Influent Sheets	Current + 5 yrs	
Laboratory Sheets	Current + 5 yrs	
Precipitation Records	Permanent	
Plans, Specifications, Drawings	50 yrs	
Reports:		
a. Monthly to Michigan Health Department	2 yrs	
b. Annual Summary to Michigan Health Department	10 yrs	

Section Nineteen: Treasurer

Note: This section will be superseded by General Schedule #28—City and Village Treasurers (not yet approved).

Record Series	Minimum Retention Period	State Archives Disposition
Accounts Receivable Ledger	6 yrs	
Banking Material: Deposit Slips, Statements, Signature Cards	See Finance Officer – General Accounting Records	
Bankruptcy Mortgage Notice to Creditors	Current	
Canceled Bonds and Coupons	See: MCL 129.121 et seq.	
Cancellation of Personal Property Record	1 yr from date of Circuit Court cancellation	
Cash Receipts Ledger		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Cash Register Tapes		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Daily Report of Collections	Audit	
Duplicate Payment Refund	Audit	
Invoices		
a. Originals	Current + 5 yrs	
b. Copies	Audit	
Jeopardies	2 yrs	
Parking Meter Collection Reports	Audit + 1 yr	
Part-Pay Write-Offs	Audit + 5 yrs	
Personal Property Card	10 yrs	
Receipt Books		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Redemption Certificates – Tax Sale	Permanent	
Sewer Permits	Current + 5 yrs	
Tax Bill, Original Receipt	Current + 3 yrs	
Tax History Card	10 yrs	
Tax Notices (undeliverable)	Current + 4 yrs	
Tax Receipts (customer copy)	Current + 1 yr	
Tax Rolls		
a. Real and Personal Property	20 yrs	
b. Delinquent Property	20 yrs	
c. Specials	Active + 10 yrs	
Tax Sale Certificates and Discharges	Permanent	
Tax Sale Foreclosure File	5 yrs	
Trailer Court Fees Receipts	6 yrs	

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Q: Are all records considered to be “official” records?

A: No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

2-18

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.



STATE OF MICHIGAN

JENNIFER GRANHOLM
GOVERNOR

DEPARTMENT OF HISTORY, ARTS AND LIBRARIES
LANSING

MARK HOFFMAN
ACTING DIRECTOR

General Schedule #11 – Local Law Enforcement Agencies

This Retention and Disposal Schedule was reviewed by members of the Law Enforcement Records Management Association (L.E.R.M.A.) and the Department of History, Arts and Libraries, Records Management Services Division on February 6th, 2009 .

During this review, descriptions for several records series were modified to reflect changes in technology and procedures. However, no retention periods were changed during this process. The following records series were affected by the modifications:

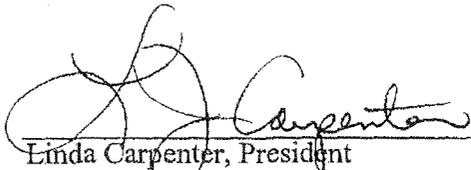
- 11.018 – Evidence Property Records**
- 11.026A – Incidents Reports, Non-Criminal**
- 11.026B – Incidents Reports, Misdemeanor**
- 11.026C – Incidents Reports, Felony**
- 11.026D – Incidents Reports, Homicide**
- 11.039 – Pistol Purchase Permits/Registrations**
- 11.057 – Video Tapes**
- 11.204B – Jail, Facility Management Software Video**

Agencies following GS #11 are encouraged to discard any previous copies of GS #11 that they may be using. Agencies can obtain a new copy from our website at <http://michigan.gov/recordsmanagement> .

Any questions associated with General Schedule #11 can be directed to Record Management Services at (517)335-8965

GENERAL SCHEDULE #11 – Local Law Enforcement Agencies

This Retention and Disposal Schedule covers records that are commonly found in Local Law Enforcement Agencies. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.


Linda Carpenter, President
Law Enforcement Records Management Association

7/11/05
(Date)


Mark Harvey, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

7/21/05
(Date)


Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

7/18/05
(Date)

APPROVED
State Administrative Board

8-2-2005
(Date)

General Retention Schedule #11 Local Law Enforcement Agencies

Item Number	Series Title and Description	Total Retention
-------------	------------------------------	-----------------

Intro:

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they’re listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A “**general schedule**” will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an “**agency specific schedule**” that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 11 for Law Enforcement Agencies while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

PERM = Permanent	ACT = Active	EXP = Expiration
SUP = Superseded	CR = Creation	FY = Fiscal Year
EVT = Event		

State of Michigan
 Department of History, Arts and Libraries - Records Management
 Records Retention and Disposal Schedule

Dept Code Dept Name
 /GS11/ *Law Enforcement Agencies*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
0.INTRO -			
	Records Division Item # 11.001 thru 11.058		
	Administration Division Item # 11.100 thru 11.141		
	County Jail Division Item # 11.200 thru 11.224		
11.001 -	<u>Abandoned Vehicle Notice</u>	CR+2	8/2/2005
	These records document vehicles that are abandoned/impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. These are required to be maintained for a period of no less than 2 years (MCL 257.252b).		
11.002 -	<u>Accident Reports</u>	CR+3	8/2/2005
	These records document accidents reported to the Michigan State Police on the UD-10 "Uniform Traffic Crash Report" form. Pursuant to MCL 257.622, a copy must be retained for at least 3 years.		
11.003 -	<u>Animal Control</u>	CR+7	8/2/2005
	These records document activity associated with animal control. They may include transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.		
11.004 -	<u>Animal Control - Citations</u>	CR+3	8/2/2005
	These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.005 -	<u>Animal Control - Dog License Database</u> This database tracks dog licenses. Information may include money paid, license number, dog name, dog history, owner name and contact information.	CR+7	8/2/2005
11.006 -	<u>Animal Control - Return to Owner Cards</u> These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They include the name, date and address of animal owner.	CR+1	8/2/2005
11.007 -	<u>Arrest Cards</u> These cards assist with the tracking of criminals. They may or may not include a physical description, charge, disposition, photographs and/or fingerprints.	CR+75	8/2/2005
11.008 -	<u>Arrest Files - City/Township</u> These records identify people who were arrested, and the charges that were filed against them. They may or may not contain copies of fingerprints, booking sheets, witness statements, subpoenas, photos, negatives, mug shots, incident reports, tickets, narratives, correspondence, statements, line up documentation, elimination prints, warrants, etc.	CR+75	8/2/2005
11.009 -	<u>Arrest/Detention Logs</u> These logs identify people who were arrested. They may or may not include the name, date, charge and disposition.	CR+75	8/2/2005
11.010 -	<u>Blood Alcohol Content (BAC) Logs</u> These records document the evidentiary breath test that is administered to a suspect.	CR+3	8/2/2005
11.011 -	<u>Background Checks</u> These records document background checks that are used to determine if an individual has committed any previous crimes.	CR+1	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.012 -	<u>Bicycle Registrations</u> These records are used to recover stolen bicycles. They may include the owner name, contact information, bicycle description, serial number and registration tag number.	CR+5	8/2/2005
11.013 -	<u>Cab Cards</u> These licenses are issued to oversized vehicles and grant permission to move throughout the community for a maximum of 1 year.	CR+2	8/2/2005
11.014 -	<u>Complaint Logs</u> These logs are used to track the incident numbers, date, time, names, location and nature of crime. They may be replaced by automated systems.	CR+2	8/2/2005
11.015 -	<u>Computer Aided Dispatch (CAD) Log</u> These computer log reports are printed from the CAD system by the Central Dispatch Department. They document any/all calls that an officer was sent or dispatched on. The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities.	CR+2	8/2/2005
11.016 -	<u>Contact Index Cards</u> These cards are used to document individuals who are involved in suspicious activities. They may contain names, date and activity or charge. There are used by the officers and detectives during investigations. They may be replaced by automated systems. ACT = Until individual is no longer considered suspicious.	ACT	8/2/2005
11.017 -	<u>Discovery Orders</u> These are copies of discovery orders submitted by attorneys for information related to cases.	CR+1	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.018 -	<u>Evidence Property Log</u>	CR+75	8/2/2005
	These records document what has come into, and left, the evidence storage area. They identify the receipt number, case number, complaint number, and may or may not include individual forms, logs, spreadsheets or databases.		
11.019 -	<u>Expunged Records Information</u>	CR+3	8/2/2005
	These records document what records have been expunged. They may contain the name, charge, date and related correspondence.		
11.020 -	<u>Extradition Packets</u>	CR+10	8/2/2005
	These records document the extradition of a suspect or prisoner and are generated from information provided by dispatch.		
11.021 -	<u>Federal Firearms License (FFL) Applications</u>	ACT	8/2/2005
	These records are a "snap out" of the registration form (ATF-Form 8 part II) completed by licensed firearm dealers and forwarded to the federal government. ACT = While dealer license is in force.		
11.022 -	<u>Fingerprint Cards</u>	CR+75	8/2/2005
	The RI-07 "Arrest/Fingerprint Cards" are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, there are numerous other laws that also require the submission of fingerprints.		
11.023 -	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1	8/2/2005
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.024 -	<u>Gem Dealer Information</u>	CR+1	8/2/2005
	<p>P.A. 95 of 1981 requires dealers of precious metal or gems to register with local law enforcement and to supply transaction information regarding sales to police agencies. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.</p>		
11.025 -	<u>Identification Database/Image System</u>	CR+75	8/2/2005
	<p>This is an automated system used for capturing the fingerprints of individuals. Some systems may also have the ability to capture a digital photograph of the individual and link the photo to the prints. The system may be capable of submitting this information electronically to the Michigan State Police. The systems are also used as a visual aid in tracking the movement of inmates. Pictures may be produced from the system and affixed to folders or various paper work as needed. Retention reflects the need to migrate data from one system to the next.</p>		
11.026A -	<u>Incident Reports - Non-Criminal</u>	CR+3	8/2/2005
	<p>These reports document non-criminal incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.026B -	<u>Incident Reports - Misdemeanor</u>	CR+7	8/2/2005
	<p>These reports document misdemeanor incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.</p>		
11.026C -	<u>Incident Reports - Felony</u>	CR+20	8/2/2005
	<p>These reports document felony incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.</p>		
11.026D -	<u>Incident Reports - Homicide</u>	PERM	8/2/2005
	<p>These reports document homicide incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.</p>		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.027 -	<u>Intake/Release Property Card/Form - City/Township</u>	CR+1	8/2/2005
	These records identify which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include personal history information.		
11.028 -	<u>Juvenile Arrest Records & Fingerprint Cards</u>	ACT	8/2/2005
	These records are used to aid tracking of juveniles. They may include a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, incident reports, etc. ACT = Until the juvenile's 17th birthday.		
11.029 -	<u>Letters of Clearance</u>	CR+1	8/2/2005
	Letters are issued by an agency to a private citizen to show no criminal activity within the community.		
11.030 -	<u>Liquor Inspection Records</u>	CR+3	8/2/2005
	These records document establishments that sell or serve liquor. They contain quarterly inspection reports completed by officers pertaining to the named establishment.		
11.031 -	<u>Liquor License Establishment Records</u>	ACT	8/2/2005
	These files are used to monitor licenses issued to liquor establishment. They may include a copy of the actual liquor license that is issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, Auto-Track reports. ACT = While the establishment is in business.		
11.032 -	<u>Miscellaneous Business Licenses</u>	ACT+1	8/2/2005
	These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc. ACT = While the establishment is in business.		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.033 -	<u>Officer Dailies</u> These are daily activity logs of road patrol and animal control officers.	CR+3	8/2/2005
11.034 -	<u>Officer's Monthly Activity Evaluation</u> This is a summary of activity for the month, by officer, completed from information gathered from the dailies completed by patrol officers.	CR+2	8/2/2005
11.035 -	<u>Pawn Shop Slips</u> These reports are completed by pawnshops and are submitted to the department pursuant to P.A. 231 of 1945. They are used to aid in recovering stolen material.	CR+3	8/2/2005
11.036 -	<u>Peddlers License</u> These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include background checks, computer printouts, etc.	CR+1	8/2/2005
11.037 -	<u>Personal Protection Orders (PPO)</u> These records are copies of personal protection orders issued by the court. EXP. = Until the expiration date on the PPO.	EXP	8/2/2005
11.038A -	<u>Photographs - Non-Criminal</u> These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.	CR+3	8/2/2005
11.038B -	<u>Photographs - Misdemeanor</u> These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.	CR+7	8/2/2005
11.038C -	<u>Photographs - Felony</u> These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.	CR+20	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.038D -	<u>Photographs - Homicide</u>	PERM	8/2/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.039 -	<u>Pistol Purchase Permits/Registrations</u>	CR+6	8/2/2005
	These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. The records would include copies of the RI-10 "Purchase Permit" and the RI-11 "Safety Inspection Forms" that are forwarded onto Michigan State Police (MSP) for registration and permanent retention. MCL 28.429 states that the RI-11 that is forwarded to the MSP is the permanent official record, and that the local agency shall retain a copy. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record. These records may also include the RI-9 "Dealer Application & License to Purchase." As of January 7th, 2009 MCL 28.422a requires the RI-60 "Pistol Sales Record" to be kept for 6 years. These are not C.C.W. "Carrying Concealed Weapons" records. C.C.W. records are maintained by the County Clerk. The pistol test form should not be retained.		
11.040 -	<u>Radio Logs</u>	CR+2	8/2/2005
	These logs document calls that officers were dispatched on. These may be replaced by an automated central dispatch system that produces similar reports.		
11.041 -	<u>Records Management Database System</u>	CR+25	8/2/2005
	These systems are often used to track information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate data from one system to the next.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.042 -	<u>Records Management Imaging System</u>	CR+25	8/2/2005
	<p>These imaging systems are used to track images associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, miscellaneous registrations, background checks and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate images from one system to the next.</p>		
11.043 -	<u>Roll Call Log Book</u>	CR+5	8/2/2005
	<p>These records document who is on duty each day when roll call is taken.</p>		
11.044 -	<u>Roll Call Board</u>	CR+2	8/2/2005
	<p>These documents contain miscellaneous information that is distributed to officers at the beginning of each shift.</p>		
11.045 -	<u>Salvaged Vehicle Report</u>	CR+2	8/2/2005
	<p>These records are generated by citizens who have applied for a Salvaged Vehicle Title.</p>		
11.046 -	<u>Sex Offender Address Verification</u>	SUP	8/2/2005
	<p>These are copies of the DD-4 "Michigan Sex Offender Registration" form that is required by P.A. 295 of 1994 to register sex offenders. Information is entered into the L.E.I.N. "Law Enforcement Information Network," and used to track the location of these offenders. SUP = Most recent Registration.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.047 -	<u>Skate Park Registrations</u> These records document equipment like skateboards, roller blades, helmets, pads, etc. They may include the owner's name, contact information, description of equipment, serial number and registration tag number, etc.	CR+5	8/2/2005
11.048 -	<u>Special Transportation Permit</u> These permits are issued to allow a one-time movement of an oversized load/object. They expire after the date of the move. They contain a description of what is being moved, equipment, route, date, company name and fees associated with it. EXP. = Expiration date of permit.	EXP	8/2/2005
11.049 -	<u>Subpoenas</u> These are copies of subpoenas received to appear in court or requesting for information.	CR+1	8/2/2005
11.050 -	<u>Taxicab Permits</u> These are applications for taxicab driver permits. They identify the permits approved. Files may include the application, computer printouts, background checks, etc. ACT. = While active	ACT	8/2/2005
11.051 -	<u>Temporary License Plate Books</u> These books contain carbon copies of temporary license plates issued by the department.	CR+2	8/2/2005
11.052 -	<u>Tickets/Citations</u> These are the officer's copy of traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court to respond to the citation that was issued.	CR+2	8/2/2005
11.053 -	<u>Ticket/Citation Book Receipts</u> This record contains the ticket/citation numbers for the book and the officer that it was assigned to.	CR+2	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.054 -	<u>Ticket/Citation Logs</u> This is a registration log of tickets issued. A copy is forwarded to the courts.	CR+2	8/2/2005
11.055 -	<u>Vehicle Lockout Waiver</u> These records are waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.	CR+1	8/2/2005
11.056 -	<u>Vehicle Impound/Release Form</u> These forms are used to release vehicles that have been impounded. They document the complaint number, vehicle, wrecker agent, and release information.	CR+2	8/2/2005
11.057 -	<u>Video/Digital Recordings</u> These recordings are used to document stops or incidents. The recordings are cleared and reused on a monthly basis. Recordings that involve major incidents that may go to court are not erased until the action is resolved. Recordings may also be pulled from rotation for training purposes. (CR+0/1 = 1 Month)	CR+0/1	8/2/2005
11.058 -	<u>Warrants</u> Warrants are issued by the court/prosecutor. They may include orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor. ACT = While warrant is active and still in L.E.I.N.	ACT	8/2/2005
11.100 -	<u>Accounts Receivable Records</u> These records document money received for restitution payments and may include transactions and daily balances.	CR+6	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.101 -	<u>Administrative Training Schedule</u>	CR+5	8/2/2005
	This record documents in-house and external training. It lists the date, course title, and training hours the officer received.		
11.102 -	<u>Alarm Billings</u>	CR+2	8/2/2005
	These records document the billing for alarms and false alarms that officers respond to. They may include billings, statements, and/or receipts.		
11.103 -	<u>American Disability Act (A.D.A.) Files</u>	ACT+3	8/2/2005
	These files document compliance with the American Disability Act. They may contain employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, credit report, etc. ACT = While employed.		
11.104 -	<u>Annual Reports</u>	PERM	8/2/2005
	This is the Agencies copy of the annual report that is submitted each year to document what activities and events have taken place.		
11.105 -	<u>Bank Statements</u>	CR+6	8/2/2005
	These statements are used to document money that is received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.		
11.106 -	<u>Bond Receipts</u>	CR+1	8/2/2005
	These receipts document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The form identifies the person's name, case number, charges, date, appearance information and the amount of bail.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.107 -	<u>Budget Information</u> These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.	CR+6	8/2/2005
11.108 -	<u>Building Plans</u> These documents are used to construct and maintain buildings and other infrastructure. They may include blue prints, building plans, drawing plans and diagrams of the office/jail.	PERM	8/2/2005
11.109 -	<u>Committee Records</u> These documents are from the various internal committees associated with the office, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.	CR+2	8/2/2005
11.110 -	<u>Complaints - Citizens</u> These records document any complaints filed by citizens against an officer. They document what action, if any, was taken.	CR+2	8/2/2005
11.111 -	<u>Complaints - Internal</u> These records document any internal incidents that involve officers. They document what action, if any, was taken.	CR+2	8/2/2005
11.112 -	<u>Contracts</u> These contracts document an agreement between the agency and anyone else. They may be used for services such as jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors. EXP = Date contract expires	EXP+6	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.113 -	<u>Correspondence - Departmental</u>	CR+2	8/2/2005
	This is general correspondence from various staff members within the department. This correspondence is arranged chronologically or by correspondent name.		
11.114 -	<u>Correspondence - Various Groups/Organizations</u>	CR+2	8/2/2005
	These records consist of various correspondence received from, and associated with, outside groups and/or organizations.		
11.115 -	<u>General Orders and Policies</u>	PERM	8/2/2005
	These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may contain official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.		
11.116 -	<u>Disposition of Department Property/Equipment</u>	ACT+5	8/2/2005
	These documents detail equipment/property donated or disposed of with a value over \$500.00. ACT = Until item is disposed.		
11.117 -	<u>Drug Forfeiture Records</u>	CR+7	8/2/2005
	These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. The records may contain descriptions of what was seized, titles, deeds, etc. and the disposition of the item(s).		
11.118 -	<u>Grant Records</u>	ACT+7	8/2/2005
	These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to UHP-COPS, SE GRANT, DARE Program, MARINE, Training grants, equipment grants, federal Grants, matching grants, etc. ACT = Until grant is closed by the grantor.		
11.119 -	<u>Grievance Files</u>	CR+7	8/2/2005
	These are copies of grievances filed against union contracts.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.120 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	8/2/2005
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
11.121 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	8/2/2005
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
11.122 -	<u>Invoices - Original</u>	CR+6	8/2/2005
	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime and licenses.		
11.123 -	<u>Job Descriptions</u>	SUP	8/2/2005
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. SUP = Until job description is superseded		
11.124 -	<u>Litigation Files</u>	ACT+10	8/2/2005
	These files document any litigation to which the department or an officer is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.		
11.125 -	<u>Mutual Aid Agreements</u>	ACT+10	8/2/2005
	These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.126 -	<u>Officer Field Training Observations (FTO)</u>	EVT+2	8/2/2005
	<p>These records are completed during a new officer's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of dailies, daily observations, weekly summaries, road logs, tickets, UD-10's, case reports, warrants, property receipts, etc. EVT = When the probation period ends.</p>		
11.127 -	<u>Official Bulletins</u>	CR+2	8/2/2005
	<p>These are internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.</p>		
11.128 -	<u>Outside Employment Form</u>	ACT	8/2/2005
	<p>This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the department.</p>		
11.129 -	<u>Overtime Equalization Records</u>	CR+2	8/2/2005
	<p>These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.</p>		
11.130 -	<u>Payroll Timesheets</u>	CR+5	8/2/2005
	<p>These are copies of timesheets that are completed and forwarded to the payroll office.</p>		
11.131 -	<u>Personnel Information Records</u>	ACT	8/2/2005
	<p>These records are used as a reference tool for identifying employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, birthdays, etc. ACT = While employed by the department.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.132 -	<u>Personnel Files</u>	ACT+7	8/2/2005
	<p>These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, etc. ACT = While employed by the department.</p>		
11.133 -	<u>Position Interview Questions</u>	SUP	8/2/2005
	<p>These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.</p>		
11.134 -	<u>Promotional Results</u>	ACT	8/2/2005
	<p>These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc. ACT = While test are active</p>		
11.135 -	<u>Receipt Books</u>	CR+6	8/2/2005
	<p>These books are used to document money received for preliminary breath tests, vehicle fines, bonds, etc.</p>		
11.136 -	<u>Ride Along Waiver</u>	CR+1	8/2/2005
	<p>This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated.</p>		
11.137 -	<u>Training Bulletins</u>	CR+2	8/2/2005
	<p>These are internal bulletins that are used to notify a department or officers that they are scheduled for upcoming training.</p>		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.138 -	<u>Training Files</u>	ACT+7	8/2/2005
	These records are used to document what training officers have received. They may contain training schedules, certificates, course descriptions and receipts. ACT = While employed by the department.		
11.139 -	<u>Training Fund</u>	CR+5	8/2/2005
	These records document money available and spent from the training fund.		
11.140 -	<u>Unclaimed Monies</u>	CR+6	8/2/2005
	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.		
11.141 -	<u>Uniform Crime Reports</u>	CR+6	8/2/2005
	These are reports generated from the Michigan State Police that contain crime statistics and other information.		
11.200 -	<u>Jail - Booking Center Log</u>	CR+7	8/2/2005
	These records document jail inmate counts.		
11.201 -	<u>Jail - Check Logs</u>	CR+4	8/2/2005
	These logs document the hourly checks performed by correction officers to confirm inmate counts and location.		
11.202 -	<u>Jail - Daily Count Summary</u>	CR+1	8/2/2005
	This log is compiled daily and summarizes the hourly check log that verifies inmate counts.		
11.203 -	<u>Jail - Daily Work Schedules</u>	CR+3	8/2/2005
	These records document the actual time worked by jail deputies.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.204A -	<u>Jail - Facility Management Software - Data</u>	CR+25	8/2/2005
	This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio monitoring of inmates/facility, etc. Retention reflects the need to migrate data from one system to the next.		
11.204B -	<u>Jail - Facility Management Software - Video/Digital</u>	CR+0/1	8/2/2005
	This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio/digital monitoring of inmates/facility, etc. Recordings are typically rotated every 30 days unless an incident occurs that would require the media to be pulled from rotation during the investigation. (CR+0/1 = 1 Month)		
11.205 -	<u>Jail - Housing Report</u>	CR+1	8/2/2005
	These records are used to count the number of inmates being housed.		
11.206 -	<u>Jail - Incidents</u>	CR+10	8/2/2005
	These records are produced from the jail management information system. Each incident is assigned a number. The records document what happened, when, and what disciplinary action was taken.		
11.207 -	<u>Jail - Inmate Bank Reconciliation Statements</u>	CR+6	8/2/2005
	These records contain bank statements for inmates. They are used to reconcile accounts for charges associated with housing costs.		
11.208 -	<u>Jail - Inmate Claim for Reimbursement of Booking Fee</u>	CR+6	8/2/2005
	These records are used to document the process of returning money collected for the booking fee, if the accused was found to be innocent.		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.209 -	<u>Jail - Inmate Hygiene Kit Log</u>	CR+1	8/2/2005
	This log documents that the inmate received his/her personal hygiene kit.		
11.210 -	<u>Jail - Inmate Jackets</u>	EVT+10	8/2/2005
	These files may contain the following inmate records: intake record, booking card, medical review information, mug shot, classification documents, classification review documents, defendant's sentencing record, orientation check sheet, fingerprint card, medical and financial release forms, primary classification, inmate property release form, transfer to prison, official court documents, inmate release form, arrest card, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, Blood Alcohol Content reports, etc. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual. EVT. = Date released from facility		
11.211 -	<u>Jail - Inmate Medical Records</u>	CR+5	8/2/2005
	These records are created and maintained by the jail doctor. They may contain the following documents: inmate release records, medical notes, health appraisal, medical questionnaire, medical sheets, medical request, x-rays, test results, and prescriptions issued. The files are closed when an inmate is released. All inmates are (re)evaluated when imprisoned.		
11.212 -	<u>Jail - Inmate Property Intake/Release Card/Form</u>	CR+1	8/2/2005
	These records document personal property removed from an individual being held in a county facility or released and may include personal history information.		
11.213 -	<u>Jail - Inmate Receipts</u>	CR+1	8/2/2005
	These are receipts for money received from inmates associated with bond fees, work release and weekender passes.		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.214 -	<u>Jail - Inmate Request Forms ("Kites")</u> These forms document requests from inmates to the jail staff, and the response from the department.	CR+2	8/2/2005
11.215 -	<u>Jail - Inmate Social Security Information</u> These reports document any money that is received from social security for inmates. It is reported back to the federal government. EVT. = Date released	EVT+10	8/2/2005
11.216 -	<u>Jail - Inmate Trust Fund</u> These records document any/all monies spent/deposited by inmates into their own trust fund. They may include: commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books and cleared checks.	CR+6	8/2/2005
11.217 -	<u>Jail - Inspections</u> The Michigan Department of Corrections conducts annual inspections of each jail.	CR+1	8/2/2005
11.218 -	<u>Jail - Jail Population Information System (JPIS) Reports</u> The Jail Population Information System is maintained by the Michigan Department of Corrections. It is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information. These reports are monthly summaries produced from the system.	CR+2	8/2/2005
11.219 -	<u>Jail - Midnight Counts</u> These records are submitted to the State of Michigan to document the number of inmates admitted, released, males, females, and status of sent/unsent. These records may include both daily and monthly summaries.	CR+2	8/2/2005

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.220 -	<u>Jail - Ministry Volunteer Applications</u>	CR+1	8/2/2005
	These signed waivers are for people who volunteer their time to counsel inmates. Examples may include AA counselors, clergy, etc.		
11.221 -	<u>Jail - Overtime Sign up Sheet</u>	CR+2	8/2/2005
	Corrections officers may sign up for available overtime. These sheets identify the officer's name, date available, etc.		
11.222 -	<u>Jail - Pass on Books</u>	CR+2	8/2/2005
	These records document the hourly inmate counts and log each inmate's movement within the facility.		
11.223 -	<u>Jail - Transmittal of Booking Fees</u>	CR+6	8/2/2005
	P.A. 124 of 2003 requires that \$2.00 of the \$12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The Michigan Department of Treasury Form 4147 (2-04) "Local Corrections Officers Training Fund" is used to submit the money collected each quarter, and documents the number of bookings that took place during that quarter.		
11.224 -	<u>Jail - Visitor Log</u>	CR+2	8/2/2005
	This log documents individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.		

