
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) 384-9138. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, APRIL 2, 2012
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PUBLIC HEARING.

- 44 Public hearing to hear public comments on proposed Ordinance No. 12-002, an Ordinance to amend Chapter 680, Vehicles and Traffic, Article IV, Michigan Vehicle Code, §680-22, Violations and penalties; disposition of fines, pursuant to Public Act 7 of 2012. There are no comments on file in writing in the Clerk-Treasurer's Office.

V. COUNCIL ACTION.

- 44 Proposed Ordinance No. 12-002, an Ordinance to amend Chapter 680, Vehicles and Traffic, Article IV, Michigan Vehicle Code, §680-22, Violations and penalties; disposition of fines, pursuant to Public Act 7 of 2012, up for its final reading.
- 53 Communication from the Finance Director, submitting proposed Ordinance No. 