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

GENERAL SCHEDULE #1 - Non-Record Materials

This Retention and Disposal Schedule replaces General Schedule #1 that was approved on July 8, 1964.

This Retention and Disposal Schedule covers **non-record materials** that are common to most offices in local government. The materials that are described on the attached page may be destroyed as soon as they have served their intended purpose. We, the undersigned, believe that these materials possess no administrative, legal, fiscal or archival value as described.

David J. Johnson

David J. Johnson, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

9/23/04

(Date)

Debra Gearhart

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

9/21/04

(Date)

APPROVED

State Administrative Board

11/16/04

(Date)

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode DeptName
 /GS01/ Non-Record Materials

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
GS#1	<u>Non-Record Materials</u>	ACT	11/16/2004

AGENCIES MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.

Extra copies of documents retained only for convenience of reference, such as "for your information" documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the agency.

Publications, forms and printed documents, including stocks of those that are superseded or outdated.

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

ACT = Until no longer needed for convenience of reference.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

GENERAL SCHEDULE #18 - Local Fire/Ambulance Departments

This Retention and Disposal Schedule covers records that are commonly found in Local Fire Departments and Ambulance Services. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

William S. Nelson

1/23/07

Chief William Nelson, President
Michigan Association of Fire Chiefs

(Date)

Mark Harvey

2/9/07

Mark Harvey, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

(Date)

Debra Gearhart

1/28/07

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

(Date)

APPROVED

3/6/07

State Administrative Board

(Date)

General Retention Schedule #18 Fire/Ambulance Departments

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A "general schedule" will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an "agency specific schedule" that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 18 for Fire/Ambulance Departments while also adopting General Schedule # 1 - Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.001 -	<u>Alarm Billings</u>	CR+2	03/06/2007
	<p>These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.</p>		
18.002 -	<u>Annual Reports</u>	PERM	03/06/2007
	<p>This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.</p>		
18.003 -	<u>Apparatus/Vehicle Inspections</u>	ACT	03/06/2007
	<p>These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
-------------	--------------	-----------------	--

18.004 - Budget Information CR+6 03/06/2007

These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.

18.005 - Building Inspection Reports/Files - Construction ACT+10 03/06/2007

These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

18.006 - Building Occupancy Inspection Reports/Files ACT+10 03/06/2007

These records document inspections performed pursuant to M.C.L. 29.8 or P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.007 -	<u>Burning Permits (Recreational)</u>	CR+1	03/06/2007
	<p>These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.</p>		
18.008 -	<u>Carbon Monoxide Inspection/Checklist</u>	CR+1	03/06/2007
	<p>These records document carbon monoxide inspections performed for citizens homes.</p>		
18.009 -	<u>Computer Aided Dispatch (C.A.D.) Log</u>	CR+2	03/06/2007
	<p>These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.</p>		
18.010 -	<u>Committee Records</u>	CR+2	03/06/2007
	<p>These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.011 -	<u>Complaints - Citizens</u>	CR+2	03/06/2007
	These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.		
18.012 -	<u>Contracts</u>	EXP+6	03/06/2007
	These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires		
18.013 -	<u>Controlled Burn Release Agreements</u>	CR+10	03/06/2007
	These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.		
18.014 -	<u>Correspondence - General</u>	CR+2	03/06/2007
	This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.015 -	<u>Daily Activity Logs (Journals)</u>	CR+3	03/06/2007
	These records document the daily activities of the department or it's staff		
18.016 -	<u>Daily Work Schedules</u>	CR+1	03/06/2007
	These records document the work schedule showing who is on duty when.		
18.017 -	<u>Discovery Orders</u>	CR+1	03/06/2007
	These are copies of discovery orders submitted by attorneys for information related to incidents.		
18.018 -	<u>Dispatch Activity Log</u>	CR+10	03/06/2007
	These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.		
18.019 -	<u>Dispatch Recordings</u>	CR+0/1	03/06/2007
	These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc..		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.020 -	<u>Driving Logs</u>	CR+1	03/06/2007
	These records document time spent driving department vehicles by department personnel and are used for driver certification.		
18.021 -	<u>Educational Programs - Schools, Community, Etc.</u>	ACT	03/06/2007
	These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant		
18.022 -	<u>Equipment Inspections - Portable</u>	CR+3	03/06/2007
	These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.		
18.023 -	<u>Equipment Inventory</u>	SUP	03/06/2007
	These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.024 -	<u>Equipment Operator Log</u>	CR+1	03/06/2007
	These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.		
18.025 -	<u>False Alarm Reports</u>	CR+2	03/06/2007
	These records document false alarms that the department was dispatched on.		
18.026 -	<u>Field Training Observations (FTO)</u>	EVT+2	03/06/2007
	These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.		
18.027 -	<u>Fire Drill Reports</u>	CR+3	03/06/2007
	These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.028 -	<u>Firefighter (S.C.B.A.) Fit Test</u>	ACT	03/06/2007
	<p>These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.</p>		
18.029 -	<u>Fire Station House Inspections</u>	CR+3	03/06/2007
	<p>These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..</p>		
18.030 -	<u>Fire Station Licensure Files</u>	ACT	03/06/2007
	<p>These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active</p>		
18.031 -	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1	03/06/2007
	<p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.032 -	<u>Grant Records</u>	ACT+7	03/06/2007
	<p>These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.</p>		
18.033 -	<u>Grievance Files</u>	CR+7	03/06/2007
	<p>These are copies of grievances filed against union contracts.</p>		
18.034 -	<u>Historical Records</u>	ACT	03/06/2007
	<p>These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.</p>		
18.035 -	<u>Hydrant Repair/Inspections</u>	CR+3	03/06/2007
	<p>These records document the locations and/or inspections performed on fire hydrants.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.036 -	<u>Incident/Run Reports (Ambulance/EMS/Fire)</u>	CR+10	03/06/2007
	These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.		
18.037 -	<u>Investigative Reports (Open) - Non-Criminal</u>	CR+3	03/06/2007
	These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.		
18.038 -	<u>Investigative Reports (Open) - Misdemeanor</u>	CR+7	03/06/2007
	These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.		
18.039 -	<u>Investigative Reports (Open) - Felony</u>	CR+20	03/06/2007
	These records document any open investigations regarding fires that have been unsolved and classified as a Felony.		
18.040 -	<u>Investigative Reports (Open) - Homicide</u>	PERM	03/06/2007
	These records document any open investigations regarding fires that have been unsolved involving a homicide.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.041 -	<u>Invoices - Original</u>	CR+6	03/06/2007
	These records document invoices that are generated by the department for contract services, overtime, licenses, etc..		
18.042 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	03/06/2007
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
18.043 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	03/06/2007
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
18.044 -	<u>Job Descriptions</u>	SUP	03/06/2007
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.		
18.045 -	<u>Key/Knox Box Records</u>	SUP	03/06/2007
	These records document the locations of keys or security systems within buildings and structures.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.046 -	<u>Litigation Files</u>	ACT+10	03/06/2007

These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

18.047 -	<u>Material Safety Data Sheets (M.S.D.S.)</u>	ACT	03/06/2007
----------	---	-----	------------

The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.

18.048 -	<u>Medical/Exposure Records</u>	ACT+30	03/06/2007
----------	---------------------------------	--------	------------

These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.049 -	<u>Medical Consent Forms</u>	CR+2	03/06/2007
	<p>These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.</p>		
18.050 -	<u>Meeting Minutes</u>	CR+10	03/06/2007
	<p>These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.</p>		
18.051 -	<u>MIOSHA Logs</u>	CR+5	03/06/2007
	<p>These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.</p>		
18.052 -	<u>Monthly Reports</u>	CR+7	03/06/2007
	<p>These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.053 -	<u>Mutual Aid Agreements</u>	ACT+10	03/06/2007
	<p>These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.</p>		
18.054 -	<u>Outside Employment Form</u>	ACT	03/06/2007
	<p>This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2nd party.</p>		
18.055 -	<u>Overtime Equalization Records</u>	CR+2	03/06/2007
	<p>These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.</p>		
18.056 -	<u>Pass Tag</u>	SUP	03/06/2007
	<p>These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.057 -	<u>Payroll Timesheets</u>	CR+5	03/06/2007
	These are typically copies of timesheets that are completed and forwarded to the payroll office.		
18.058 -	<u>Personal Equipment Records</u>	ACT	03/06/2007
	These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use		
18.059 -	<u>Personnel Information Records</u>	SUP	03/06/2007
	These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.		
18.060 -	<u>Personnel Files</u>	ACT+7	03/06/2007
	These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.061 -	<u>Photographs</u>	ACT	03/06/2007
<p>These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department</p>			
18.062 -	<u>Policy/Procedure Manuals</u>	SUP	03/06/2007
<p>These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.</p>			
18.063 -	<u>Position Interview Questions</u>	SUP	03/06/2007
<p>These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.</p>			
18.064 -	<u>Pre-Fire Surveys</u>	SUP	03/06/2007
<p>These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.</p>			

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.065 -	<u>Promotional Results</u>	ACT	03/06/2007
	<p>These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc. ACT = While test are active</p>		
18.066 -	<u>Public/Community Activity Schedules</u>	CR+1	03/06/2007
	<p>These records document social events held within the community that th department may be involved with such as dances, festivals, etc.</p>		
18.067 -	<u>Purchasing Records</u>	CR+6	03/06/2007
	<p>These records are documents that support purchases made by the department.</p>		
18.068 -	<u>Records Management Database System - NFIRS/MFIRS</u>	CR+25	03/06/2007
	<p>These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.069 -	<u>Reference Files</u>	ACT	03/06/2007
	<p>These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.</p>		
18.070 -	<u>Ride Along Waiver</u>	CR+1	03/06/2007
	<p>This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.</p>		
18.071 -	<u>SARA III/Fire Fighter Right-to-Know Records</u>	ACT	03/06/2007
	<p>These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.</p>		
18.072 -	<u>Siren Test</u>	CR+3	03/06/2007
	<p>These document the test performed on the public warning sirens that are used to alert the community of danger.</p>		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.073 -	<u>Subpoenas</u>	CR+1	03/06/2007
	These are copies of subpoenas received to appear in court or requesting for information.		
18.074 -	<u>Tickets/Citations</u>	CR+2	03/06/2007
	These are copies of the tickets issued for fire lane violations, minor fire code violations, etc..		
18.075 -	<u>Time/Attendance Records</u>	CR+5	03/06/2007
	These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc..		
18.076 -	<u>Tornado Watch/Warning Records</u>	CR+3	03/06/2007
	These records document the dates and times that tornado watch/warning are issued by the National Weather Service and show who responded and/or participated in the watch/warning.		
18.077 -	<u>Training Bulletins/Schedules</u>	CR+3	03/06/2007
	These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
-------------	--------------	--------------------	--

18.078 - Training Courses - Administrative CR+3 03/06/2007

These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.

18.079 - Training Files - Firefighter ACT+7 03/06/2007

These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.

18.080 - Training Fund CR+6 03/06/2007

These records document money available and spent from the training fund.

18.081 - Vehicle Accident Report ACT 03/06/2007

These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.

ACT = Active	CR = Creation	EXP = Expiration	FY = Fiscal Year
SUP = Superseded	EVT = Event	DISP = Immediate Disposal	

DeptCode DeptName
 /GS18/ *Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.082 -	<u>Video Tapes</u>	CR+0/1	03/06/2007

These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

GENERAL SCHEDULE #23 – Elections Records

This Retention and Disposal Schedule covers records that are used to administer elections. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

This schedule supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014; General Schedule #8—Municipalities: portions of Section 7—City Clerk; and General Schedule #10—Townships: Elections Department.

We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



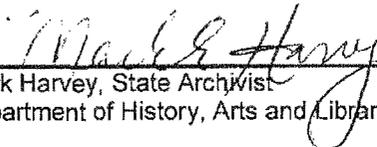
Christopher Thomas, Director
Bureau of Elections, Michigan Department of State

8/26/07
(Date)



Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

8/1/07
(Date)



Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

10/2/07
(Date)

APPROVED

State Administrative Board

10/16/07
(Date)

**GENERAL RETENTION SCHEDULE #23
ELECTIONS RECORDS
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as elections records. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014; General Schedule #8—Municipalities: portions of Section 7—City Clerk; and General Schedule #10—Townships: Elections Department.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services’ website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
Administration		
100	<u>Bureau of Elections Correspondence</u>	CR+2
	This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the <u>Election News</u> and the <u>News You Can Use</u> newsletters that are published and retained by the Bureau.	
101	<u>Transitory Correspondence</u>	EVT
	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.	
102	<u>Post Election Reports</u>	ACT+2
	The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report. ACT = the day after the November general election.	
103	<u>Certification</u>	ACT
	The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam. ACT = while serving as an election official.	

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
County Records (supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014)		
200	<u>Affidavits of Candidacy</u> These are filed by incumbent judges seeking ballot access for re-election. ACT = until the election is held.	ACT+2
201	<u>Affidavits of Constitutional Qualification (supersedes item #6.0704)</u> These forms are filed by candidates for judicial positions. ACT = until the election is held.	ACT+2
202	<u>Affidavits of Identity (supersedes item #6.0701)</u> These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.	ACT+2
203A	<u>Applications to Vote</u> These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811 ACT = until the election is held.	ACT+2
203B	<u>Applications to Vote—Gubernatorial Elections</u> These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They may be needed if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition. ACT = until the next gubernatorial election is held.	ACT
204	<u>Apportionment (supersedes item #6.0705)</u> These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc. ACT = from the first election that the plan was in effect.	ACT+11

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
205	<u>Ballots (Select School District Elections)</u>	ACT
	<p>These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.</p>	
206	<u>Board of County Canvassers Meeting Materials (supersedes item #6.0706)</u>	PERM
	<p>These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.</p>	
207A	<u>Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000 (supersedes item #6.0707A)</u>	ACT+5
	<p>These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. ACT = until the official date of dissolution.</p>	
207B	<u>Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000 (supersedes item #6.0707A)</u>	ACT+15
	<p>These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. ACT = until the official date of dissolution.</p>	
208A	<u>Campaign Finance Reporting--Committees Receiving Less Than \$50,000 (supersedes item #6.0707B)</u>	CR+5
	<p>These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the</p>	

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
	election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	
208B	<u>Campaign Finance Reporting--Committees Receiving More Than \$50,000 CR+15 (supersedes item #6.0707B)</u>	
	These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	
209	<u>Candidate Filing Fee Refunds (supersedes item #6.0708)</u>	ACT
	After the primary is held some candidates are eligible for a refund of their filing fee. ACT = until audit.	
210	<u>Candidate Listing (supersedes item #6.0702)</u>	ACT+2
	This register is used to log when a candidate files an Affidavit of Identity (see item #202). ACT = until the election is held.	
211	<u>Certificates of Acceptance (supersedes item #6.0709)</u>	ACT
	After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309). ACT = until the term of office expires.	
212	<u>County Election Commission Meeting Materials (supersedes item #6.0711)</u>	PERM
	These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	
213	<u>County Election Results (supersedes item #6.0710)</u>	PERM
	These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.	
214	<u>Declaration of Intent</u>	ACT+2
	These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not	

PERM = Permanent ACT = Active SUP = Superseded EXP = Expiration
EVT = Event CR = Creation Date FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
	file a Declaration of Intent will not be counted. ACT = until the election is held.	
215	<u>Election Challengers</u>	ACT+2
	An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents). ACT = until the election is held.	
216	<u>Election Inspector Certificates (supersedes item #6.0717)</u>	CR+2
	Election inspectors must attend training every two years. These certificates document who attended training.	
217	<u>Election Inspector Training</u>	SUP
	These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.	
218	<u>Election Notices (supersedes item #6.0703)</u>	ACT+2
	Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. ACT = until canvass of the election is completed.	
219	<u>Electronic Voting Systems</u>	ACT
	These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc. ACT = until 30 days following final determination of the Board of Canvassers (R168.790(18)). In addition, these records may need to be retained until a recount is completed, or until a court order to suspend destruction is lifted.	
220	<u>Nominating and Qualifying Petitions (supersedes item #6.0715)</u>	ACT
	All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These	

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
	<p>petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.</p>	
221	<u>Nominating Petition Record</u>	ACT+2
	<p>This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #222) are disposed of.</p>	
222	<u>Oaths of Office—Election Officials</u>	ACT+2
	<p>This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. ACT = until canvass of the election is completed.</p>	
223	<u>Poll Books (supersedes item #6.0716)</u>	ACT+2
	<p>These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811 ACT = until canvass of the election is completed.</p>	
224	<u>Precinct Delegates</u>	ACT+2
	<p>These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc. ACT = until the election is held.</p>	
225	<u>Precinct Tabulation Data (supersedes item #6.0719)</u>	ACT+2
	<p>This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention. ACT = until the election is held.</p>	

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
226A	<u>Preliminary Accuracy Testing (Federal Offices)</u>	ACT+2
	<p>These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.</p>	
226B	<u>Preliminary Accuracy Testing (State and Local Offices)</u>	ACT+30 days
	<p>These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.</p>	
227A	<u>Proof Ballots (State and Local Offices) (supersedes item #6.0720)</u>	ACT+30 days
	<p>Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.</p>	
227B	<u>Proof Ballots (Federal Offices) (supersedes item #6.0720)</u>	ACT+22 months
	<p>Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.</p>	
228	<u>Proposal Petitions</u>	ACT+2
	<p>Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.</p>	

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
229	<u>Recalls</u> Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.	CR+2
230	<u>Recounts (supersedes item #6.0714)</u> These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc. ACT = until the recount is completed.	ACT+2
231A	<u>Sample Ballots (State and Local Offices)</u> These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.	ACT+30 days
231B	<u>Sample Ballots (Federal Offices)</u> These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.	ACT+22 months
232	<u>School Election Coordinating Committee</u> The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.	EXP+6
233	<u>Statement of Vote (supersedes item #6.0721)</u> These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
234	<u>Tally Sheets/Books (supersedes item #6.0722)</u> These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
235	<u>Tie Votes</u>	ACT+2
	<p>These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc. ACT = until the tie vote is broken.</p>	
236	<u>Voting Equipment Acquisition</u>	ACT+6
	<p>These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.</p>	

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
City, Township and Village Records (supersedes General Schedule #8—Municipalities: portions of Section 7—City Clerk, and General Schedule #10—Townships: Elections Department)		
300	<u>Absentee Ballot Envelopes</u>	ACT+2
	These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811 ACT = until the election is held.	
301	<u>Absentee Voter List</u>	ACT+2
	This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811 ACT = until the election is held.	
302	<u>Application for Absentee Ballot</u>	ACT+2
	These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811 ACT = until the election is held.	
303A	<u>Applications to Vote</u>	ACT+2
	These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811 ACT = until the election is held.	
303B	<u>Applications to Vote—Gubernatorial Elections</u>	ACT
	These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They will be used if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition. ACT = until the next gubernatorial election is held.	

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
304	<u>Affidavits of Identity</u> These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.	ACT+2
305	<u>Affidavit of Voter Unable to Meet Photo ID Requirements</u> This form is signed by voters who do not possess photo identification when attending the polls. ACT = until the election is held.	ACT+2
306	<u>Ballots (Federal Offices)</u> These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). ACT = until canvass of the election is completed.	ACT+22 months
307	<u>Ballots (State and Local Offices)</u> These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. Note: this series also applies to unused ballots for federal, state and local offices. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.	ACT
308	<u>Candidate Listing</u> This register is used to log when a candidate files an Affidavit of Identity. ACT = until the election is held.	ACT+2

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
309	<u>Declaration of Intent</u> These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until January 1 following the election.	ACT
310	<u>Election Notices</u> Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. ACT = until canvass of the election is completed.	ACT+2
311	<u>Election Inspector Applications</u> These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission. ACT = while the person is eligible for appointment as an inspector.	ACT
312	<u>Election Inspector Certificates</u> Election inspectors must attend training every two years. These certificates document who attended training.	CR+2
313	<u>Election Inspector Training</u> These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.	SUP
314	<u>Electronic Voting Systems</u> These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc. ACT = until canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed. Note: if the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period.	ACT+30 days

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
315	<u>Federal Post Card Application</u> These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.	CR+4
316	<u>Local Election Commission Meeting Materials</u> These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	PERM
317	<u>Local Election Results</u> These records (also known as the “canvass of votes”) document the final outcome of elections, as determined by the Board of County Canvassers.	PERM
318	<u>Nominating and Qualifying Petitions</u> All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office’s jurisdiction stating that they want to have the candidate’s name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.	ACT
319	<u>Nominating Petition Record</u> This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #317) are disposed of.	ACT+2
320	<u>Oaths of Office—Election Officials</u> This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book. ACT = until the election is held.	ACT+2

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
321	<u>Precinct Maps</u> These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.	SUP Transfer to Archives of Michigan
322A	<u>Preliminary Accuracy Testing (Federal Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+2
322B	<u>Preliminary Accuracy Testing (State and Local Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+30 days
323	<u>Proposal Petitions</u> Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.	ACT+2
324	<u>QVF Precinct Lists</u> These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811 ACT = until the election is held.	ACT+2
325	<u>School Election Coordinating Committee</u> The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.	EXP+6

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
326	<u>Statement of Vote</u> These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
327	<u>Tally Sheets/Books</u> These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
328	<u>Tie Votes</u> These records document that proper procedures were followed when breaking a tie vote. ACT = until the tie vote is broken.	ACT+2
329	<u>Voter Identification Cards—Returned</u> These voter identification cards were returned by the post office as undeliverable. ACT = until the voter's registration is cancelled.	ACT
330	<u>Voter Registration Applications</u> Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated. ACT = until the master card is generated.	ACT
331	<u>Voter Registration Master Cards—Originals</u> These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. ACT = until cancelled.	ACT+10
332	<u>Voter Registration Master Cards—Duplicates</u> These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original. ACT = until cancelled.	ACT+2

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
333	<u>Voter Registration Cards—Voided</u> Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.	CR+2
334	<u>Voter Registration Cards--Change of Address</u> Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices. ACT = until the official voter registration record is updated.	ACT
335	<u>Voting Equipment Acquisition</u> These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.	ACT+6

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

GENERAL SCHEDULE #24 – City and Village Clerks

This schedule supersedes section seven of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

This Retention and Disposal Schedule covers records that are commonly found in **city and village clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Ann Ulrich

Ann Ulrich, CMC, President
Michigan Association of Municipal Clerks

AUG. 20, 2008

(Date)

Debra Gearhart

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

8/26/2008

(Date)

Mark Harvey

Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

10/8/08

(Date)

APPROVED

State Administrative Board

11/5/08

(Date)

**GENERAL RETENTION SCHEDULE #24
CITY AND VILLAGE CLERKS
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes section seven of the Michigan Municipal League’s “Records Management Handbook” that was approved in April 1998. Elections records are covered separately on General Schedule #23—Elections Records that was approved in 2007.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
General Administrative		
100	<u>Subject Files</u>	ACT+5
	<p>These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration. Some topical files may have historical value and should be preserved permanently.</p>	
101	<u>General Correspondence</u>	CR+2
	<p>General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p>	
102	<u>Transitory Correspondence</u>	EVT
	<p>Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.</p>	

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
103	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1
	<p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each city or village is required by the FOIA to designate a FOIA Coordinator. This is not automatically the clerk, but it may be the clerk or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.</p>	
104	<u>Planners/Calendars</u>	CR+2
	<p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.</p>	
105	<u>Staff and Project Meeting Records</u>	CR+2
	<p>These records document staff meetings, meetings with other government agencies, etc. These records do not include council meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.</p>	
106	<u>Grants</u>	ACT
	<p>These files are used to administer grants that are applied for by the office from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p>	
107	<u>Publications</u>	ACT
	<p>These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of</p>	

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
	reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	
108	<u>Policies, Procedures and Directives</u>	SUP
	These records document the policies procedures of the clerk's office. It may also include an administrative manual of all city and village functions. SUP = only the current document must be retained. Superseded versions may be destroyed.	
109	<u>Clerk's Office Budget</u>	CR+5
	These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the clerk's office. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. This is not the official city or village budget.	
110	<u>Memorabilia</u>	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
	<p>for review and action. In some cities and villages, each of these bodies are responsible for providing the clerk with the official copy of the approved minutes and agenda packets. In some cities and villages, these records are maintained separately by the public body. Regardless, of where they are maintained, this retention period applies.</p>	
204	<p><u>Posted Notices of a Public Meeting</u></p> <p>The Open Meetings Act (MCL 15.265) requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings.</p>	CR+1
205	<p><u>Citizen Requests</u></p> <p>These requests are received from citizens who want to be heard by the city or village council/commission. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another city or village department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the council (with our without conditions).</p>	CR+1
206	<p><u>Member Files</u></p> <p>These files contain information about people who served on the council/commission and appointees to other official boards, committees and commissions. They may contain applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = While individual is serving as a member.</p>	ACT
207	<p><u>Board Member Applications</u></p> <p>These records are applications from residents who are interested in serving on a city or village board, committee, commission, etc. If they are appointed, this record will become part of the member file (see item #205).</p>	CR+2

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
208	<u>Rosters</u> These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body.	PERM
209	<u>Oaths of Office</u> Certain public officials are required to sign an oath of office.	PERM
210	<u>Charter</u> The charter provides the legal framework for operations of the city or village's government. It defines boundaries, how the city or village operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the council/commission. The document is revised over time, however superseded versions will be retained permanently as an historical record.	PERM
211	<u>Ordinances</u> Codified ordinances document all laws enacted by the council/commission. They may include the text of the ordinance, public notices and vote sheets. A copy of these records may be compiled into a published codebook and database.	PERM
212	<u>Resolutions</u> These resolutions are adopted by the council/commission. They include the language of the resolution and any supporting documents for the resolution.	PERM
213	<u>Budget</u> The budget is approved by the council/commission. It documents revenues and expenditures, and allocations for each department. This record contains the final version, and any supplemental versions, revisions or amendments that are approved for each fiscal year.	PERM
214	<u>Annual Reports</u> Departments may submit annual reports to the chief elected official's office where they are compiled into a single annual report of the city or	PERM

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
------------------------	-------------------------------------	----------------------------

village's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk.

215	<u>Published Public Notices</u>	ACT
-----	---------------------------------	-----

Public notices may be required to be published by statute, local ordinance or grant requirement. These records serve as evidence that the city or village provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. The city or village's finance/accounting office is the official recordkeeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice. ACT = these records inherit the retention period of other record series, depending upon the type of event that is listed in the public notice.

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
Licensing and Permits		
300	<u>License and/or Permit Applications</u>	ACT+1
	<p>These files contain applications for licenses and/or permits for various operations within city or village limits, as prescribed by ordinances, such as building, zoning, carnivals, solicitors, garage sales, pets, restaurants, taxis, etc. These records contain applicant information, information about the purpose of the license or permit, and it may contain supplemental documentation, such as blueprints, certificates of liability insurance, surety bonds, indemnity bonds, treasurer's reports, etc. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. ACT = until license or permit expires or is revoked.</p>	
301	<u>Liquor License Applications</u>	ACT+10
	<p>These files contain applications for licenses to sell alcoholic beverages. They records include applications to transfer a license to a new owner and to transfer a license to a new location. These records may include the application, inspections, police reports, payment documentation, local board/commission review/approval documents, etc. The Michigan Liquor Control Commission maintains a duplicate copy of this record. These files include rejected applications. ACT = while the business owns the license (including escrow period).</p>	
303	<u>Incomplete License Applications</u>	CR+1
	<p>Individuals or businesses may fail to submit complete paperwork to receive a license from the city or village.</p>	
304	<u>Non-Profit Recognition</u>	PERM
	<p>The city or village may recognize non-profit organizations that wish to use city or village facilities for purposes that may include fundraising. The recognition of the organization does not expire. These files may include correspondence, 501c3 documentation, by-laws and articles of incorporation.</p>	

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
----------------	------------------------------	--------------------

Land and Property

400 Cemetery Records PERM

Cities and villages may own one or more cemeteries. These records document purchasers and occupiers of lots and burials. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. Cities and villages are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.

401 Property Records PERM

These records document the ownership of city or village property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.

402 Tax Credits ACT+7

Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. These files may include applications, legal property descriptions, etc. ACT = while the property owner is receiving the tax credit.

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
Financial and Legal		
500	<u>Insurance Policies</u> These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, general liability, umbrella, etc.	EXP+30
501	<u>Insurance Claims</u> These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.	FY+7
502A	<u>Accident Reports/Claims--Adults</u> Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	CR+7
502B	<u>Accident Reports/Claims--Minors</u> Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. ACT = until minor turns 18 years old.	ACT+7
503	<u>Bids and Quotes</u> Bids are received from vendors for services and contracts that the city or village needs for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted, the reviewer	ACT+7

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
	documentation, etc. This record series includes awarded and non-awarded bid proposals. ACT = until a bid is awarded.	
504	<u>Contracts</u>	EXP+6
	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc.	
505	<u>Litigation</u>	ACT+5
	These files document any litigation to which the city or village is a party. The legal/general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the city or village, the city or village may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.	
506	<u>Legal Opinions</u>	PERM
	These records document legal opinions issued by the city or village's legal counsel.	
507	<u>Vital Records</u>	PERM
	Any city that is an active local registrar for vital records (births and deaths), and has been approved by the Department of Community Health for that purpose is obligated to receive, file and retain vital records for that purpose. (MCL 333.2814-333.2815) All other cities and villages shall transfer their vital records to the Department of Community Health for permanent preservation.	
508	<u>Vehicle Files</u>	ACT
	These files document all vehicles owned by the city or village. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, inspections, etc. ACT = while vehicle is owned by the city or village.	
509	<u>Accounting Transaction Detail</u>	FY+7

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
	This information details all revenue, expenditures and balance sheets that are recorded in various accounts maintained by the city or village. It may be retained as paper, electronic data, computer output microfiche, etc.	
510	<u>Chart of Accounts</u>	FY+7
	This chart defines the accounting codes that are used in the accounting transaction detail (see item #508).	
511	<u>Receivables</u>	FY+7
	These records contain invoices that are sent to citizens, groups or companies that are billed for services, such as facility use, event/activity fees, utilities, permits, licenses, etc. They may include support documents, agreements, and ledgers.	
512	<u>Receipts</u>	FY+7
	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	
513	<u>Journal Entries</u>	FY+7
	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc.	
514	<u>Budget Summaries and Balance Sheets</u>	ACT
	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. ACT = while needed to verify the status of financial accounts.	
515	<u>Payment Records</u>	FY+7
	These files document the payment for goods and services. They may include purchase orders, packing slips, vouchers, requisitions, invoices, travel expenses, etc.	

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
516	<u>Telephone/Communications Bills</u> These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc.	FY+7
517	<u>Bank Activity</u> These records document activity on the city or village's bank account. They may include deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, etc.	FY+7
518	<u>Investments</u> These files include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	FY+1
519	<u>Bonds</u> These records detail the terms of bond funding that was secured for construction and improvement projects. They include the final transcript of closing documents. ACT = until the bond matures.	ACT+10
520	<u>Final Affidavit of Payment</u> The final affidavit of payment is evidence that all funds that were borrowed were paid back in full.	PERM
521	<u>Bond Cremation Certificates</u> The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	PERM
522	<u>Supply Inventories</u> These records document the volume of supplies (office, maintenance, etc.) that are purchased and used.	FY+1

**General Retention Schedule #24
City and Village Clerks**

Item Number	Series Title and Description	Total Retention
523	<u>Fixed Asset Inventory Data</u> This record is a list of all major property and its book value. City or village policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.	ACT
524	<u>Fixed Asset Annual Report</u> The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the fixed asset inventory.	FY+7
525	<u>Audits--Final Report</u> Audit reports are prepared annually by independent accounting firms.	PERM
526	<u>Indirect Costs</u> These records are created annually to determine the allowable indirect cost rate that the city or village may charge to various state and federal grants.	FY+7
527	<u>Surety Bonds</u> Officers and employees, especially those who handle money, may need a bond to protect the city or village against theft. These certificates identify the person who is bonded, the bonding company and the amount of the bond. ACT = while employed.	ACT+5

GENERAL SCHEDULE #26 – Local Government Human Resources

This Retention and Disposal Schedule covers records that are commonly found in the **Human Resources** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

David Van de Grift

David Van de Grift, President
Michigan Chapter of the International Public Management Association for Human Resources

July 31, 2008

(Date)

Debra Gearhart

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

Aug. 06, 2008

(Date)

Mark Harvey

Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

8/28/08

(Date)

APPROVED

State Administrative Board

10/7/08

(Date)

**GENERAL RETENTION SCHEDULE #26
LOCAL GOVERNMENT HUMAN RESOURCES
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a human resources office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule covers personnel and payroll records maintained by local governments including counties, cities, townships, villages, school districts, local authorities, public colleges and public universities.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
Personnel		
100A	<u>Personnel Files</u>	ACT+6
	<p>These files are maintained on each employee of the local government. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, severance agreements, etc. ACT = term of employment.</p>	
100B	<u>Personnel Files—Temporary Employees</u>	ACT+6
	<p>These files are maintained on all temporary, seasonal and student employees. They may contain the same documents listed in item #100A, as well as work permits and certificates of age for minors. ACT = term of employment.</p>	
100C	<u>Personnel Files—Contractual Employees</u>	EXP+6
	<p>These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.</p>	
101	<u>Employee Database</u>	ACT+6
	<p>Local governments may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. ACT = term of employment.</p>	
102	<u>Employment Verification Forms</u>	CR+30 days
	<p>These forms are received from mortgage or credit companies that want to verify the employment status of an employee.</p>	
103	<u>Background Files</u>	ACT+6
	<p>These files document that the local government conducted appropriate background checks on employees. These files may contain release forms</p>	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
	to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test results, credit history reports, etc. ACT = term of employment.	
104	<u>Medical Files</u> These files document private medical information for a specific employee, including disability accommodations. They may contain insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, personal requests, etc. [29 CFR 1910.1020(d)] These records must be retained separately from personnel files (see item #100A). The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. ACT = term of employment. Note: this series does not include the official copy of insurance claims, which are usually retained by the business or finance office.	ACT+30
105	<u>Employee Test Results</u> Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file (see item #100).	CR+6
106	<u>Commercial Drivers License Test Results</u> Employers of individuals holding commercial drivers licenses maintain records about their alcohol misuse and controlled substances use prevention programs. These records contain test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, etc. 49CFR382.401.	CR+5
107	<u>I-9 File</u> Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. These files will contain Employment Eligibility Verification form, copy of one document from List A or copy of one document from List B and C. This file may also include a copy of driver's license and any Department of Homeland	EVT

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
	Security correspondence and subsequent documentation regarding “no match” verification. Note: These files are maintained separately from the basic personnel file. EVT = 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.	
108	<u>Policies and Procedures</u> These records document employee policies and procedures adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.	SUP+6
109	<u>Grievances</u> These files document employee grievances against the local government and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. ACT = until the contract that the grievance is related to expires.	ACT
110	<u>Complaints</u> These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc. ACT = until complaint is dismissed or resolved.	ACT+6
111	<u>Investigations</u> If an employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer’s property or disruption of the employer’s business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. ACT = upon completion of the investigation, if disciplinary action is not taken (MCL 423.509). If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation. A disciplinary report will be retained in the employee’s personnel file (see item # 100A).	ACT

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
112	<u>Benefit Plans</u> These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.	SUP+6
113	<u>Employee Injury Records—Exposure</u> These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. [29 CFR 1910.1020]	CR+30
114	<u>Employee Injury Records—Non-exposure</u> These files include any reports of accidents or injuries involving an employee. Records of injuries are kept separate from the personnel file. These files may include incident reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.	CR+5
115	<u>Employee Injury Records--OSHA 300 Log</u> This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover.	CR+5
116	<u>Job Classifications and Descriptions</u> These records document job classification systems and all existing positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	SUP+6
117	<u>Salary Studies</u> These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. ACT = while of reference value.	ACT

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
118	<u>Position Re-classifications</u> These records document requests to have a position re-classified. They may contain the request, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.	CR+6
119	<u>Job Advertisements/Postings</u> These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include notices, published advertisements, etc.	CR+1
120	<u>Job Applications</u> These files document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. ACT = If the application is unsolicited (no position is currently available) or if the person is determined to be ineligible for the position to which they applied, retain for one year from the date that the decision was made not to hire the individual. If the person was considered for a posted position, retain for 2 years from the date the position is filled.	ACT
121	<u>Selection Files</u> These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications. ACT = until the position is filled.	ACT+2
122	<u>Job Qualification Exams</u> These records are used to test potential employees' qualifications for employment. They include the master exam and master answer sheet, as well as test development documentation (if applicable).	SUP+6

**General Retention Schedule #26
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
123	<u>Emergency Contacts</u> These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.	SUP
124	<u>Workers Disability Compensation Files</u> These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. ACT = until the claim is settled.	ACT+7
125	<u>Worker Disability Compensation Reports</u> These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	FY+7
126	<u>Labor Agreements and Negotiations</u> These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Separate files are maintained for each employee negotiating group. Note: Select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.	EXP+10
127	<u>Union Files</u> These files are maintained on each union that represents employees. They may include correspondence, dues information, etc.	FY+7
128	<u>Seniority Lists</u> These documents are sent to union presidents for notification of seniority status.	SUP+1
129	<u>Affirmative Action Plans</u> These records document the local government's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc.	EXP+2

PERM = Permanent ACT = Active SUP = Superseded
 CR = Creation Date FY = Fiscal Year EVT = Event EXP = Expiration

**General Retention Schedule #26
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
130	<u>Adverse Impact Determination</u> State or federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated.	CR+2
131	<u>Organization Charts</u> These records document the organizational structure of the local government. They may include mission statements and other supporting documents. Note: these records may continue to have reference value after they are superseded.	SUP
132	<u>Employee Directories</u> These records contain contact information for employees. Note: these records may continue to have reference value after they are superseded.	SUP
133	<u>Government Reports</u> These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc.	CR+1
Note: The official copies of contracts are generally retained by the Clerk and are listed on the Clerk's Retention and Disposal Schedule (see General Schedules #6, 24, 25). Their minimum retention period is EXP+6.		

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
----------------	------------------------------	--------------------

Payroll

200A Employee Files—Employees Enrolled in a Pension Plan ACT

These files are maintained on each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). *They document activities that affect payroll.* They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. **ACT = while individual is employed by the local government plus 50 years, or until retirement plus 6 years, whichever is sooner.**

200B Employee Files—Employees Enrolled in Defined Contribution Plans Only ACT+6

These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. *They document activities that affect payroll.* They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. **ACT = term of employment. Note: if an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.**

201 Salary and Benefit Schedules CR+6

These records document the rate of pay for employees and define the benefits that are offered.

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
202	<u>Payroll Registers</u> These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. Note: if none of the local government's employees that are listed on the register are not enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #203.	FY+50
203	<u>Payroll Reports</u> Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	FY+7
204	<u>State Retirement Reports</u> These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc.	FY+7
205	<u>Time and Attendance</u> These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, garnishments and levies. Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe.	FY+3
206	<u>Federal/State Tax Deductions</u> These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld,	FY+7

**General Retention Schedule #26
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	
207	<u>W-2 and W-3 Forms</u>	FY+7
	This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	
208	<u>Michigan Employment Security Commission (MESC) Reports</u>	FY+7
	These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc.	
209	<u>Unemployment Claims</u>	FY+1
	These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the local government. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include correspondence, appeals, etc.	
210	<u>Wage Differential Reports</u>	CR+2
	These records explain any wage differential between sexes and substantiating documents.	

**General Retention Schedule #26
Local Government Human Resources**

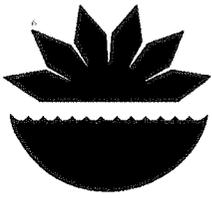
Item Number	Series Title and Description	Total Retention
General Administrative Records		
300	<u>Subject Files</u>	ACT+5
	<p>These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration.</p>	
301	<u>General Correspondence</u>	CR+2
	<p>General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p>	
302	<u>Transitory Correspondence</u>	EVT
	<p>Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.</p>	

**General Retention Schedule #26
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
303	<u>Freedom of Information Act (FOIA) Requests</u> This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	CR+1
304	<u>Contact Lists/Directories</u> These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	SUP
305	<u>Planners/Calendars</u> These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	CR+2
306	<u>Staff and Project Meeting Records</u> These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #300), if they relate to a specific topic.	CR+2
307	<u>Annual Reports</u> These reports document the department's activities, and they may contain both narrative and statistical information.	CR+10
308	<u>Grants</u> These files are used to administer grants that are applied for by the human resources department from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing	ACT

**General Retention Schedule #26
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	<p>purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p>	
309	<p><u>Denied Grant Applications</u></p> <p>These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.</p>	CR+1
310	<p><u>Departmental Budget Planning</u></p> <p>These records document budget planning and tracking activities for the human resources department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.</p>	CR+5
311	<p><u>Publications</u></p> <p>These records may include press releases, brochures, newsletters and other items that are published by the department. ACT = while of reference value.</p>	ACT
312	<p><u>Memorabilia</u></p> <p>This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. ACT = while of reference value.</p>	ACT
313	<p><u>Audio-Visual Materials</u></p> <p>These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. ACT = while of reference value.</p>	ACT
314	<p><u>Visitor Logs/Registers</u></p> <p>These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.</p>	CR+2
315	<p><u>Employee In/Out Logs</u></p> <p>These logs document the time/date when staff arrive and depart throughout each day.</p>	CR+1



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY FAIR ASSOCIATION FOR PERMISSION TO HOLD THE ANNUAL FAIR PARADE ON AUGUST 1, 2010

DISCUSSION: The City received a request from the Monroe County Fair Association for permission to hold the 2010 Fair Parade on August 1, 2010 at 1:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue and Elm Avenue from Monroe Street to Roessler Street) and for assistance from the City and Police Department.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, parade permit, and **subject to potential budget and policy changes regarding staff availability and cost recovery.**

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, Central Dispatch, City Engineer, Monroe Fire Department, as well as the event organizers to assure that all safety aspects are covered. Last year thirteen officers (including the supervisor) were assigned to the event. The cost to staff last year's parade was \$1,370.96 and this year's costs should be approximately the same amount depending on event duration (see attached for more detail).

The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The cost to staff last year's parade was \$1,581.93 for labor, and equipment rental charges of \$93.34 for the sign truck. Estimated cost to staff this year's event would be \$1,700. There is a possibility of construction activities for water main replacement on W. Elm Avenue between Toll Street and Custer Drive, but should be located behind curb. Detour route may need to be modified depending on whether resurfacing activities have commenced on Scott Street. Neither project jeopardizes ability to hold event as planned. After 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, **subject to potential budget and policy changes regarding staff availability and cost recovery**, 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	\$

<u>SOURCE OF FUNDS:</u>	<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: 3/08/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/15/10



Monroe County Fair Association

3775 S. Custer Rd. • Monroe, Michigan 48161
(734) 241-5775 • Fax: (734) 241-2663

www.monroecountyfair.com
info@monroecountyfair.com

February 25, 2010

Mayor Clark
City Council of Monroe
120 E. First St
Monroe, MI 48161

Dear Mayor Clark:

We are asking for permission to hold our annual Monroe County Fair Parade which will be held August 1, 2010 at 1pm sharp.

It will start at the corner of Jones Ave and Monroe St. The parade then heads north on Monroe St to Elm, and west to Roessler. A few floats and marchers will proceed across the railroad tracks to their busses.

Please send any regulations for the participants to our office as soon as possible. Please return by April 1, 2010.

Thanks once again for your support.

Warren Siebarth
Sincerely,

Warren Siebarth
Fair Manager

djs

RECEIVED

MAR 21 2010

MAYOR'S OFFICE

Memorandum

To: Thomas Moore III, Acting Chief of Police
From: Sgt. Thomas J. Mohrbach
CC: file
Date: March 03, 2010
Re: Staff Study—2010 Monroe County Fair Parade

The annual Monroe County Fair Parade is scheduled for Sunday, August 1, at 1:00pm. The parade route is the same as in the previous years; staging on Jones Ave then proceeding north on S. Monroe Street to west on W. Elm Ave and disbanding on W. Elm Ave near the YMCA. Last year's parade lasted one hour & forty minutes. I suspect this year's parade will be relatively close to the same duration.

Staffing the parade has always been a challenge but even more so due to the reduced staffing levels of the department. Last year, thirteen officers (including the supervisor) were assigned to the event. Twelve were utilized at various intersections (this is the bare minimum I feel comfortable recommending for coverage) and one was assigned to lead the parade on a motor unit. **The cost to staff last year's parade was \$1370.96. This year's cost should be approximately the same amount** depending on event duration. It should also be noted that five command officers volunteered for the event, had they not, adequately staffing the event would have been very difficult.

I will coordinate with: D.P.S., MCSD, Central Dispatch, City Engineer, M.F.D. as well as the event organizers to assure that all safety aspects are covered. DPS will be in charge of barricade placement and removal as well as setting detours. The MCSD traffic division normally provides traffic assistance at two intersections. The Traffic Engineer will be notified to assure that MDOT is aware of the temporary state trunk line (M-125) closure. Central Dispatch will provide a dedicated radio frequency for the event and MFD will be notified of the street closures and emergency routes to utilize.

I recommend approval of the event as long as all proper permits are obtained. I will ensure that it is staffed by police personnel as directed.

Parade Coordinator: Warren Siebarth 241-5775

Weaver, Patricia

From: Lewis, Patrick
Sent: Wednesday, March 10, 2010 8:30 AM
To: Brown, George
Cc: Weaver, Patricia; Walters, William
Subject: RE: Fair parade

REVISED

I figured that's where you were going with that :)

Last year for the Monroe County Fair parade, we incurred 8 hours of overtime for Kelly Wagner and Jim Miller, at a total billed labor cost of \$1581.93, and equipment rental charges of \$93.34 for the sign truck for the same time period. I would estimate that this year's participation would be very similar, so our estimated costs would be \$1,700.

Let me know if you need anything else.

Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
120 East First Street
Monroe, MI 48161
patrick.lewis@monroemi.gov
(734) 384-9124 phone
(734) 384-9108 fax

From: Brown, George
Sent: Wednesday, March 10, 2010 8:23 AM
To: Lewis, Patrick
Cc: Weaver, Patricia
Subject: Fair parade

Patrick,

I'd appreciate it if you could provide an estimate of extra costs associated with DPS activities in support of the Fair Parade so that we can include that estimate in the text of the fact sheet being prepared for next Monday's meeting.

Thanks

George A. Brown
City Manager
City of Monroe
120 E. First St.
Monroe, MI 48161
734-384-9144
george.brown@monroemi.gov
www.monroemi.gov



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE FIBERGLASS ENCLOSURE PURCHASE FOR THE CARRINGTON PUMP STATION REHABILITATION PROJECT - WASTEWATER DEPARTMENT

DISCUSSION: The Wastewater Department received one bid for a Fiberglass Enclosure to be installed as part of the Carrington Pump Station Rehabilitation project (bid tabulation attached). The low bidder meeting all bid specifications is McDonald Modular Solutions for \$8,924.00.

The Carrington Pump Station was installed in 1992 such that it provides service to the majority of the Carrington Subdivision residences. The station fails often due to the amount and type of debris that the station is required to pump coupled with the antiquated electrical components installed at the station. The current layout of the station also does not allow for the safest and efficient operations.

The overall rehabilitation project of the station includes: Replacing a pump with a "chopper" style pump which will chop debris and reduce clogging; Upgrading the station's electrical components and service to current standards so as to avoid system failures; and Revising the station's access / layout to provide for safer and more efficient staff working conditions. The fiberglass enclosure will be used to retrofit the station layout by improving wetwell access while relocating electrical components within it. Project specifications were developed by Wastewater staff. The pump replacement and enclosure installation will be completed by staff. Adequate funding has been budgeted for this fiscal year 2009-2010 Capital Improvement Program project.

IT IS RECOMMENDED that the City Council award a purchase order for the Fiberglass Enclosure Purchase to be installed as part of the Carrington Pump Station Rehabilitation project in accordance with the bid plans and specifications to McDonald Modular Solutions in the amount of \$8,924.00.

CITY MANAGER RECOMMENDATION:

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

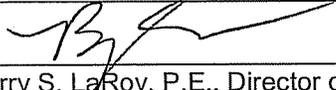
APPROVAL DEADLINE: April 22, 2010

REASON FOR DEADLINE: Bid is good for forty-five (45) days.

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	\$ 70,000.00
Cost of This Project Approval	\$ 8,924.00
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>
Wastewater System	590-75.530-973.000 10Z03	\$ 8,924.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** March 8, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010

BIDS RECEIVED LIST FOR THE PURCHASE OF A FIBERGLASS ENCLOSURE
FOR THE WASTEWATER DEPARTMENT. BID REQUESTS MAILED 2/19/10.
BIDS RECEIVED MONDAY, MARCH 8, 2010.

	<u>BID AMOUNT</u>
MCDONALD MODULAR SOLUTIONS 23800 W EIGHT MILE RD SOUTHFIELD MI 48034-4237 ATTN: JERRY CARRICO	\$8,924.00 (BID BOND)
KENNEDY INDUSTRIES INC PO BOX 809 MILFORD MI 48381 ATTN: KEITH SIKAITIS	NO BID
MOD SPACE 8227 RAWSONVILLE RD BELLEVILLE MI 48111 ATTN: ANDREW GROTH	NO BID
MEKCO MFG INC PO BOX 126 1063 W WASHINGTON AVE CLEVELAND WI 53015 ATTN: DAVE BESSETTE	\$10,297.00 (NO BID BOND)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WATER DEPARTMENT NEPTUNE RADIO READING DEVICE WATER METER PURCHASE

DISCUSSION: To replenish inventory supplies for the remaining fiscal year 2009-2010, the Water Department requests to purchase two hundred fifty (250) 5/8"x3/4" E-Coder I inside water meters and fifty (50) 5/8"x5/8" straight E-Coder I inside water meters from RIO Supply Michigan Meter, Inc. Attached are a quote from RIO Supply Michigan Meter, Inc for the purchase and a letter from Neptune Technology Group, Inc indicating RIO Supply Michigan Meter, Inc as being the sole authorized distributor for Neptune Water Meter Products in the State of Michigan. The quoted price from RIO Supply Michigan Meter, Inc and letter from Neptune Technology Group are current. The Water Department requests that RIO Supply Michigan Meter, Inc be considered the sole source distributor for these water meter products and for this purchase be made without bids.

The total cost for the water meters is \$51,300.00 which is estimated to supply the remaining fiscal year department needs. The meters will be placed in the Water Department's inventory and are used for new customer service installations, the water system replacement and rehabilitation projects, and for the Water Meter Conversion Program. Due to increased meter installations and replacements associated with the water system projects and Water Meter Conversion Program, the existing meter inventory is depleted such that additional meters will be needed to finish the current fiscal year.

IT IS RECOMMENDED that purchase orders be issued based on the available space within our facilities be issued totaling \$51,300.00 for providing the Water Department Neptune water meters to RIO Supply Michigan Meter, Inc.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Replenish meter inventory for new services, CIP projects, and meter conversion program.

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: Water Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 267,388.00
Cost of This Project Approval	\$ 51,300.00
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>
Supply Contra Account	59140540 775090	\$ 51,300.00
<u>Other Funds</u>		

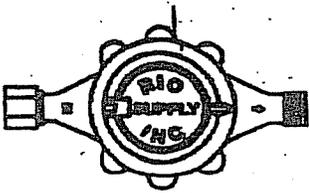
Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** March 9, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010



QUOTE



**RIO SUPPLY
MICHIGAN METER, INC.**

Toll Free 1-800-330-3061

32736 Townley Street • Madison Heights, MI 48071
Serving Michigan, New Jersey, S.E. New York, E. Pennsylvania and Delaware

№ 00537

CUSTOMER:

Monroe, Mi.
Att. Mark

DATE 2-9-10 SALESMAN Jim Taylor
SENT VIA FAX: 734-241-5263

E-Mail:

RE: Quote Rebuilt Meters -
New meters w/ Ecodor I -

Quantity	Description	Unit Price	Ext. Price
Rebuilt	3 inch TruFlo w/Ecodor I	1480. ⁰⁰	
Rebuilt -	(New UME) - 4" TruFlo SAME	1925. ⁰⁰	
Rebuilt -	6" TRU FLO	(Not Available)	
	Above, (w/ Ecodor I will enable Data Logging capabilities).		
	New - meter w/ Ecodor I.		
→	5/8 in. T-10	171. ⁰⁰	←
	3/4 "	210. ⁰⁰	
	1 "	268. ⁰⁰	
	1.5 "	434. ⁰⁰	
	2 "	590. ⁰⁰	
	Add \$ 20. ⁰⁰ Pit Set Snub - Antenna		
	Add \$ 35. ⁰⁰ Pit Set 6pt extending Antenna		

Now accepting Visa, MC & American Express
All Quotes are Valid for 30 Days Unless Specified Otherwise
All First Time Orders are COD
Customer is Responsible for Shipping Charges
Tax Exemption - Certificate Must Be Submitted
ALL SALES ARE FINAL - 25% RESTOCKING FEE



March 5, 2010

Kevin Armstrong
City of Monroe, MI

Dear Mr. Armstrong;

RIO Supply of Michigan is the sole authorized distributor and factory trained service provider for Neptune Water Meter products in the State of Michigan. Neptune has a long-standing relationship with RIO Supply and they bring over 180 years of water works experience to the Michigan water community. Their local office is at 799 E. Whitcomb St. in Madison Heights, MI. You can contact them via phone at 248.585.3700

As our distributor, RIO maintains a substantial inventory of product and are factory trained and authorized, enabling them to uniquely meet the needs of the water community in Michigan.

Thank you for your interest in Neptune. If you have any questions or need more information, please contact me at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "James J. Yearsin".

James J. Yearsin
Territory Manager, Michigan
Neptune Technology Group, Inc.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SEWER SYSTEM EVALUATION STUDY - ENGINEERING SERVICES

DISCUSSION: As you may recall, it is the goal of the Michigan Department of Natural Resources and Environment (MDNRE) to remove the Monroe Metropolitan Wastewater Treatment Plant (MMWTP) National Pollutant Discharge Elimination System (NPDES) permit's authorization of allowing discharges from the plant's Wet Weather Clarifiers. In order to meet the goal, the MMWTP has made two prior attempts to comply by submitting Project Plans (June 2006 & June 2009) to install wet weather retention facilities. In both cases all components of the Project Plans were accepted except, that the wet weather retention component was deemed not eligible for SRF funding. The MDNRE has concluded in both cases that the long-term cost-effectiveness of wet weather retention had not been established. In order to satisfy the MDNRE requirements, a work plan in July 2007 was approved including performing a Limited Sewer System Evaluation Survey (SSES) where smoke testing, flow monitoring and televising were completed on a limited portion of collection system (12 miles or 4% of system). The data collected was analyzed to determine the cost effective method to handle wet weather retention. A final report and recommendation was submitted in May 2009, prior to the June 2009 Project Plan submittal. The MDNRE reviewed the 2007 work plan report and concluded that additional investigation, data collection, and analysis is required on the remaining portion of the collection system (291 miles or 96% of collection system) to validate the report recommendation. A work plan was submitted in January 2010 to address the MDNRE's decision and was approved in February 2010. The work plan includes several components including completing an SSES on the remaining portion of the collection system.

City Council approved URS Corporation to complete Engineering Services for design of the Wastewater System - Phase II Plant Improvements in April 2009. This project includes Electrical Reliability Modifications (required as a special condition incorporated into the Part 41 permit for the Wastewater System Improvements-Phase I project), SCADA, Safety / Security, and Wet Weather Retention (as recommended in the Limited 2009 SSES report). The Wet Weather Retention design work cannot be completed until the January 2010 MDNRE work plan is completed and approved. Attached are proposals from the URS Corporation: One outlining the remaining Engineering Services for design of the Wastewater System Improvements - Phase II (Non-Flow Components - except Wet Weather Retention) and associated remaining costs; and Engineering Services to complete the 2010 SSES (Approved February 2010 MDNRE work plan). As outlined in the proposals, the design fees for Wet Weather Retention will be used to complete the 2010 SSES, however an additional \$200,000 ~ \$400,000 may be needed depending how much of the system is above the MDNRE Inflow / Infiltration criteria.

City Council has awarded previous contracts to the URS Corporation for related services as follows:

1. Complete a Wastewater Facilities Plan (January 3, 2006-\$25,500);
2. Project Plan (June 2006 and June 2009-Fees Included in Engineering Services);
3. Applications for a State Revolving Fund (SRF) Loan & S2 Grant (2006 & 2007-Fees Included in Engineering Services);
4. Engineering Services (September 18, 2006, July 7, 2008, and April 20, 2009-\$1,929,995 total)
5. Limited Sewer System Evaluation Survey and Flow Monitoring Study (November 17, 2008-\$194,000)

In 2005 the Wastewater Department solicited proposals from qualified engineering firms to prepare a facilities plan including a replacement schedule for plant improvements, upgrading treatment works to meet maximum design capacity, addressing component obsolescence to be consistent with current and future governmental regulations. Proposals were received from nine (9) qualified firms and were reviewed by a four-person City review team. URS Corporation was recommended and awarded the contract to complete the project in January 2006. URS Corporation has performed satisfactorily in all prior contract awards where it is recommended to utilize them for Professional Engineering Services without soliciting proposals. It is recommended due to the fact that they have recently completed Wastewater System Improvements-Phase I, are currently finishing the design of the Wastewater System Improvements - Phase II (Non-Flow Components), are very familiar with the collection system and facilities, have worked in tandem with City staff to negotiate a practical solution with the MDNRE to obtain approval of the January 2010 work plan. It would not be cost effective to solicit proposals and select another consultant at this time given that another consultant will need to well-informed of our system, facilities, and past efforts. These changes would likely change the approved MDNRE work plan, cost additional fees, and delay the progress made to date to ultimately provide a wet weather retention facility. All costs associated with the Wastewater System Improvements-Phase II project can be reimbursed from the SRF Loan; however they must first be fronted by the Wastewater Fund. It is recommended to utilize Wastewater Fund Reserves to fund the URS Corporation proposal to complete the 2010 SSES. Once completed, a final report will be submitted to the MDRNE for review and approval. Once approved the report will be used to submit an Amended Project Plan (June 2011) in an effort to obtain a low interest loan (~2.5%) to design and install a wet weather retention facility to be in compliance with the MDNRE NPDES permit.

IT IS RECOMMENDED that a purchase order be awarded to the URS Corporation for Engineering Services in the amount of \$400,000.00 for the completing the 2010 SSES as outlined in the attached proposals.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Complete 2010 SSES and submittal of MDNRE report of February 2010 approved work plan.

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, Wastewater Customers, City Council, Frenchtown Charter Township, Monroe, Charter Township

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 900,000.00
	Cost of This Project Approval	\$ 400,000.00
	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>
	General Contract Services	59075527 818020 09Z03	\$400,000.00
	<u>Other Funds</u>		
	Transfer from WW	59000000 395000	<\$400,000.00>
	Fund Reserves		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** March 8, 2010

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: March 15, 2010



December 11, 2009

Mr. Barry S. LaRoy, P.E.
Director of Water and Wastewater Utilities
City of Monroe
120 East First Street
Monroe, MI 48161

Re: Proposal for Engineering Services – 2010 Sewer System Evaluation Study

Dear Mr. LaRoy:

At your request and in accordance with the SSES Work Plan provided to the MDEQ in December 2009, URS Corporation has prepared this Proposal for Engineering Services associated with:

- Conducting a flow monitoring evaluation in select portions of the Monroe Metropolitan Treatment System (MMTS),
- Performing a Sewer System Evaluation Study (SSES) of target MMTS areas,
- Assisting the Waste Water Treatment Plant (WWTP) staff in the execution of a stress test,
- Evaluating the cost-effectiveness of collection system rehabilitation, and
- Identifying treatment and/or storage improvements to handle peak flow events.

Project Approach

Our approach to this project is to:

- Conduct a flow monitoring study in previously un-metered or under-metered areas to identify which areas exceed the 120 gallons per capita per day (gpcd) dry weather and 275 gpcd wet weather criteria set forth in the MDEQ guidance documents. (Tasks 1, 2, and 3)
- Perform SSES inspections on those areas exceeding the 120/275 gpcd criteria. (Task 4)
- Assist the plant staff in performing a stress test of the secondary treatment process to determine the peak flow that can be effectively treated by the existing system. (Task 5).
- Analyze data to determine the volume of Infiltration/Inflow (I/I) that can be cost effectively removed through collection system rehabilitation. (Task 6).
- Prepare an SSES Report to document findings and identify storage and/or capacity improvements to allow discontinuation of the current blending process. (Task 7).
- Evaluate wet weather treatment and/or storage alternatives and prepare a Wet Weather Facility Plan. (Task 8 and 9).



Presented below is the Scope of Services to complete the identified approach:

Scope of Services

Task 1 – Establish Data Districts

Previous flow metering results will be combined with records from 14 pump stations and 8 proposed flow meter locations to divide up the MMTS into sewer districts and sub-districts. These 22 districts, along with previously monitored districts will be used to calculate flow per capita and determine the need to perform an SSES in each area. In areas where records are insufficient to determine drainage district boundaries, field investigations will be conducted. Meter district boundaries will be updated as necessary based on the field investigations. Meter locations will be coordinated with City staff. Pipe runs (manhole-to-manhole) will be assigned unique identifiers.

Once the establishment of drainage districts is completed, determination of contributory population is necessary. House counts will be used where SEMCOG data is unavailable. An estimated contribution of 70 gpcd will be used to determine normal domestic flow. Water records and/or typical water use tables will be used to quantify commercial/industrial/institutional flows.

Task 2 – Install Meters and Gauges

It is assumed that the City will install, maintain, and download data from the flow meters placed throughout the MMTS. Sensor diagnostics should be run upon meter installation and the first meter data download should occur within one week following installation to ensure the meter is working properly. Meter data should be downloaded regularly (approximately once every 2 weeks) and after any significant rain event. At every download, the condition of the meter should be verified. It is also assumed that the City will download the rain data from the rain gauge at the WWTP. Rain and flow data should be provided to URS as it is collected, but not less than once every 2 weeks.

Pumping station data will be obtained from the pumping station SCADA system. Based on the results of pump down testing performed by the City, the pump runtime data will be used to determine flows at the pumping stations.

Two additional rain gauges will be installed, one each in Monroe Township and Frenchtown Township. URS will provide, place, maintain and download data from these rain gauges. URS will retrieve the rain gauge data approximately once a week.

The metering period is estimated at three months. However, data collection will continue until data for a “significant storm” and dry period can be used to determine per capita flows.



Task 3 – Data Evaluation

Data evaluation will begin as soon as the flow and rain gauge data is obtained by URS. The initial data will be reviewed for accuracy, consistency, and reliability. Meters exhibiting unreliable data may need to be moved or adjusted. URS will communicate recommendations and coordinate with City staff on alternatives for meter locations. URS will update meter districts accordingly.

Data will be evaluated to determine flow characteristics, i.e. base flow, dry weather flow, dry weather infiltration, rain dependent I/I, etc., and compared to the population based flow projections.

Deliverable

- ☆ Flow Monitoring Report - summarize the flow characteristics for each meter district and identify those districts with flows greater than the 120/275 gpcd criteria.

Task 4 – Perform SSES

Districts exhibiting flows greater than the 120/275 gpcd criteria will be included in the SSES. URS will perform smoke testing and manhole inspection in those districts exceeding the I/I criteria. Field work will be closely coordinated with the City to ensure staff and emergency responders are aware of the dates and locations of field work. Residents will be informed in advance of smoke testing via flyer distribution 1-3 days in advance. Rubber bands will be used to affix flyers to door handles and mailboxes. In addition, notices will be placed in the Monroe Evening News to inform residents of planned activities. If beneficial, URS can also develop a notice to be placed on the local government television station.

As with previous SSES efforts, it is assumed that the City will televise portions of the sewers to assess the conditions of the pipelines in each area. URS will identify representative pipelines in each area to televise. URS will view the video records, document irregularities, summarize irregularities into a condition assessment, estimate I/I flow based upon pipe segment condition, and recommend cost effective actions. It is anticipated that approximately 10-15% of the pipelines will be televised. The data obtained from the representative pipelines will be extrapolated throughout the district.

To save data processing time, laptop computers will be used in the completion of field survey results. While photos will only be taken to record unusual findings, inspection results will be recorded for every manhole, with irregularities summing into an overall condition rating. Positive smoke test results and televised irregularities will be similarly recorded and qualitatively rated.



Results from the previous SSES effort will be updated and integrated into the data set. Total I/I attributable to identified irregularities will be estimated and used in the cost effectiveness analysis.

Note: For purposes of this proposal, URS has assumed that all sub-districts within the collection system will exceed the MDEQ criteria for infiltration and inflow. This is a conservative approach, since it is likely that some of the newer areas of the system will be found to be in good condition, and therefore SSES inspections will not be required.

Task 5 – Stress Testing

The purpose of the stress test is to determine the maximum wet weather flow that can be processed through secondary treatment without washing solids out of the system, rendering it ineffective or being in non-compliance with permit limits. URS will conduct a coordination meeting in advance of the testing to inform all participants of their role in sample collection and analysis. In preparation for the testing, URS will monitor weather conditions for rainfall events that meet the criteria outline in the Stress Test Work Plan.

Following completion of the tests, URS will compile the documentation, analyze the results and prepare a letter report summarizing the findings.

Deliverable

- ☆ Stress Test Letter Report

Task 6 – Identify Transport and Treatment Costs

Based on the total wet weather flow projected from a 25 yr.-24 hr. storm event (as determined through the SSES), the cost (capital and annual) of collection system and treatment plant improvements to transport and treat the projected volume will be established. A present worth analysis will be completed to identify the cost on a \$/gpm basis. This cost will then be compared to the cost of collection system rehabilitation methods to determine the cost-effectiveness of system repairs.

A Log-Pearson III analysis will be performed as a check on the recurrence interval of flows exceeding the plant capacity following collection system rehabilitation.

Task 7 – SSES Report

The results of the SSES, plant stress testing and cost-effectiveness evaluation will be documented in an SSES Report. The report will be issued as a draft for the City's review and comment. Comments will be incorporated into the Final SSES Report.



Deliverable

- ☆ Draft SSES Report
- ☆ Final SSES Report

Task 8 – Evaluation of Wet Weather Treatment/Storage Options

Once the SSES is completed and the cost-effective collection system improvements have been identified, the expected flow from a 25 yr.-24 hr. storm will be determined. Since it is likely that the expected flow will exceed the capacity of the WWTP, alternatives for treatment and/or storage capacity modifications will be evaluated.

The alternatives will focus on storage volume, diversion and conveyance, as well as treatment improvements, such as additional conventional secondary treatment, high rate treatment (ballasted flocculation) and disinfection. Design criteria will be established for each alternative and a present worth cost analysis will be completed to compare each alternative.

Task 9 – Wet Weather Facility Plan

Based on the results of the evaluation of treatment/storage options, a Wet Weather Facility Plan will be prepared, including flow diagrams, preliminary layouts and a process description. The Facility Plan will be in a format that can be used to prepare an application for funding under future SRF programs.

Schedule and Fee Estimate

URS is prepared to begin this project immediately upon written authorization. A bar chart schedule is attached that shows the proposed work flow. Flow metering is currently underway. We expect to have adequate data from the flow and rainfall monitoring by the end of February, but anticipate that the monitoring will continue through the end of May.

SSES work should be completed during the early spring season to observe collection system conditions during periods of soil saturation and high groundwater. As there are many areas that are already known to exceed the MDEQ criteria for excessive I/I, these areas can be inspected first, followed by those areas identified from the ongoing flow monitoring.

Stress testing is also best performed during the spring season to take advantage of the frequent rainfall events.



It is anticipated that the draft SSES Report can be prepared in July 2010 and finalized in August 2010, followed by an evaluation of alternatives and completion of the Wet Weather Facility Plan in September, 2010.

Based on the scope of services presented above, URS estimates a fee range of between **\$700,000** and **\$906,000**, depending on the number of districts where SSES inspections will be required. A breakdown of the estimated work hours and fees is attached. A portion of this work could be conducted as a reauthorization of funds previously allocated to the wet weather facilities under our current agreement for the WWTP Phase II Design.

We appreciate the opportunity to be of continued assistance to the City of Monroe. If you should have any questions or desire additional information, please contact me.

Sincerely,
URS CORPORATION

A handwritten signature in black ink, appearing to read "Jan. M. Hauser".

Jan. M. Hauser, P.E.
Vice President

cc: S. Maniaci – City of Monroe
T. Woodward – URS

City of Monroe
Engineering Services for
Sewer System Evaluation Survey
Estimated Work Hours and Fees

Task	Principal	Project Manager	Project Engineer	QA/QC	Engineer	CADD/GIS Technician	Field Technician	Clerical	Total Hours	Total Labor
Task 1 - Establish Data Districts										
1.1 Kick-off Meeting		4	4					2	10	\$ 17,100
1.2 Field Map Preparation			4					2	22	\$ 1,289
1.3 Field Verification			8		40	16		2	96	\$ 7,800
1.4 Mapping Revisions			4			8		2	14	\$ 1,279
1.5 Population and Flow Determination			8			40		2	52	\$ 4,559
Task 2 - Install Meters and Gauges										
2.1 Identify Rain Gauge Sites			2						2	\$ 1,800
2.2 Install Rain Gauges			2		8				10	\$ 889
2.3 Review Inflow Meter Diagnostic Data			8						8	\$ 860
Task 3 - Data Evaluation										
3.1 Obtain Pump Station SCADA Data			16						16	\$ 39,740
3.2 Calculate Pump Station Flows		2	40					2	44	\$ 1,800
3.3 Download Rain Data			8		60			2	60	\$ 4,899
3.4 Review Flow and Rainfall Data		8	96					2	106	\$ 5,100
3.5 Develop Data Summary		8	80					2	90	\$ 11,110
3.6 Identify SSES Target Areas		4	8					2	12	\$ 9,510
3.7 Flow Monitoring Report		2	4	32	4	18		2	60	\$ 1,480
Task 4 - Perform SSES										
4.1 Precipitation Notifications			80					2	82	\$ 700,599
4.2 Manhole Inspection		4	24		1724			2	314	\$ 8,159
4.3 Street Trench		2	16		1378			8	2869	\$ 278,392
4.4 Pipeless Video Review and Documentation		4	24		1283			8	1578	\$ 222,149
4.5 Data Analysis			16		240				178	\$ 146,788
4.6 Results Mapping			48						288	\$ 18,720
Task 5 - Stress Testing										
5.1 Preparation/Coordination Meeting			8						8	\$ 13,850
5.2 Assessment During Testing			8		16				16	\$ 2,160
5.3 Data Analysis			4						4	\$ 1,520
5.4 Stress Test Letter Report			24					2	28	\$ 3,080
Task 6 - Identify Transport and Treatment Costs										
6.1 Develop Design Criteria for Tmt/Slur. Options		2	24		16			2	44	\$ 10,980
6.2 Identify Capital and O&M Costs			16		8				24	\$ 4,259
6.3 Develop Present Worth Analysis		2	12						14	\$ 2,289
6.4 Identify Transport and Treatment Costs			8						8	\$ 1,540
6.5 Identify Cost-Effective Rehabilitation		2	16					2	20	\$ 800
Task 7 - SSES Report										
7.1 Log-Pearson III Analysis			2						2	\$ 21,200
7.2 Draft SSES Report		4	8	120	4	20		2	158	\$ 1,940
7.3 Final SSES Report		2	4	16	2	4		2	28	\$ 16,970
Task 8 - Evaluate Wet Weather Tmt/Slur. Alternatives										
8.1 Develop Design Criteria for Tmt/Slur. Options		2	4	16					22	\$ 10,240
8.2 Identify Capital and O&M Costs			4	40	2				46	\$ 2,850
8.3 Develop Present Worth Analysis		2	20	2					24	\$ 4,980
Task 9 - Prepare Wet Weather Facility Plan										
9.1 Prepare Flow Diagrams		1	8		8	16		2	35	\$ 13,320
9.2 Prepare Preliminary Layouts		1	12		12	16		2	43	\$ 3,240
9.3 Identify Equipment Requirements		2	16		16	16		2	36	\$ 3,450
9.4 Wet Weather Facility Plan Report		2	2	8	8			2	24	\$ 2,650
Total		24	176	1677	16	3295	1709	60	10059	\$ 820,083

Task	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Grand Total
Total Project Labor	\$ 17,180	\$ 1,880	\$ 39,740	\$ 700,599	\$ 13,880	\$ 10,980	\$ 21,280	\$ 10,280	\$ 19,320	\$ 628,049
Direct Expenses	\$ 485	\$ 3,249	\$ 705	\$ 71,325	\$ 304	\$ 100	\$ 250	\$ 150	\$ 150	\$ 76,949
Subcontracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Project Fee	\$ 17,676	\$ 5,128	\$ 40,508	\$ 771,923	\$ 14,214	\$ 11,080	\$ 21,530	\$ 10,430	\$ 19,470	\$ 905,988

Notes:
 Note 1: Hours shown are estimates only
 Note 2: Actual billing rates will be calculated based on direct labor times a 2.8 multiplier
 Note 3: Direct expenses will include the actual costs incurred for equipment, travel, mailing, meals, printing, etc.
 Note 4: Subcontractor invoices will be billed with no markup.
 Note 5: The total not-to-exceed fee is based on the scope of work defined in the proposal.
 Actual labor and expenses will be billed as described above.



February 25, 2010

Mr. Barry S. LaRoy, P.E.
Director of Water and Wastewater Utilities
City of Monroe
120 East First Street
Monroe, MI 48161

Re: Proposal for Engineering Services – Phase II (Non-Flow) Plant Improvements

Dear Mr. LaRoy:

At your request, URS Corporation has prepared this Proposal for Engineering Services associated with completion of the design of the non-flow related WWTP improvements identified in the 2010 SRF Project Plan. Non-flow related components of the SRF Project Plan include the following:

- Modifications to the plant electrical distribution system to enhance system reliability.
- Implementation of a Supervisory Control and Data Acquisition (SCADA) system for monitoring and control of the plant processes.
- Safety and security enhancements, including site access control, site lighting and perimeter fencing and gate improvements.

As you are aware, a significant amount of the design work was completed in anticipation of the City receiving funding under the SRF program. However, work was discontinued when MDNRE determined that the project would fall below the available SRF funding level. It is our understanding that the City intends to complete the design at this time, such that it will be available for bidding at a future date.

Presented below is the Scope of Services to complete the identified work:

Scope of Services

The remaining services to be provided include finalization of plans and specifications for procurement, development of a sequencing plan for coordination and continuation of plant services, and preparation of bidding documents. The services will include site visits, as required to observe existing conditions, a final design submittal to the City for review, and a Design Review Meeting following the submittal review.

URS Corporation
27777 Franklin Road, Suite 2000
Southfield, MI 48034
Tel: 248.204.5900
Fax: 248.204.5901



Schedule and Fee Estimate

URS has initiated finalization of the design. It is expected that a final design submittal will be prepared for the City review in mid-April, with preparation of the final bidding documents on or before April 30, 2010.

As shown on the attached spreadsheet, the estimated fee to complete the design and bidding documents is \$120,000. To date, approximately \$335,000 has been expended, resulting in a total Phase II fee of \$455,000. The current purchase order for this work, which included design of wet weather retention facilities which are no longer part of the Phase II project, was \$960,000. Therefore, approximately \$505,000 is estimated to be available from the purchase order for work associated with the ongoing Sewer System Evaluation Survey (SSES) required by DNRE to support future wet weather retention work. Since the estimated fee for the SSES is approximately \$700,000 to \$900,000, an additional authorization of \$200,000 to \$400,000 may be necessary in the future to complete the SSES work.

We appreciate the opportunity to be of continued assistance to the City of Monroe. If you should have any questions or desire additional information, please contact me.

Sincerely,
URS CORPORATION

A handwritten signature in black ink, appearing to read "Jan. M. Hauser".

Jan. M. Hauser, P.E.
Vice President

cc: T. Woodward - URS

City of Monroe
Engineering Services for
Phase II WWT/P Improvements
Estimated Work Hours and Fees

	Project Director	Project Manager/ Dept. Manager	QA/QC	Senior Electrical Engineer	Site/Civil Engineer	Facilities Engineer/ Architect	Structural Engineer	Mechanical Engineer	Electrical Engineer	Controls Engineer	Process Engineer	Technician	CADD Technician	Clerical	Total Hours	Total Labor
Task 1 - Electrical System Modifications																
1.1. Electrical		12		260									60		362	\$ 43,738
Task 2 - SCADA System																
2.1 Process		4			40					160			24		68	\$ 5,393
2.2 Instrumentation		8											120		268	\$ 24,546
Task 3 - Safety/Security Improvements																
3.1 Site/Civil		4			80								40		124	\$ 9,473
3.2 Architectural		2				80							40		122	\$ 10,816
3.3 Electrical		8		24									16		48	\$ 6,024
3.4 Instrumentation		2								24			8		34	\$ 3,016
Task 4 - Project Management and Meetings																
4.1 Project Management	4	48	16	8						8					76	\$ 12,290
4.2 Meetings		8													24	\$ 3,162
Total Hours	4	95	16	292	120	80	0	0	0	192	0	0	308	8	1116	

Design Services

Task 1	Task 2	Task 3	Task 4	Total
\$ 43,738	\$ 29,938	\$ 29,339	\$ 15,451	\$ 118,467
\$ 350	\$ 360	\$ 330	\$ 500	\$ 1,530
\$ 44,088	\$ 30,298	\$ 29,669	\$ 15,951	\$ 120,000

Total Estimated Project Fee



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PICNIC TABLE PURCHASE – REPORT ON BID OPENING

DISCUSSION: In 2007, the City of Monroe Recreation Department submitted a grant application through Access to Recreation for the purchase of new picnic tables to be placed in various City parks that would be compliant with the requirements set forth in the Americans with Disabilities Act (ADA). The City was awarded a grant for up to \$10,000, which must be matched with \$10,000 in City funds as well. Purchase of these picnic tables will greatly enhance accessibility for all users within the park system.

A solicitation for bids for the tables was prepared by the Finance Department, and bids were opened on March 8, 2010. In order to obtain pricing on a variety of different sizes and styles, bidders were asked to provide pricing for four (4) different types of tables, with a base bid quantity of eight (8) of each style. The City reserved the right to modify the quantities, and to award bids for the different types of tables to different vendors, if it was found to be in the City's best interest.

A spreadsheet indicating the bids submitted from each of twelve (12) vendors has been attached for your review, as is the written summary from the Finance Department. It should be noted that the two lowest overall bidders reported by the Finance Department did not submit a bid for one style of table, hence there is some difficulty in determining the true "low" bidder for all items. Upon review of the bids and discussion of the preferred styles with the Department of Public Services administrative staff, it was determined that the City would like to purchase fifteen (15) tables that are nine feet in length with a gap for wheelchair accessibility in the middle of the table, and five (5) of each of the other styles, in order to promote some variety, for a total of thirty (30) tables in total. Based on the pricing submitted, Preeminence of Seaford, Delaware was found to be the low bidder for the 8-foot and 10-foot tables, and was only \$22.66 per item (\$113.30 total) over the low bid for the 46" square tables. Although awarding the 46" square tables to the low bidder would save \$113.30, it is felt that working with 2 vendors instead of 3 would be in the City's best interest. The low bidder on the 9-foot tables was Jamestown Advanced Products Corp. of Jamestown, New York at a unit price of \$655.00 per table, and even when the \$750.00 freight charge is included, they are still the low bidder for the number of units to be ordered.

In summary, the following are the number and types of tables recommended for purchase, along with the price and vendor:

Type	Number	Unit Cost	Freight	Total Cost	Vendor
8-foot tables	5	\$545.00	Included	\$2,725.00	Preeminence
9-foot tables	15	\$655.00	\$750.00 total	\$10,575.00	Jamestown Advanced Products
10-foot tables	5	\$765.00	Included	\$3,825.00	Preeminence
46" square	5	\$575.00	Included	\$2,875.00	Preeminence
Total	30			\$20,000.00	

IT IS RECOMMENDED that the City Council award purchase orders in the amount of \$10,575.00 to Jamestown Advanced Products and \$9,425 to Preeminence for the purchase of picnic tables as described above.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Bids are only good for 45 days and we would like to have them items delivered and assembled in time for the heavy park usage times in late Spring and Summer.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Recreation Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Park users, disabled individuals and families in particular

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$20,000
Cost of This Project Approval	\$20,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Park Improvements	401-95.756-818.020 07C03	\$10,000.00
<u>Other Funds</u>		
Access to Recreation Grant		\$10,000.00

Budget Approval: _____

FACT SHEET PREPARED BY: *Wright*

DATE: 03/10/10

REVIEWED BY: *[Signature]*

DATE: 3.10.10

COUNCIL MEETING DATE: March 15, 2010



CITY OF MONROE

Department of Finance

M E M O R A N D U M

DATE: March 8, 2010

TO: Loretta LaPointe, Interim Recreation Superintendent

FROM: Dan Malotky, Accountant

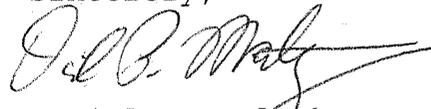
RE: Bids for PURCHASE OF PICNIC TABLES

Loretta,

Twelve responses were opened today for purchase of Picnic Tables for the Recreation Department. The apparent low total bid received was from Preeminence (cashier's check included) at \$15,080.00. A bid tabulation sheet is attached with an itemized breakdown of each bid.

Review all the bids for compliance with your specifications. Make your written recommendation to the City Manager using the shared file "Council Agenda Items". Thank you.

Sincerely,



Daniel P. Malotky
Accountant

Cc: File

BIDS RECEIVED FOR PURCHASE OF PICNIC TABLES. BID REQUESTS
MAILED 02/26/10. BIDS RECEIVED MONDAY, MARCH 8, 2010.

	<u>BID AMOUNT</u>
PREEMINENCE	8' = \$ 4,360.00
PO BOX 1141	9' = NO BID
SEAFORD DE 11973	10' = \$ 6,120.00
	46' = \$ 4,600.00
	TOTAL = \$15,080.00
	(CASHIER'S CHECK)
RJ THOMAS MFG CO INC	8' = \$ 5,022.48
PO BOX 946	9' = NO BID
CHEROKEE IA 51012-0946	10' = \$ 7,025.44
	46' = \$ 5,088.80
	TOTAL = \$17,136.72
	(CASHIER'S CHECK)
HIGHLAND PRODUCTS GROUP	8' = \$ 4,418.72
3350 NW BOCA RATON BLVD, B2	9' = \$ 6,978.72
BOCA RATON FL 33431	10' = \$ 6,178.72
	46' = \$ 4,418.72
	TOTAL = \$21,994.88
	(CASHIER'S CHECK)
JAMESTOWN ADVANCED PRODUCTS CORP	8' = \$ 5,376.00
2855 GIRTS RD	9' = \$ 5,240.00
JAMESTOWN NY 14701	10' = \$ 6,496.00
	46' = \$ 6,800.00 + \$750 FREIGHT
	TOTAL = \$24,662.00
	(CO.CHECK)
OUTDOOR FUN STORE CO	8' = \$ 4,557.60
8551 RONDA DR	9' = \$ 7,545.60
CANTON MI 48187-2003	10' = \$ 6,667.20
	46' = \$ 4,428.00 + \$1,894.00 FRT
	TOTAL = \$25,092.40
	(CO.CHECK)

PLAYWORLD MID STATES
2127 112TH ST
HOLLAND MI 49424

8' = \$ 4,800.00
10' = \$ 8,400.00
10' = \$ 6,704.35
46' = \$ 4,923.91 + \$1,349.38 FRT
TOTAL = \$26,177.64
(BID BOND)

BEST LITTER RECEPTACLES INC
221 CAROLINA FARMS BLVD
CAROLINA SHORES NC 28467

8' = \$ 4,856.00
10' = \$ 8,496.00
10' = \$ 7,144.00
46' = \$ 5,040.00 + \$987.90 FRT
TOTAL = \$26,523.90
(OFFICIAL CHECK)

RECYCLED PLASTIC FACTORY LLC
530 PAUL MORRIS DR
ENGLEWOOD FL 34223

8' = \$ 6,092.00
9' = \$ 6,892.00
10' = \$ 7,692.00
46' = \$ 6,092.00
TOTAL = \$26,768.00
(OFFICIAL CHECK)

MIRACLE RECREATION OF MICH
1749 HAMILTON RD STE 202
OKEMOS MI 48864

8' = \$ 5,720.00
9' = \$ 7,637.00
10' = \$ 6,762.00
46' = \$ 6,885.00
TOTAL = \$27,004.00
(BID BOND)

PLAY ENVIRONMENTS INC
563 COLLEGE AVE
HOLLAND MI 49423

8' = \$ 6,128.00
9' = \$ 8,464.00
10' = \$ 7,912.00
46' = \$ 6,624.00
TOTAL = \$29,128.00
(BID BOND)

RECREATION SUPPLY CO
PO BOX 2757
BISMARCK ND 58502

8' = \$ 6,147.52
9' = \$ 8,016.56
10' = \$ 8,268.56
46' = \$ 8,103.36
TOTAL = \$30,536.00
(NO BID BOND)

SUPERIOR PLAY LLC
889 S OLD US 23
BRIGHTON MI 48114

8' = \$ 6,951.48
9' = \$ 10,898.11
10' = \$ 12,785.60
46' = \$ 7,140.67
TOTAL = \$37,775.86
(BID BOND)

HIGHLAND PRODUCTS GROUP
KAY PARK REC CORP
PO BOX 477
1301 PINE ST
JANESVILLE IA 50647
SALES@KAYPARK.COM

NO BID

WABASH VALLEY
PO BOX 5
505 E MAIN ST
SILVER LAKE IN 46982
WVMSALES@WABASHVALLEY.COM

NO BID

BELSON
111 N RIVER RD
NORTH AURORA IL 60542
SALES@BELSON.COM

NO BID

UPBEAT SITE FURNISHINGS
211 N LINDBERGH
ST LOUIS MO 63141
custservice@upbeat.com

NO BID

BARCO'S OUTDOOR PRODUCTS
11 N BATAVIA AVE
BATAVIA IL 60510
SALES@BARCOPRODUCTS.COM

NO BID

SUMMIT SUPPLY CORPORATION
5092 COUNTY RD 302
DURANGO CO 81303
INFO@SUMMITSUPPLYCOLO.COM

NO BID

January 11, 2007

Ms. Cindy Burkhour
Access to Recreation Initiative Manager
2454 Lamplighter Drive
Jenison, MI 49428-9127

Dear Ms. Burkhour,

This letter is to certify that the Monroe Parks and Recreation Department currently has available in the City of Monroe Capital Improvement Program Budget funds in the amount of up to \$10,000.00 which are being held as match for the Recreation Access Matching Grant Application.

Specifically the City of Monroe is interested in addressing the implementation of a program to provide wheelchair accessible picnic tables at all outdoor public park and recreation areas and along outdoor recreation access routes.

Please contact me if you require further verification of this information.

Sincerely,

Edward J. Sell, Finance Director
City of Monroe

PURCHASE OF PICNIC TABLES - BIDS DUE MARCH 8, 2010

BID TABULATION				1 - PREEMINENCE		2 - RJ THOMAS MFG CO INC.		3 - HIGHLAND PRODUCTS CORP		4 - JAMESTOWN ADVANCED PRODUCTS	
ITEM NO.	DESCRIPTION	# OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	8' length (6' attached seats) Universal Access. Both	8.00	EA	\$ 545.00	\$ 4,360.00	\$ 627.81	\$ 5,022.48	\$ 552.30	\$ 4,418.40	\$ 672.00	\$ 5,376.00
2	9' length Universal Access in middle of bench	8.00	EA	\$ -	\$ -	\$ -	\$ -	\$ 872.34	\$ 6,978.72	\$ 655.00	\$ 5,240.00
3	10' length (8' attached seats) Universal Access	8.00	EA	\$ 765.00	\$ 6,120.00	\$ 878.18	\$ 7,025.44	\$ 772.34	\$ 6,178.72	\$ 812.00	\$ 6,496.00
4	46" square or octagonal, ADA accessible 32" wide	8.00	EA	\$ 575.00	\$ 4,600.00	\$ 636.10	\$ 5,088.80	\$ 552.34	\$ 4,418.72	\$ 850.00	\$ 6,800.00
5	Freight (if specified)	1.00	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 750.00
				TOTAL	\$15,080.00		\$17,136.72		\$21,994.56		\$24,662.00
BID TABULATION				5 - OUTDOOR FUN STORE CO.		6 - PLAYWORLD MID STATES.		7 - BEST LITTER RECEPTACLES, INC.		8 - RECYCLED PLATIC FACTORY, LLC	
ITEM NO.	DESCRIPTION	# OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	8' length (6' attached seats) Universal Access. Both	8.00	EA	\$ 569.62	\$ 4,556.96	\$ 600.00	\$ 4,800.00	\$ 607.00	\$ 4,856.00	\$ 761.50	\$ 6,092.00
2	9' length Universal Access in middle of bench	8.00	EA	\$ 943.20	\$ 7,545.60	\$ 1,050.00	\$ 8,400.00	\$ 1,062.00	\$ 8,496.00	\$ 861.50	\$ 6,892.00
3	10' length (8' attached seats) Universal Access	8.00	EA	\$ 833.40	\$ 6,667.20	\$ 838.04	\$ 6,704.32	\$ 893.00	\$ 7,144.00	\$ 961.50	\$ 7,692.00
4	46" square or octagonal, ADA accessible 32" wide	8.00	EA	\$ 553.50	\$ 4,428.00	\$ 615.49	\$ 4,923.92	\$ 630.00	\$ 5,040.00	\$ 761.50	\$ 6,092.00
5	Freight (if specified)	1.00	LS	\$ 1,894.00	\$ 1,894.00	\$ 1,349.30	\$ 1,349.30	\$ 987.90	\$ 987.90	\$ -	\$ -
				TOTAL	\$25,091.76		\$26,177.54		\$26,523.90		\$26,768.00
BID TABULATION				9 - MIRACLE RECREATION OF		10 - PLAY ENVIRONMENTS INC.		11 - RECREATION SUPPLY CO.		12 - SUPERIOR PLAY LLC	
ITEM NO.	DESCRIPTION	# OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	8' length (6' attached seats) Universal Access Both	8.00	EA	\$ 715.00	\$ 5,720.00	\$ 766.00	\$ 6,128.00	\$ 768.44	\$ 6,147.52	\$ 868.94	\$ 6,951.52
2	9' length Universal Access in middle of bench	8.00	EA	\$ 954.62	\$ 7,636.96	\$ 1,058.00	\$ 8,464.00	\$ 1,002.07	\$ 8,016.56	\$ 1,362.26	\$ 10,898.08
3	10' length (8' attached seats) Universal Access Both Ends	8.00	EA	\$ 845.25	\$ 6,762.00	\$ 989.00	\$ 7,912.00	\$ 1,033.57	\$ 8,268.56	\$ 1,598.20	\$ 12,785.60
4	46" square or octagonal, ADA accessible 32" wide opening	8.00	EA	\$ 860.63	\$ 6,885.04	\$ 828.00	\$ 6,624.00	\$ 1,012.92	\$ 8,103.36	\$ 892.58	\$ 7,140.64
5	Freight (if specified)	1.00	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				TOTAL	\$27,004.00		\$29,128.00		\$30,536.00		\$37,775.84

PROPOSAL FORM

March 5, 2010

(date)

PURCHASE OF PICNIC TABLES

Bids due no later than 10:00 AM (local time) on Monday, March 8, 2010, in the City Clerk's office.

Honorable Mayor and City Council
120 E First St
Monroe MI 48161-2169

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with PICNIC TABLES for the Recreation Department at the following quoted price(s) shown below, in accordance with detailed specifications dated February, 2010, attached.

8' length: \$ 672.00ea

9' length: \$ 655.00ea

10' length: \$ 812.00ea

46" square: \$ 850.00 8 ea. plus \$750.00 freight

GRAND TOTAL: \$ 24,662.00

A Bid Bond, cashier's check, official check, certified check or money order in the amount equal to five percent (5%) of the grand total bid amount is enclosed. (\$1233.10) check #049197

The City reserves the right to reject any or all bids, to purchase all or any part of the listed material from any one bidder, to modify any quantities, to waive any informalities and to make award in the best interest of the City of Monroe. It is agreed that this bid may not be withdrawn for thirty (30) days from the opening of this bid. It is further agreed that this bid price is firm for 90 days and we propose to have the work completed within 30 calendar days after award of contract by City Council.

We hereby declare that we will execute a contract with the City of Monroe, Michigan, according to the forms attached and furnish the required bonds, all within fourteen (14) days after the award of the contract.

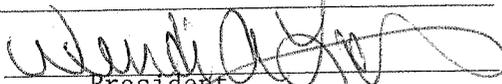
Respectfully submitted,

Name of Bidder: Jamestown Advanced Products Corp.

Address: 2855 Girts Rd.

Jamestown, NY 14701

Phone: 716-483-3406

Signed By: 
President

1.0 GENERAL SCOPE:

- 1.1 The picnic tables will all be ADA handicap accessible tables. Tables will be offered in a variety of styles according to the following specs. Unit pricing for each table shall include delivery to 2770 N. Custer, Monroe, MI 48162
- 1.2 Tables will all be Plastisol coated (with ultraviolet protection) metal, color Green
- 1.3 Tables will all be FDA approved for direct food contact and has USDA compliance for use within the product zone applications.
- 1.4 All tables will be portable.
- 1.5 Table tops and seat will be perforated with patterns to allow easy clean up with water or dirt.
- 1.6 All tables and seats will have rounded corners.
- 1.7 Product data will include manufacturer's specifications and technical data with specific information on: construction fabrication, assembly instructions, and product warranty.
- 1.8 The City reserves the right to increase or decrease quantities of any item, or to award different types of tables to different vendors.

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
8 each	8' (6' attached seats) universal access on both ends, min 2-3/8 Outside Diameter legs. 8 @ 672.00 ea	<u>\$5376.00</u>
8 each	9' length universal access in the middle of the table, min 2-3/8 Outside Diameter legs. 8 @ 655.00	<u>\$5240.00</u>
8 each	10' (8' attached seats) universal access on both ends, min 2-3/8 Outside Diameter legs. 8 @ 812.00	<u>\$6496.00</u>
8 each	46" square, or octagonal, with ADA accessible 32" wide opening for Wheelchair use 2-3/8, min Outside Diameter legs. 8 @ 850.00	<u>\$6800.00</u>
	frt	<u>\$750.00</u>
	Total Bid	\$24,662.00

JAMESTOWN ADVANCED PRODUCTS CORPORATION

2855 Girts Road
Jamestown, NY 14701
Phone: 800-452-0639
Fax: 716-483-5398

QUOTATION

Confirmed 03/04/10

SOLD TO: City of Monroe 120 East First St Monroe, MI 48161	PHONE: 734-243-0700 FAX:
--	--

SHIPPED TO: SAME AS ABOVE	PHONE: FAX:
---	--------------------------------------

CONTACT NAME	Daniel Malotky
QUOTATION NUMBER	X0063BQ4
QUOTATION DATE	03/04/10
OUR ORDER NUMBER	
ORDER DATE	
TERMS	
SALES REP	Bill Lawson
SHIPPED VIA	EXTRA MILE
Freight Quote #	
F.O.B.	DESTINATION
PREPAID or COLLECT	PREPAID
SHIP DATE	
PURCHASE ORDER	

QUANTITY	PART NO	DESCRIPTION	COLOR	UNIT PRICE	AMOUNT
8	1389-2-1-2	9' side access ADA perf rectangle table and benches	green	\$655.00	\$5,240.00
8	13447-29	8' ADA perforated dual entry table	green	\$672.00	\$5,376.00
8	14193-29	10' ADA perforated dual entry table	green	\$812.00	\$6,496.00
8	14192	46" square ADA perforated table	green	\$850.00	\$6,800.00
16	Lumber				
Skid Size:	40 X 48	Weight:	13236	NO./SKIDS	14
Card Type:		Expiration Date:		Subtotal:	\$23,912.00
Card #:		Cardholder Name:		Freight:	\$750.00
Questions concerning this quotation call: Bill Lawson 800-452-0639				Order Total:	\$24,662.00

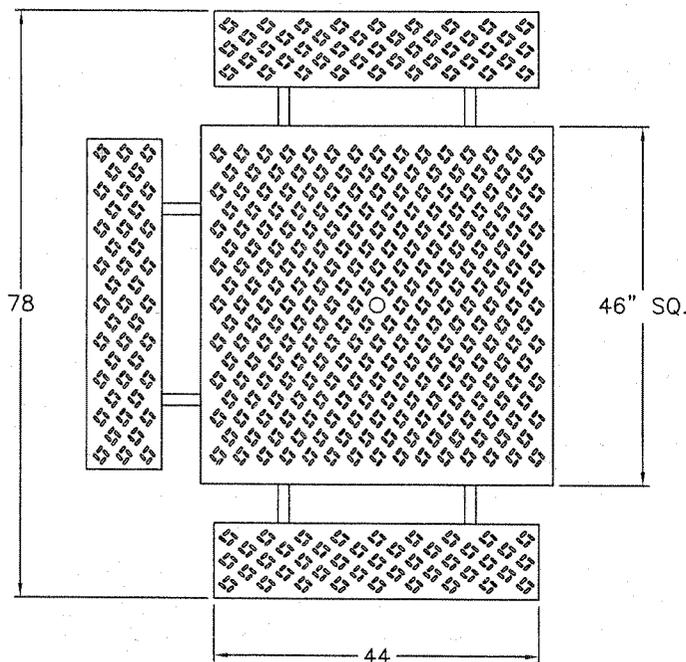
Quotation Good For 30 Days

750

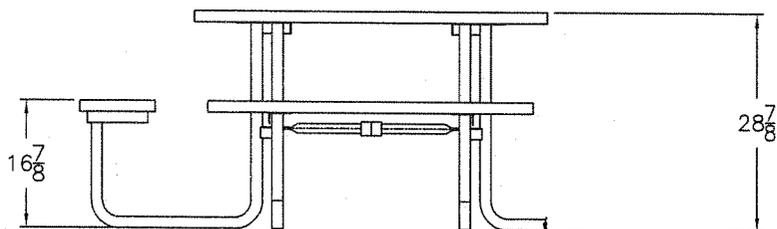
* Freight charges are subject to change. Rates may be recalculated at time of shipment. Customer will be responsible for additional charges associated with services requested upon delivery, for example; driver assistance, lift gate, additional time for unloading, etc

Signature

Date



- Table frame design features incorporate a nontip, nontrip & walk-through design.
- The one-piece welded construction frames are fabricated using continuous MIG welds for strength.
- Four corner frames consist of 1-1/2" dia. x .065 wall tube.
- All pipe and tubing conform to ASTM A513-94, and all steel components conform to ASTM-A569.
- All cross braces are 1" schedule 40 pipe (.133" thk. wall).
- Center brackets are all 1/8" thk. (12 ga.) steel. Table and seat brackets are 1/8" thk. (12 ga.) steel.
- Hole in center (2" dia.) for umbrella mount.
- Assembly fasteners are 3/8" dia. galvanized steel carriage bolts.
- All exposed corners are chamfered for safety.



CUSTOMER APPROVAL :

DATE :

JAMESTOWN
ADVANCED
PRODUCTS
 CORPORATION

THIS DRAWING, WHICH CONTAINS PROPRIETARY INFORMATION, IS THE PROPERTY OF JAMESTOWN ADVANCED PRODUCTS CORPORATION. IT SHALL NOT BE REPRODUCED IN ANY MANNER NOR DISCLOSED TO THIRD PARTIES WITHOUT WRITTEN PERMISSION OF JAMESTOWN ADVANCED PRODUCTS CORPORATION.

DATE: 3-3-10

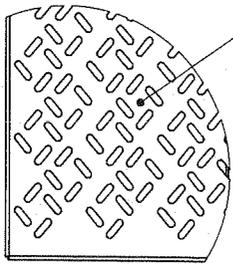
PRODUCT PART NUMBER : 14192

REV. NO.

PRODUCT DESCRIPTION :
 46" SQUARE ADA PICNIC TABLE, 2-3/8" FRAME

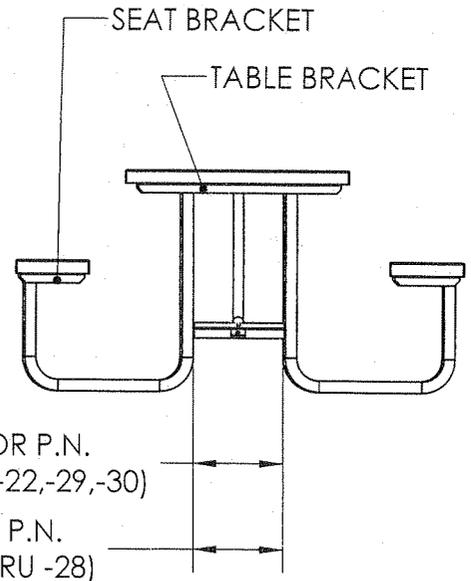
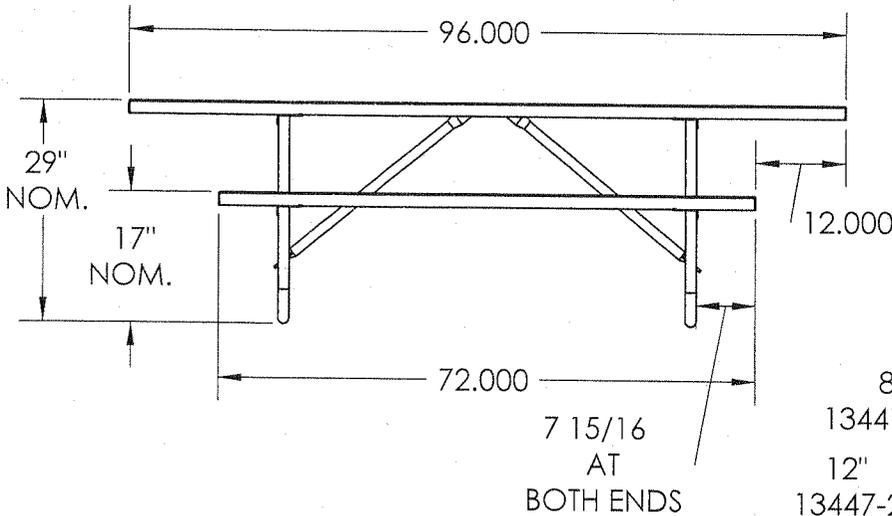
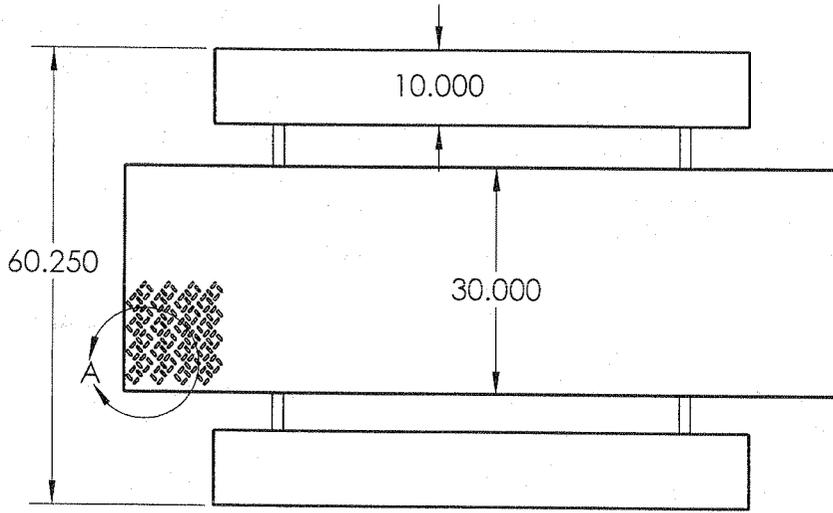
2855 GIRTS ROAD
 JAMESTOWN, NY 14701

PHONE 800-452-0639 -- FAX 716-483-5398 -- WWW.JAMESTOWNADVANCED.COM



DECORATIVE PERFORATED PATTERN

DETAIL A
SCALE 1 : 8



- Table frame design features a non-tip, non-trip & walk through design. The 8' top & 6' seats provide wheelchair access at both ends.
- The one-piece welded construction frames are fabricated using continuous MIG welds for strength.
- All pipe and tube conform to ASTM A513-94 and all steel components conform to ASTM A569.
- All cross braces are 1" schedule 40 pipe (.133 thk. wall).
- Assembly fasteners are 3/8" dia. galvanized steel bolts
- All exposed corners are chamfered for safety.
- Table & seat brackets are 3/16" (7 Ga.) steel for all 2" frames & 1/8" (12Ga.) for all other frames.
- Support brackets are 3/16" (7 Ga.) steel.
- Decorative perforated table top & seats (see pattern above).

CUSTOMER APPROVAL :

DATE :

JAMESTOWN
ADVANCED
PRODUCTS
CORPORATION

THIS DRAWING, WHICH CONTAINS PROPRIETARY INFORMATION, IS THE PROPERTY OF JAMESTOWN ADVANCED PRODUCTS CORPORATION. IT SHALL NOT BE REPRODUCED IN ANY MANNER NOR DISCLOSED TO THIRD PARTIES WITHOUT WRITTEN PERMISSION OF JAMESTOWN ADVANCED PRODUCTS CORPORATION.

DATE : 9/28/09

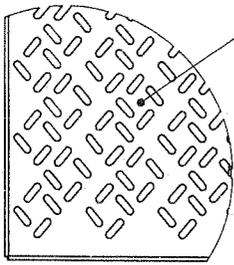
PRODUCT PART NUMBER : 13447 (-21 THRU -30)

REV. NO.

PRODUCT DESCRIPTION : 8' DECORATIVE PERF.
DUAL ENTRY HANDICAPPED PICNIC TABLE

2855 GIRTS ROAD
JAMESTOWN, NY 14701

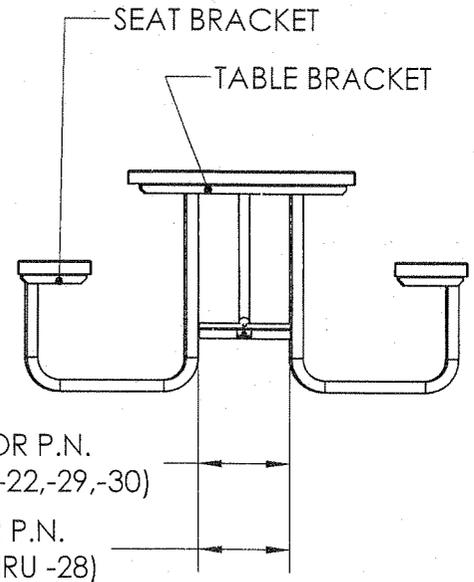
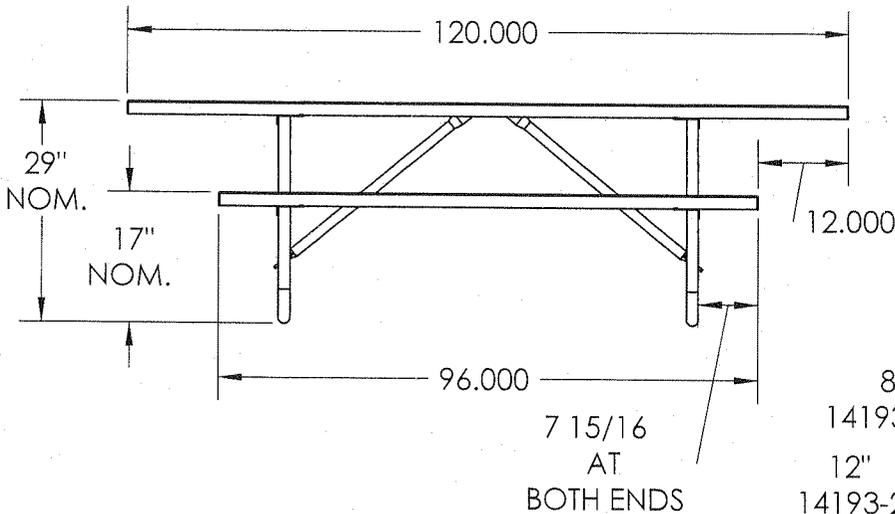
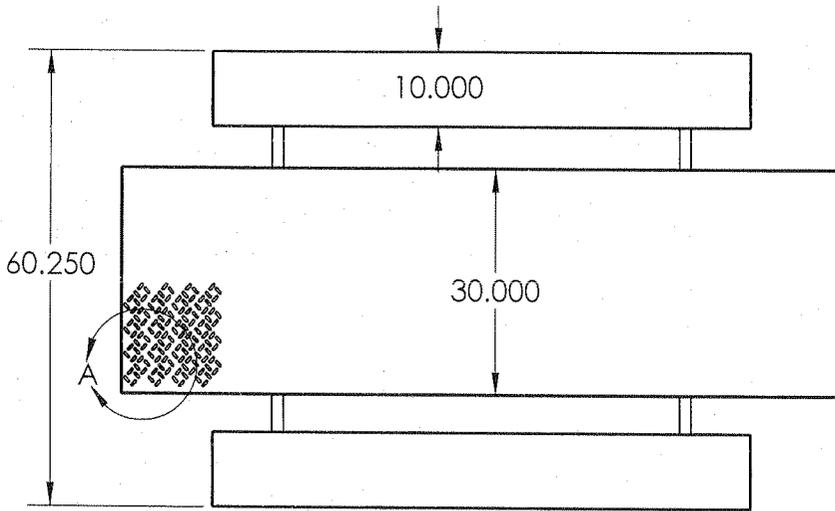
PHONE 800-452-0639 -- FAX 716-483-5398 -- WWW.JAMESTOWNADVANCED.COM



DECORATIVE PERFORATED PATTERN

DETAIL A
SCALE 1 : 8

- Table frame design features a non-tip, non-trip & walk through design. The 10' top & 8' seats provide wheelchair access at both ends.
- The one-piece welded construction frames are fabricated using continuous MIG welds for strength.
- All pipe and tube conform to ASTM A513-94 and all steel components conform to ASTM A569.
- All cross braces are 1" schedule 40 pipe (.133 thk. wall).
- Assembly fasteners are 3/8" dia. galvanized steel bolts
- All exposed corners are chamfered for safety.
- Table & seat brackets are 3/16" (7 Ga.) steel for all 2" frames & 1/8" (12Ga.) for all other frames.
- Support brackets are 3/16" (7 Ga.) steel.
- Decorative perforated table top & seats (see pattern above).



CUSTOMER APPROVAL :

DATE :

JAMESTOWN
ADVANCED
PRODUCTS
CORPORATION

THIS DRAWING, WHICH CONTAINS PROPRIETARY INFORMATION, IS THE PROPERTY OF JAMESTOWN ADVANCED PRODUCTS CORPORATION. IT SHALL NOT BE REPRODUCED IN ANY MANNER NOR DISCLOSED TO THIRD PARTIES WITHOUT WRITTEN PERMISSION OF JAMESTOWN ADVANCED PRODUCTS CORPORATION.

DATE : 3/3/10

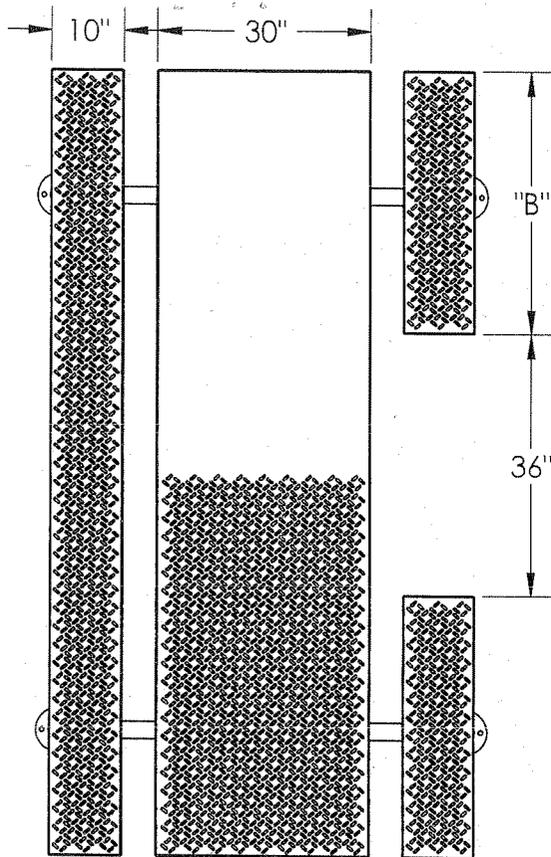
PRODUCT PART NUMBER : 14193 (-21 THRU -30)

REV. NO.

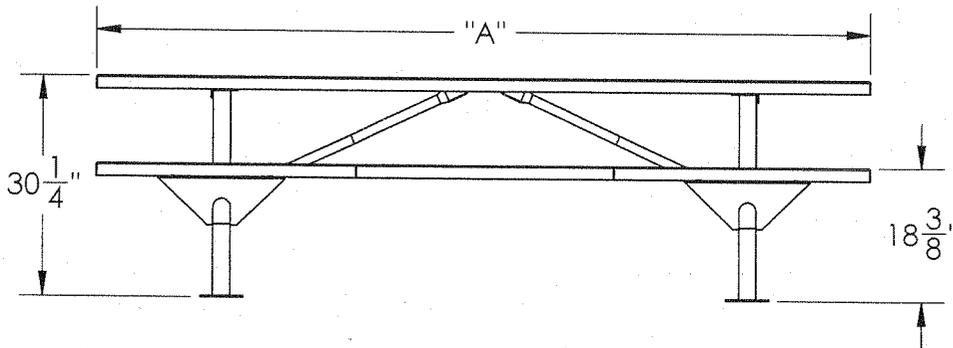
PRODUCT DESCRIPTION : 10' DECORATIVE PERF.
DUAL ENTRY HANDICAPPED PICNIC TABLE

2855 GIRTS ROAD
JAMESTOWN, NY 14701

7' & 9' SIDE ACCESS TABLE



- Table frame design features a spacious open area to access your seating. This also makes for easy clean up underneath the table.
- The frame is constructed of 2-3/8" O.D. tube for superior strength and durability. All cross braces are 1" schedule 40 pipe (.133" thk. wall).
- The one-piece welded construction frames are fabricated using continuous MIG welds for strength.
- All pipe and tube conform to ASTM A513-94 and all steel components conform to ASTM A569.
- Surface mount tables have a 1/4" thick plate on each pedestal post. It can be anchored down for surface mount applications or not for a portable option. Anchor bolts are not included.
- All hardware shall be provided to assemble the table top and seats.
- All exposed corners are chamfered for safety.
- Approx weight 7'= 315 lbs.
Approx weight 9'= 350 lbs.
- 7' Side Access "A"= 84" / "B"= 24"
- 9' Side Access "A"= 108" / "B"= 36"



CUSTOMER APPROVAL :

DATE :

JAMESTOWN
ADVANCED
PRODUCTS
CORPORATION

THIS DRAWING, WHICH CONTAINS PROPRIETARY INFORMATION, IS THE PROPERTY OF JAMESTOWN ADVANCED PRODUCTS CORPORATION. IT SHALL NOT BE REPRODUCED IN ANY MANNER NOR DISCLOSED TO THIRD PARTIES WITHOUT WRITTEN PERMISSION OF JAMESTOWN ADVANCED PRODUCTS CORPORATION.

DATE : JUNE 15, 2009

PRODUCT PART NUMBER : 14083 (7') 13989 (9')

REV. NO.

PRODUCT DESCRIPTION :

SIDE ACCESS TABLE

2855 GIRTS ROAD
JAMESTOWN, NY 14701

PHONE 800-452-0639 -- FAX 716-483-5398 -- WWW.JAMESTOWNADVANCED.COM

Document	Date	Description	Gross	Discount	Net
BOND	3/05/10		1,233.10	.00	1,233.10

Picnic table bid dated due 3-8-10 Charles Evans/ City clerk Monroe MI

ADVANCED
PRODUCTS
 CORPORATION

Check 49197 Totals	1,233.10	.00	1,233.10
--------------------	----------	-----	----------

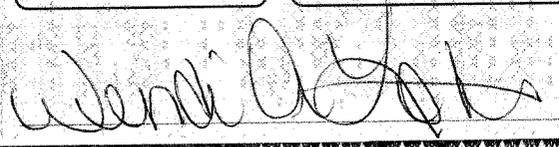
WARNING - THIS IS A WATERMARKED PAPER - DO NOT ACCEPT WITHOUT VERIFYING WATERMARK ON REVERSE SIDE; HOLD TO LIGHT TO VERIFY WATERMARK.

<p>JAMESTOWN ADVANCED PRODUCTS CORPORATION</p>	<p>2855 Girts Road Jamestown, NY 14701 Phone 716 / 483-3406 FAX 716 / 483-5398</p>	<p>M & T BANK JAMESTOWN, NY 10-4 220</p>	<p style="font-size: large; font-weight: bold;">049197</p> <p>CHECK NO. 49197</p>
--	---	---	---

ONE THOUSAND TWO HUNDRED THIRTY-THREE & 10/100 Dollars

	DATE	AMOUNT
	3/05/10	\$****1,233.10

PAY TO THE ORDER OF
 City of Monroe
 120 East First Street
 Monroe MI 48161-2169



FOR SECURITY PURPOSES, THE SIGNATURE LINE OF THIS DOCUMENT CONTAINS MICROPRINTING.

⑈049197⑈ ⑆022000046⑆00008890192613⑈

PROPOSAL FORM

6 MARCH 2010

(date)

PURCHASE OF PICNIC TABLES

Bids due no later than 10:00 AM (local time) on Monday, March 8, 2010, in the City Clerk's office.

Honorable Mayor and City Council
120 E First St
Monroe MI 48161-2169

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with PICNIC TABLES for the Recreation Department at the following quoted price(s) shown below, in accordance with detailed specifications dated February, 2010, attached.

8' length: \$ 4,360

9' length: \$ NB

10' length: \$ 6,120

46" square: \$ 4,600

GRAND TOTAL: \$ 15,080

A Bid Bond, cashier's check, official check, certified check or money order in the amount equal to five percent (5%) of the grand total bid amount is enclosed.

The City reserves the right to reject any or all bids, to purchase all or any part of the listed material from any one bidder, to modify any quantities, to waive any informalities and to make award in the best interest of the City of Monroe. It is agreed that this bid may not be withdrawn for thirty (30) days from the opening of this bid. It is further agreed that this bid price is firm for 45 days and we propose to have the work completed within 30 calendar days after award of contract by City Council.

We hereby declare that we will execute a contract with the City of Monroe, Michigan, according to the forms attached and furnish the required bonds, all within fourteen (14) days after the award of the contract.

Respectfully submitted,

Name of Bidder: PREEMINENCE

Address: PO Box 1141
SEAFORD, DE 19973

Phone: 302 337-0366

Signed By: Anthony W. Connor

1.0 GENERAL SCOPE:

- 1.1 The picnic tables will all be ADA handicap accessible tables. Tables will be offered in a variety of styles according to the following specs. Unit pricing for each table shall include delivery to 2770 N. Custer, Monroe, MI 48162
- 1.2 Tables will all be Plastisol coated (with ultraviolet protection) metal, color Green.
- 1.3 Tables will all be FDA approved for direct food contact and has USDA compliance for use within the product zone applications.
- 1.4 All tables will be portable.
- 1.5 Table tops and seat will be perforated with patterns to allow easy clean up with water or dirt.
- 1.6 All tables and seats will have rounded corners.
- 1.7 Product data will include manufacturer's specifications and technical data with specific information on: construction fabrication, assembly instructions, and product warranty.
- 1.8 The City reserves the right to increase or decrease quantities of any item, or to award different types of tables to different vendors.

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
8 each	8' (6' attached seats) universal access on both ends, min 2-3/8 Outside Diameter legs.	<u>545</u>
8 each	9' length universal access in the middle of the table, min 2-3/8 Outside Diameter legs.	<u>NB</u>
8 each	10' (8' attached seats) universal access on both ends, min 2-3/8 Outside Diameter legs.	<u>765</u>
8 each	46" square, or octagonal, with ADA accessible 32" wide opening for Wheelchair use 2-3/8, min Outside Diameter legs.	<u>575</u>



leisure craft INC.

P.O. Box 1700 • Hendersonville, NC 28793 • Tel: (800) 633-8241 • (828) 693-8241
Fax: (828) 693-8777 • www.leisurecraftinc.com • sales@leisurecraftinc.com

SPEC SHEET: T46SQP-ADA-PERF

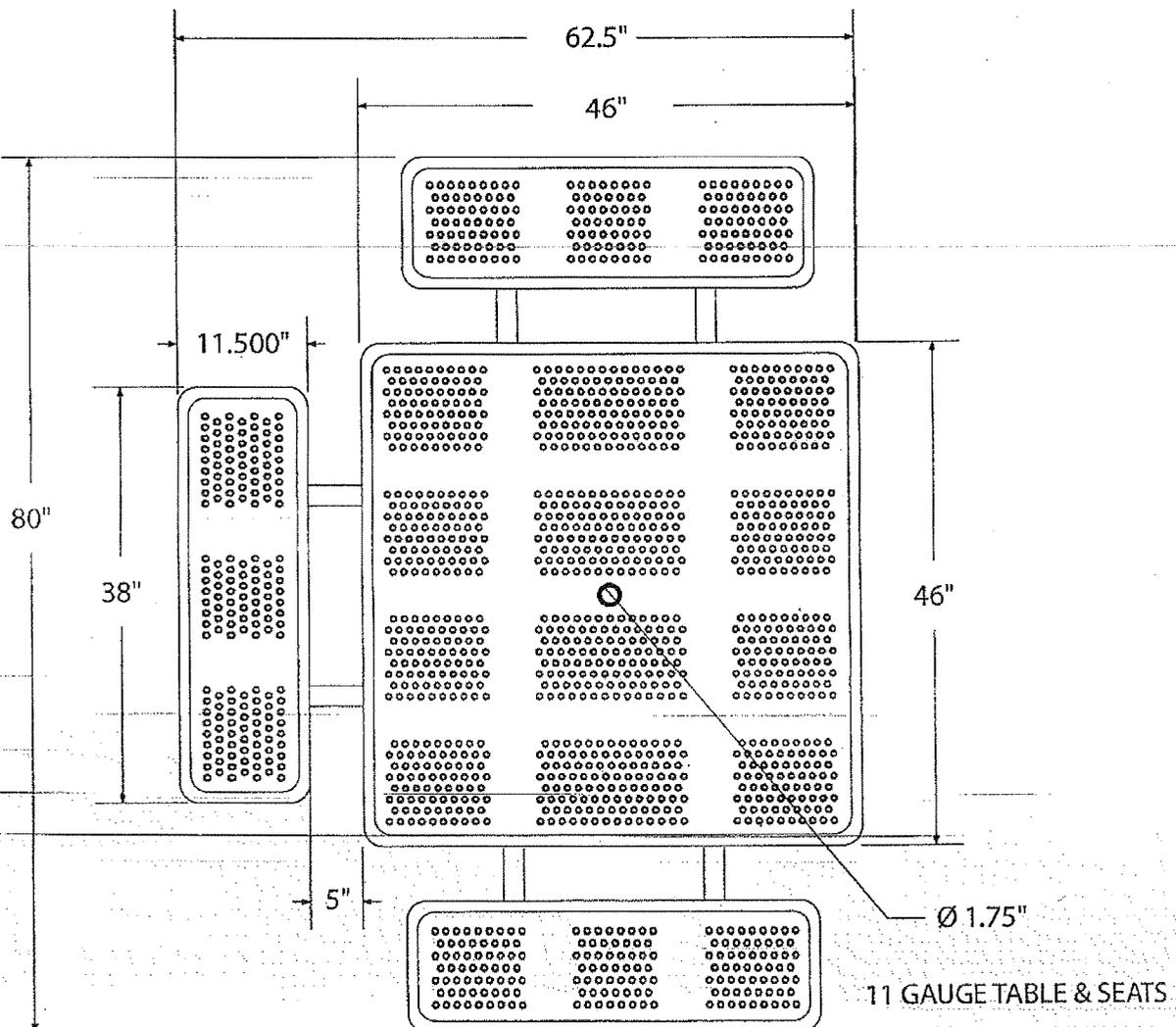
46' SQUARE PERFORATED ADA METAL TABLE PORTABLE

Wt. 240 lbs

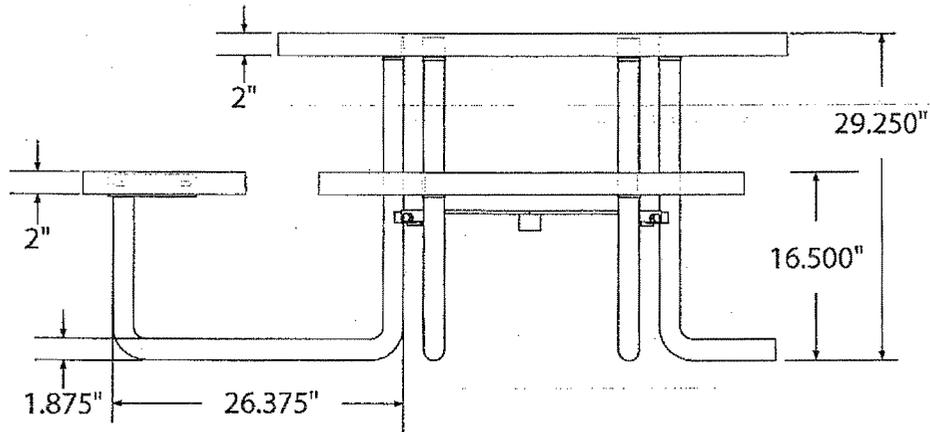
photo



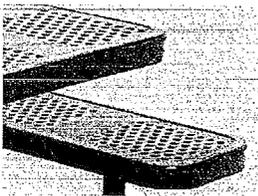
top view



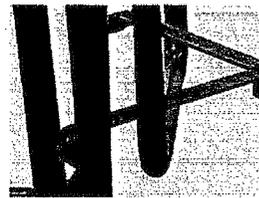
side view



product finish



The functional surfaces of our furniture are covered in a copolymer-based thermoplastic powder coating. Thermoplastic is environmentally safe, the coating will never fade, crack, peel, warp, or discolor for the life of the product. Thermoplastic is applied at a thickness of 25-30 mils.



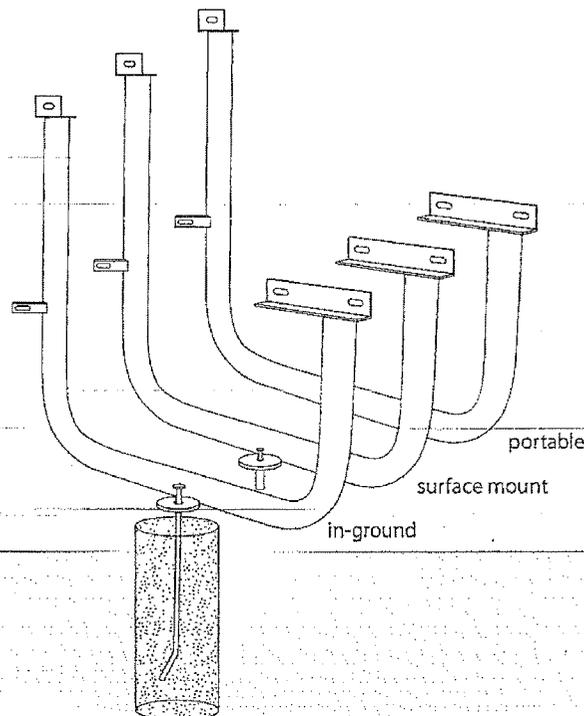
Tubular legs and understructure parts are made from galvanized steel and are finished with black polyester powder coating.

mounting types

P = Portable : no mount

SM = Surface Mount:
concrete anchors
through discs welded
to legs

IG= In-Ground:
J-rods set in concrete
through discs welded
to legs





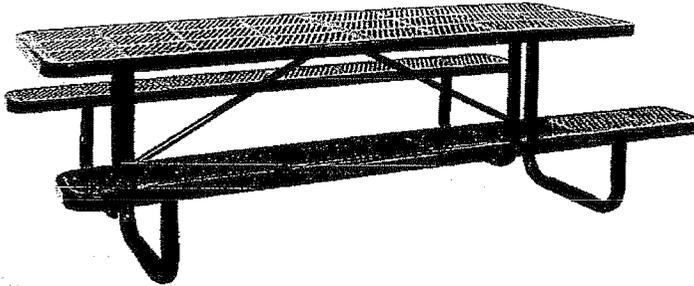
P.O. Box 1700 • Hendersonville, NC 28793 • Tel: (800) 633-8241 • (828) 693-8241
Fax: (828) 693-8777 • www.leisurecraftinc.com • sales@leisurecraftinc.com

SPEC SHEET: T10XPP-PERF

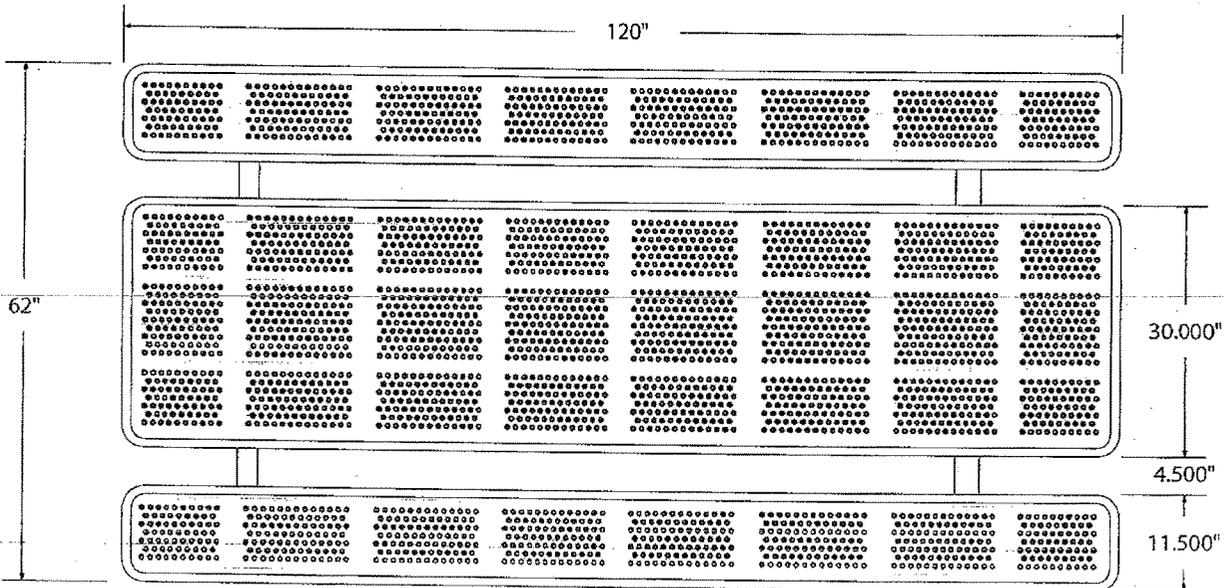
10' STANDARD PERFORATED PICNIC TABLE *portable*

Wt. 450 lbs

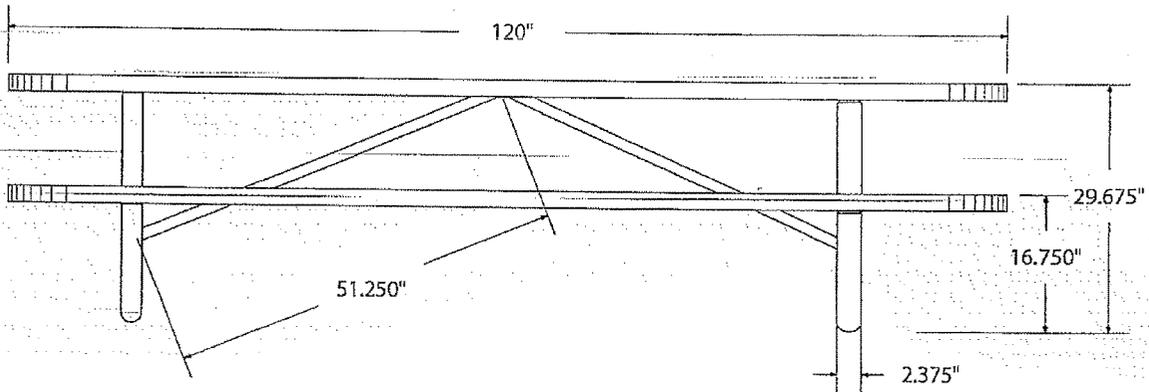
photo



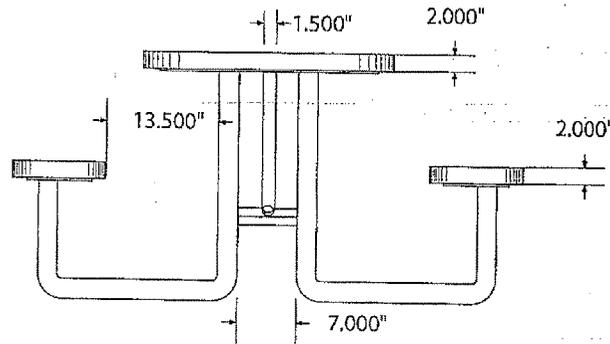
top view



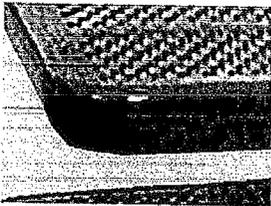
front view



side view



product finish



The functional surfaces of our furniture are covered in a copolymer-based thermoplastic powder coating. Thermoplastic is environmentally safe, the coating will never fade, crack, peel, warp, or discolor for the life of the product. Thermoplastic is applied at a thickness of 25-30 mils.



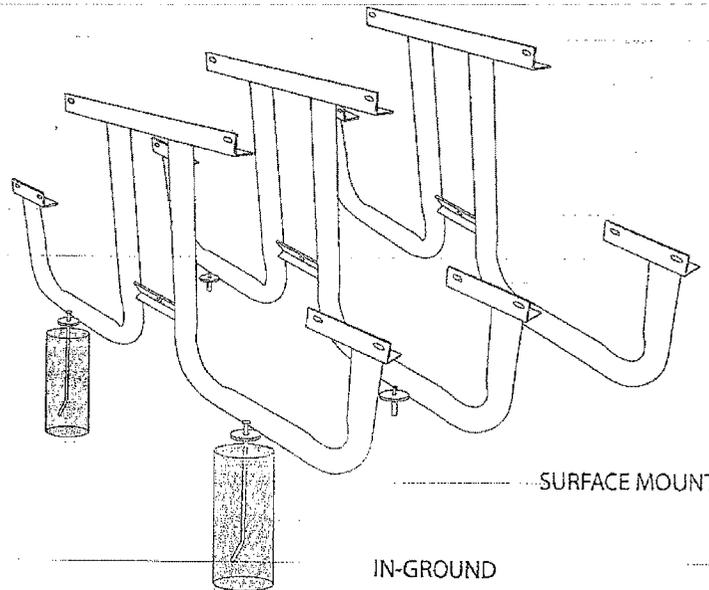
Tubular legs and understructure parts are made from galvanized steel and are finished with black polyester powder coating.

mounting types

P = Portable : no mount

SM = Surface Mount:
concrete anchors
through discs welded
to legs

IG = In-Ground:
J-rods set in concrete
through discs welded
to legs



PORTABLE

SURFACE MOUNT

IN-GROUND





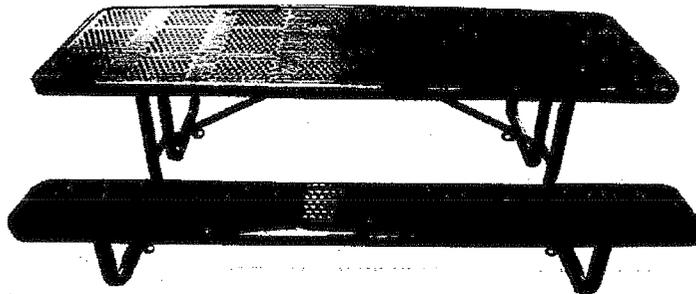
P.O. Box 1700 • Hendersonville, NC 28793 • Tel: (800) 633-8241 • (828) 693-8241
Fax: (828) 693-8777 • www.leisurecraftinc.com • sales@leisurecraftinc.com

SPEC SHEET: T8XPSM-PERF

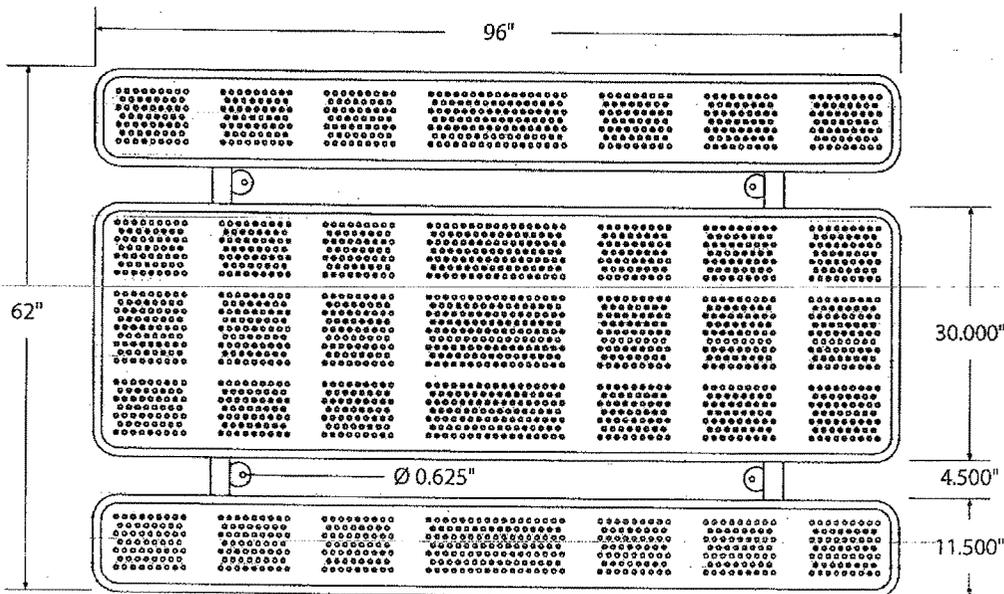
8' STANDARD PERFORATED PICNIC TABLE - surface mount

Wt. 375 lbs

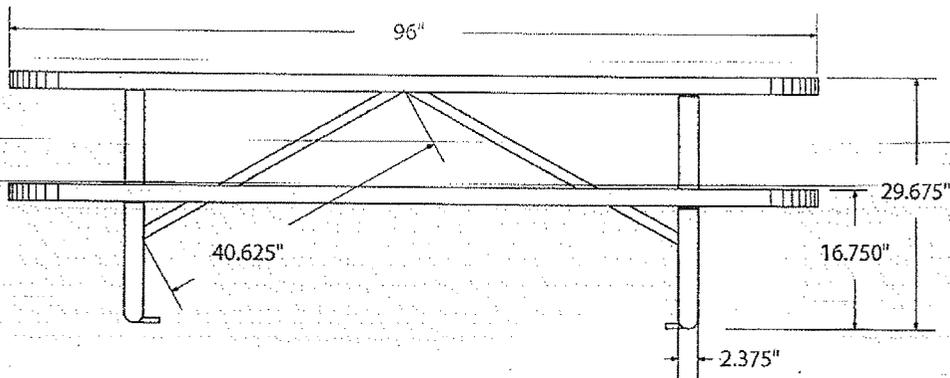
photo



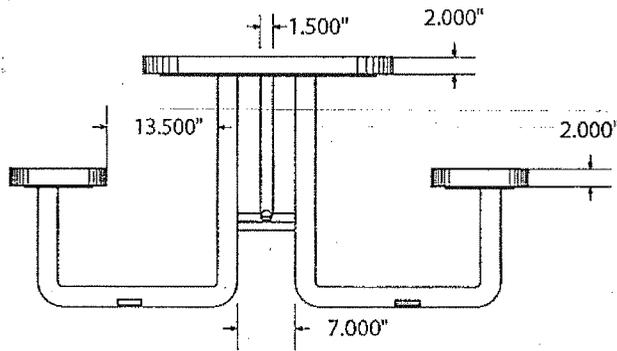
top view



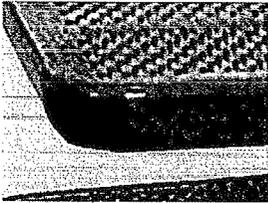
front view



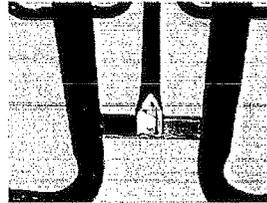
side view



product finish



The functional surfaces of our furniture are covered in a copolymer-based thermoplastic powder coating. Thermoplastic is environmentally safe, the coating will never fade, crack, peel, warp, or discolor for the life of the product. Thermoplastic is applied at a thickness of 25-30 mils.



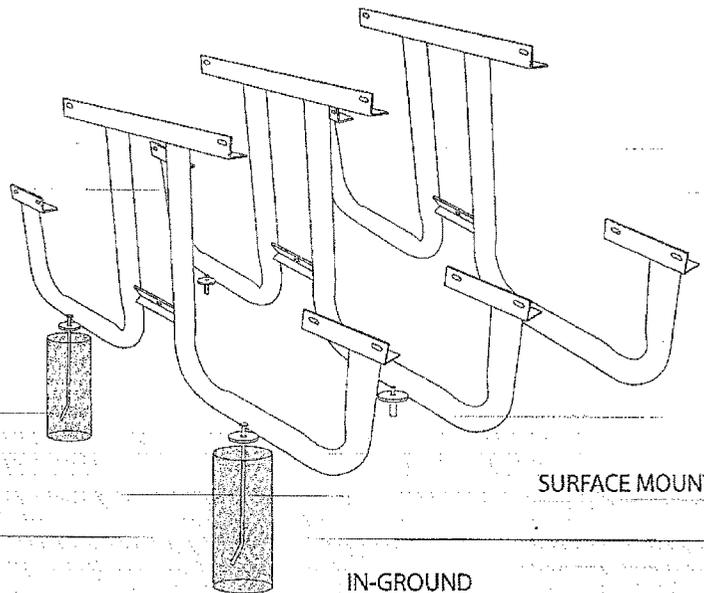
Tubular legs and understructure parts are made from galvanized steel and are finished with black polyester powder coating.

mounting types

P = Portable : no mount

SM = Surface Mount:
concrete anchors
through discs welded
to legs

IG = In-Ground:
J-rods set in concrete
through discs welded
to legs



Bank of America



Cashier's Check

No. **3490209**

Notice to Purchaser: In the event this check is lost, misplaced or stolen, a stop payment and 90-day waiting period will be required prior to replacement. This check should be renegotiated within 90 days.

Date

MARCH 08, 2010

30-1/1/140

NTX

Banking Center

FEDERALSBURG

5018043 00003 003490209

PREEMINENCE

REPRINTED (Unauthorized Use Prohibited)

Pay ****SEVEN HUNDRED FIFTY FOUR DOLLARS AND 00 CENTS****

\$ ****754.00****

To The Order Of

****CITY OF MONROE****

Shirley W. Hayland
Authorized Signature

VOID AFTER 90 DAYS

Bank of America, N.A.
San Antonio, Texas

⑈ 3490209⑈ ⑆ 114000019⑆ 001641001015⑈

THE ORIGINAL DOCUMENT HAS REFLECTIVE WATERMARK ON THE BACK. THE ORIGINAL DOCUMENT HAS REFLECTIVE WATERMARK ON THE BACK.

20-14-3774B 09-2005



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointment of City Attorney

DISCUSSION: The two year appointment of City Attorney, Thomas Ready expires on June 30, 2010. Section 47 of the City Charter prescribes that the Council shall appoint "one (1) City Attorney, for a term of two (2) years."

In 2008 the Mayor and Council, considered recommendations of the 2007 Operations Assessment and City staff, consolidated all routine, general legal services with a local private attorney and law firm. Because of the long-term, positive professional relationship that the City and Attorney Thomas Ready had maintained, it was determined at that time, by Mayor Worrell and the City Council, that it would be in the City's best interest to seek a single-source proposal from him. In addition to many years of previous service as Monroe City Attorney, Mr. Ready was selected and appointed as City Attorney in 2006, after the City solicited and analyzed proposals from eleven other legal firms and attorneys.

Mr. Ready was recently requested to submit a proposal, for consideration by the Mayor and Council, for the continuation of providing routine, general legal services for another two year term and appointment. That proposal is attached and includes proposed legal services and fees that are the same as those currently in effect. Among others, the legal services proposed include those as general, corporate counsel and prosecution of ordinance violations, traffic infractions and DUI incidents, among others.

By charter the Mayor and City Council have sole discretion regarding whom they appoint to be City Attorney. However, weighing factors such as the City's current fiscal challenges, Mr. Ready's long and capable service and experience with the City, and the scope of services proposed to be provided, I recommend that the Mayor and Council strongly consider accepting Mr. Ready's legal services proposal and re-appoint him as City Attorney for the term of July 1, 2010 to June 30, 2012.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: June 30, 2010

REASON FOR DEADLINE: City Attorney appointment expires on June 30, 2010

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: March 11, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010

READY, HELLER & READY, PLLC
ATTORNEYS AT LAW

204 South Macomb St.
Monroe, Michigan 48161
TEL (734) 242-7600
FAX (734) 242-0366
E-MAIL rsr@rsrllp.com

THOMAS D. READY
MICHAEL L. HELLER
JOHN F. READY
KENNETH J. LAURAIN

JOHN J. SULLIVAN
OF COUNSEL

February 23, 2010

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

Re: Proposed Engagement Letter
Our File Number: TDR-0661-07

Dear Mr. Brown:

Please accept this as our engagement letter to provide legal services to the City of Monroe. We propose to act as attorneys for the City of Monroe beginning July 1, 2010 under the following terms and conditions:

Term

The term of the representation will begin July 1, 2010 and will continue through June 30, 2012 unless mutually extended or modified. Representation may be terminated by either the City or by us with ninety (90) days written notice at any time.

Duties

We propose to represent the City of Monroe and to undertake the duties and responsibilities of the City Attorney as follows:

1. Thomas D. Ready agrees to be the named City Attorney as provided for in the Charter of the City of Monroe.
2. Provide general legal advice and support to the City Manager, City Council, and Department Heads. We will work closely with the City Manager.
3. Prepare and provide formal and informal written opinions and advice to the City Manager, City Council, Department Heads, Boards, and Commissions as required.
4. Make reasonable observation of the operations of the City as they relate to the requirements of the Constitution and Laws of the United States and the Constitution and

Laws of the State of Michigan, as well as the Charter and Ordinances of the City of Monroe.

5. Provide training to Department Heads, Boards, and Commissions as may be required.
6. Research, draft, and provide legal opinions as may be required.
7. Research and draft Ordinances and Resolutions as may be required.
8. Attend City Council Meetings unless excused. Review agendas in advanced and be prepared to provide legal advice for any questions during the meetings which may be reasonably anticipated. Act as meeting parliamentarian. Attend other meetings as requested by City Manager.
9. Attend Board and Commission meetings as requested.
10. Coordinate and respond to Freedom of Information Requests as may be requested by the City Manager. Be familiar with and give opinions and direction regarding the Michigan Open Meetings Act, Freedom of Information Act, and Home Rule City Act.
11. Provide monthly statements detailing services provided and time spent.
12. Review and advise City on contracts as may be requested.
13. Serve as a member of the Board of Review.
14. Participate in Bankruptcy proceedings related to the operations of the City of Monroe as may be required.
15. Provide own library and continuing legal education except that the City will provide membership and expenses for Michigan Municipal League participation and Michigan Association of Municipal Attorneys participation.
16. Provide legal and support services for the City in court for prosecution of all City Ordinance violations and civil infractions. Organize and maintain police reports, tickets, complaints, related correspondence, pleadings, etc. relating to cases requiring prosecution.

Review Police Reports, Tickets, and other materials and authorize complaints and warrants as required. Review facts and approve criminal search warrants as necessary. Review facts and prepare administrative search warrants as necessary. Appear in court for all necessary pre-trial hearings and motions. Provide discovery for defendants and defense counsel. Prepare for and conduct arraignments, pre-trial conferences, motion hearings, evidentiary hearings, formal hearings, bench trials, settlement conferences, jury selection, and jury trials as needed. Research and respond to motions and file briefs as

necessary. Review discovery and Freedom of Information Act requests pertaining to City cases.

17. Provide legal services to defend the City in all District Court Cases.
18. Manage City Court Docket and receive telephone calls and requests from defendants and attorneys, discuss cases, approve or disapprove requests for adjournments and other matters.
19. Attend code enforcement meetings, as requested, where City enforcement issues are addressed as part of a team approach. Represent the City of Monroe in administrative or legal proceedings regarding these matters.
20. Participate in training Police Officers as needed as part of their field training program and occasionally as needed thereafter.
21. Represent the City in all litigation not otherwise assigned to outside counsel and monitor litigation which is assigned to outside counsel.

Compensation

We will provide up to 1,200 hours of attorney services per fiscal year (July 1st through June 30) during the term of this agreement. We ask that the City pay on or prior to the first day of each month the sum of \$11,000. In any fiscal year in which the hours of service exceed 1,200 hours they will be billed monthly at the rate of \$125 per hour. We will account to the City on a monthly basis as to time spent on legal services. Out of pocket expenses directly attributable to services rendered to the City will be charged at cost and billed as they are incurred. We will endeavor to advise you of any foreseeable expenses that are likely to be significant.

Respectfully Submitted,

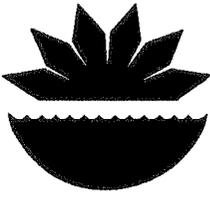
Ready, Heller & Ready, PLLC

Thomas D. Ready

Agreed to and Accepted by:

Date

George A. Brown, City Manager
City of Monroe



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Requested street closures for filming by Jinn Productions, LLC (Exodus Pictures)

DISCUSSION:

The City of Monroe requires a temporary permit to be submitted for filming within the city limits including a written statement describing the proposed uses (locations, activities, personnel on site, special effects, schedules, and vehicles/equipment being used). This allows the various city departments to be aware of upcoming activities and any public safety concerns. In addition, production companies are asked to provide a written description of procedures to be used for traffic and parking management; waste disposal; security, as applicable; as well as other measures to minimize negative impacts.

Jinn Productions, LLC has requested street closures in Monroe's historic downtown the evening of March 31 through the morning of April 1, 2010 for a night shoot for 12 hours starting at 6:00 pm and running through 6:00 am. Desired closures include:

- East Front Street from Monroe Street to Macomb Street
- Washington Street from 2nd Street to E. Front Street
- First Street from Monroe Street to Washington Street
- The alley (between Monroe & Washington Streets) from 2nd Street to E. Front Street.

The production company has provided a description of the driving scene highlighting the proposed routes and details of the shoot. Jinn Productions will post detours for affected traffic routes which have been approved by the Engineering Department. Also, the proposed shooting schedule may not require all streets to be closed simultaneously. Pedestrians will still have access to the area and Jinn LLC will notify area business of their plans and make specific arrangements with them to minimize the impact on their operations. They will also schedule their trash removal company to pick up any trash leftover by the crew and will have their own security guards to watch equipment.

The plan calls for shooting in the downtown for one day with the remainder of filming on the grounds of the IMH for approximately 10 days. The duration of shooting in the City of Monroe is planned from Tuesday, March 30, 2010 to approximately Saturday, May 1, 2010.

Jinn Productions, LLC had previously submitted this request to Planning staff in late 2009, but notified the City that they were postponing the planned filming indefinitely, before the details of the request had been fully reviewed by all pertinent City departments and staff. Since the period of time between the resubmission of this request and the proposed filming date did not provide adequate time for a full departmental review before the March 15, 2010 Council meeting, departmental reviews, recommendations and cost recovery detail will need to be developed before the date of filming.

IT IS RECOMMENDED that the City of Monroe approve street closures for the evening of March 31, 2010 starting at 6:00 pm to the morning of April 1, 2010 ending at 6:00 am (a total of 12 hours), subject to necessary City departmental reviews, a cost recovery agreement and modifications by the City Manager.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: March 15, 2010

REASON FOR DEADLINE: For filming to begin to qualify for tax credits

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Planning Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe residents, Downtown Commercial District, the Planning Office, DPS

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 0
	Cost of This Project Approval	\$ 0
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
		Need to include the capital budget account?	\$ 0
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Tracy Aris, Planning Office Graduate Assistant
REVIEWED BY: Jeffrey Green, AICP, Interim Director of Planning and Recreation

DATE: March 11, 2010

DATE: March 11, 2010

COUNCIL MEETING DATE: March 15, 2010



Downtown Monroe Filming Description

Date: 03/31/10 - Night Shoot.

Location: Downtown Monroe: See Diagram for specific streets.

Scene Description: Our hero drives his car through the crowded streets of downtown Monroe. We will see him driving westbound down E. Front St. He will turn left and head southbound on Washington. He will swerve to avoid hitting a man crossing the road. He will drive into the square @ Washington and First, fishtail, and then head west on First.

Activity: We will shoot this scene two ways. The first will be from a Process Trailer (an trailer that will have a camera attached) that will drive in front of the hero car. We then shoot it from a few other angles with a camera set up on the sidewalk. We are requesting to close the roads for our shoot (see diagram for road closure details) but we will not hold pedestrian traffic on these streets. All driving will be done by a stunt driver.

Prep/Strike/Filming Schedules: There will be some prep for our art department which will probably take place during the daytime on the 31st. We will schedule this with the city depending on how much time. Filming will be for roughly 12 hours during the night of the 31st. Our set dressers would likely be wrapping for 4 to 5 hours on April 1st.

Total Number of Personnel on site: Base Cast & Crew: 55 Extras: 20-30

Vehicles/Equipment on Site: (Estimates as we don't have the equipment rentals finalized) 4 equipment trucks. 1 cast trailer. 1 hair/make up/wardrobe trailer. We will rent a parking lot nearby for these trucks/trailers. On set we will have camera lighting and electrical equipment. Special vehicles: Process Trailer. Possibly a condor (a lighting crane) we will make parking arrangements for all vehicles with either a private parking lot or the city parking department.

Special FX: None.

Procedures: When we close the roads, we will re-route traffic through traffic onto either Monroe or Macomb streets. During the shoot if cars need to exit parking areas within our road closures one of our Production Assistants will announce a car clearing on the walkie talkie and our crew will get out of the way. We will make parking arrangements for all our crew trucks and vehicles with either a private parking lot or the city parking department. We will notify all of the area businesses of our plans and make specific arrangements with them if need be so that we do not affect their business if possible. We will schedule our trash removal company to pick up any trash left by our crew. We will have our own security guards to watch our equipment.

Signage: We generally post yellow directional signs on sign posts to direct our crew and extras to the set. These signs will read "JINN" with an arrow they are not handwritten, they are printed. If possible. we'd like permission to post these signs for the duration of the shoot.



For this scene there are two “Routes.” Meaning we will shoot the car driving two continuous paths.

Route # 1 (Red arrow on diagram). The car will drive northbound from 2nd St. to E. Front through the alley between Washington and Monroe Sts.

Route # 2 (Blue arrows on diagram). The car will turn from Macomb St southbound onto E Front and head west. It will then turn southbound on Washington St. When it gets to the Square @ 1st and Washington it will do a fishtail or a donut and head west on 1st.

Desired Closures:

- E Front Street from Monroe St. to Macomb St.
- Washington St. from 2nd St. to E Front St.
- 1st St. from Monroe St. to Washington St.
- The Alley (between Monroe & Washington Sts.) from 2nd St. to E Front St.

At the beginning of Route # 2 we’d like to see the car turn from Macomb onto E Front so we may need a brief closure of the southbound side of Macomb so we can shoot that turn. We call it Intermittent Traffic Control (ITC). Basically we get all set up for the shot with Macomb St. open. When we’re ready to shoot, police will hold southbound traffic for a few minutes while we get the shot, and release when the director calls cut.

We will post detours for all affected traffic routes. And, this is a night scene so these closures will not need to impede morning or evening rush hours.

We also may not need all of these streets closed simultaneously.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SPRING 2010 WATER MAIN REPLACEMENT PROJECTS – CHANGE ORDER AWARD

DISCUSSION: As you are well aware, the City has been pursuing an extremely aggressive water main replacement program, and at the end of this 3-year program the city will have replaced or rehabilitated over 16 miles of water main. The City awarded a contract for some projects that were from the first year's general obligation bonding in 2008, and the remaining projects, including some that had already been funded from other capital improvements program allocations, were packaged for bidding and awarded in April 2009. This contract, entitled the "2009 City-Funded Water Main Program" originally included water main replacement in six (6) geographic locations, and was awarded to C & D Hughes of Charlotte, Michigan in the original amount of \$889,628.46, and with the subsequent addition of two additional geographic locations, their contract now stands at \$1,268,037, with all work items completed except a minor project punch list.

The 2009 City-Funded Water Main Program contract includes provisions for adding divisions as a Change Order at the same bid unit prices, with a quotation provided only for the new items unique to that particular geographic location. For much of the water main replacement work that was undertaken in the second half of 2009 and 2010 to date, the City was able to obtain low-interest loan funding through the State's Drinking Water Revolving Fund (DWRF), and further benefited from roughly \$2 million in forgiveness of principal cost through the American Recovery and Reinvestment Act (ARRA). When all of the contracts are complete, an additional \$3.75 million in work will have been completed through this program. Unfortunately, given the State's rigid requirements, no additional work can be added via change order to any of the three contracts (replacement contracts to C & D Hughes for through this funding source.

2010 is intended to be the third year of this aggressive program, and in addition to projects funded through the normal City Capital Improvements Program (CIP) process, the City has also been awarded \$5.7 million of the County of Monroe's share of Recovery Zone Bonds through the ARRA for Water Distribution Improvements, which involve selling taxable bonds instead of the usual tax-exempt bonds, but with the Federal government paying a substantial portion (45%) of the interest costs, resulting in an interest savings alone of \$1.724 million over the life of the bonds. Proceeds from the bond sale, which is expected to occur in May, will be used to continue the City's water main replacements, likely through the end of 2011. While some of the design for these future projects was completed in 2009 in anticipation of securing additional DWRF funding that did not materialize, much of the design remains to be completed. The Engineering Department tentatively plans to package the one or more multi-million dollar contracts for construction in Fall 2010 and Spring / Summer 2011, and will work on design as time allows. However, as in normal years a few of the project locations require construction as soon as possible, in order to complete work before planned 2010 resurfacing projects. The Engineering Department has completed design work on 3 of these 4 locations.

At this point, the 2009 City-Funded Water Main Program contractor (who is also working on two-thirds of the replacements funded through the DWRF program and nearing completion) has projected that they will be completed with all pipe installation work by the end of this month, and will be bringing in a separate crew to continue pavement replacement and lawn replacement starting in a week or two. They are willing to again extend their unit pricing into 2010, and given that their original bid was 20% below the Engineer's Estimate, this represents very favorable pricing. Further, we have been given indications from various suppliers that, due to high demand for PVC pipe, they expect material prices to rise as much as 400% sometime this Spring as contractors purchase for the upcoming construction season, so if an award can be made now, pipe can be purchased at current pricing, resulting in a potential savings of more than \$10 per foot to the City, for a total of roughly \$50,000. The proposed change order would include the following work locations (lettered for consistency with the original contract):

<u>Location</u>	<u>Construction Cost</u>
Division S: Repl. of 6" and 8" water main - Scott Street between Sixth and Front	\$407,184.08
Division T: Repl. of 12" water main - Custer Dr. & W. Elm - Custer to E. of CSX	\$291,509.03
Division U: Repl. of 6" water main - Almyra Avenue from Wood to Third.	\$208,806.42
Total Costs for Replacement Sections	\$907,499.53

Attached to this fact sheet please find a tabulation of pay items for each work division. As indicated, most items already have a contract unit price that is being carried over from April 2009, and those items that are unique to one or more of these new projects have been listed in bold type. For all unique items, the pricing is reasonable to the Engineering Department.

(DISCUSSION CONTINUED NEXT PAGE)

(DISCUSSION CONTINUED)

In addition, there are two short sections totaling 245.1 feet that we prefer to line on Division T (under US-24 and the CSX railroad), so we have solicited a quote from the 2008 Rehabilitation Program contractor, Insituform Technologies for this work separately. Their quoted price is \$167.80 per foot, for a total price of \$41,127.78. As you may remember, Insituform Technologies is the only bidder for rehabilitation work that can meet the City's Labor Harmony requirements, so they are the only contractor considered for this work. Further, if a jacked and bored casing pipe was required, as is typical with railroad projects, the costs for that method would be roughly \$300 per foot, approximately \$130 per foot greater than relining.

The Engineering Department feels that it is imperative that we begin work as soon as possible on these projects, and it is highly unlikely that we could obtain any better pricing by packaging these divisions for separate bidding, especially given that we would be unable to award a contract until the April 19 City Council meeting when many contractors have already secured Spring work. As indicated, both contractors meet the City's Labor Harmony requirements, and both contracts were originally publicly bid. While the bond proceeds may not be available until May, if any payment is necessary before this time, there is enough available funding in the prior bond issue (more than \$300,000) that could be utilized to make at least one monthly progress payment to the contractor.

IT IS RECOMMENDED that a Change Order in the amount of \$907,499.53 be issued to C & D Hughes Inc. and that a total of \$1,045,000 be encumbered to include a 15% project contingency, for the Scott Street, Custer Drive / West Elm Avenue, and Almyra Avenue Water Main Replacement Projects. **IT IS FURTHER RECOMMENDED** that a Change Order in the amount of \$41,127.78 be issued to Insituform Technologies, and that a total of \$47,500 be encumbered to include a 15% project contingency for relining certain sections of water main for the Custer Drive / West Elm Avenue Water Main project.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor will be available to commence work activities prior to the next City Council meeting, and street projects on the above roadways must be commenced in Summer 2010.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, Fire Department, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$1,092,500*
	Cost of This Project Approval	\$1,092,500*
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes 15% contingency

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Water Dist. Impr. – Year 3	591-40.538-972.000 11W01	\$959,300
	Almyra W.M. – Fifth to Wood	591-40.538-972.000 11W03	\$133,200
	<u>Other Funds</u>		

Budget Approval: _____

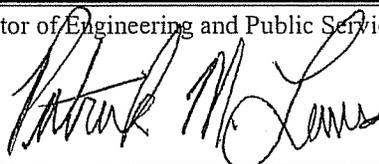
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 03/11/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Engagement and Appointment of Labor Attorney

DISCUSSION: In October, 2007 the City Council engaged the services of James Greene, of Dykema Gossett PLLC, to serve as Labor Counsel for the City of Monroe. At that time the decision was made to engage Mr. Greene on an hourly billing basis, which resulted in fees that were variable depending on the amount of time the City found it necessary to use his services. During the time since that engagement, Mr. Greene has worked closely with Mayors, Council Members and administrative staff, while providing critical and necessary professional assistance with the reorganization and right-sizing of City operations. He has also provided essential legal and negotiation assistance in crafting labor agreements that come closer to achieving more contemporary standards and cost sustainability.

At our request, Mr. Greene has submitted an engagement proposal to continue providing labor counsel services on a flat-fee, retainer basis. We believe that this approach for engaging Mr. Greene's services is better suited than the hourly billing basis, considering the continuation of an extremely challenging economy and the associated needs of pursuing additional economies and cost structure sustainability. The flat-fee retainer element of this proposal will help us more confidently budget for these services and better insure that City outlays are capped. In addition to the flat-fee, retainer element of his proposal, Mr. Greene has also included a provision for an end-of-term reconciliation, with the City receiving credit or reimbursement if billable hours over the term would have resulted in a lower billing than the retainer payments. The engagement letter proposal also includes a provision that permits either party to terminate the agreement, at any time, with 90 days notice.

The Mayor and City Council have sole discretion regarding whom they engage as Labor Counsel. However, weighing factors such as the City's current fiscal challenges, Mr. Greene's very effective service since 2007 and the scope and terms of services proposed to be provided, I recommend that the Mayor and Council strongly consider accepting Mr. Greene's labor services proposal for the term of April 1, 2010 to March 31, 2013.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: March 31, 2010

REASON FOR DEADLINE: Beginning of proposed term of service is April 1, 2010

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All

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

SOURCE OF FUNDS:	City	Account Number	Amount
		101-35.226-818.005	\$80,000
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: March 12, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 15, 2010



Dykema Gossett PLLC
2723 South State Street
Suite 400
Ann Arbor, Michigan 48104

WWW.DYKEMA.COM

Tel: (734) 214-7660

Fax: (734) 214-7696

James P. Greene

Direct Dial: (734) 214-7667

Email: JGREENE@DYKEMA.COM

March 11, 2010

VIA FACSIMILE

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

Re: Proposed Engagement Letter

Dear Mr. Brown:

Please accept this as our engagement letter to provide labor services to the City of Monroe (the "City"). We propose to act as Labor Counsel for the City beginning April 1, 2010, under the following terms and conditions:

Term

The term of the representation will begin April 1, 2010 and will continue through March 31, 2013, unless mutually extended or modified. Representation may be terminated by either the City or by Dykema with ninety (90) days written notice at any time.

Duties

We propose to undertake the duties and responsibilities of Labor Counsel as follows:

1. James P. Greene will be primarily responsible for providing services to the City under this engagement. He will be assisted by other members and associates in Dykema's Employment Law Department as necessary and appropriate.
2. Our understanding is that for purposes of this representation, and for present and future conflicts of interest purposes, we represent the City and the City Manager will be our principal contact. Mr. Greene will keep the City Manager informed of significant developments by routinely providing him with copies of incoming and outgoing documents, as well as by having periodic discussions with the City Manager. He will also consult with the City Manager in advance of taking any major actions.



Mr. George A. Brown
March 11, 2010
Page 2

3. Mr. Greene will provide direct labor representation and serve as Chief Negotiator and Labor Counsel for the City in all police and fire negotiations, including all Act 312 arbitrations.
4. Mr. Greene will also provide labor counsel and support for the City's bargaining committees in all other labor negotiations, and will personally participate in any mediation sessions, as requested. Should any of those negotiations result in fact finding proceedings, Mr. Greene will participate as Labor Counsel for the City in those proceedings.
5. Representation in all grievance arbitration, EEOC, MERC, and MDCR matters.
6. General labor advice and support, including formal and informal written legal opinions, will be provided to the City Manager, City Council, and Department Heads as requested.
7. Training will be provided to Department Heads as requested.
8. Mr. Greene and/or others in Dykema's Employment Law Department will attend City Council and other meetings as requested by the City Manager.
9. Review and advise the City on employment contracts and other general labor matters as may be requested, excluding employment litigation.

Compensation

We propose a retainer of \$6,666 per month, for a three year term commencing April 1, 2010 and expiring March 31, 2013.¹ Services for matters outside the retainer will continue to be billed at \$225 per hour. The City will also be billed for expenses incurred in the course of our providing legal services to it. Further details as to how we charge for services and expenses is set forth in the enclosure.

¹ The long term success of this partnering arrangement requires that it always remain equitable to both the City and Dykema. We, therefore, further propose that if at the end of the three-year term the retainer has resulted in fees exceeding those we would have billed at standards rates for the services actually rendered during such period, the excess will be reimbursed to the City or applied to future billings, as the City may direct.



Mr. George A. Brown
March 11, 2010
Page 3

If the foregoing terms meet with the City's approval, I would ask that you sign below and return this letter to me at your earliest convenience.

Very truly yours,

DYKEMA GOSSETT PLLC

James P. Greene

JPGR/drg
Enclosure

CITY OF MONROE

By: _____
George A. Brown
City Manager

AA01\243810.1
ID\JPGR - 102031/0001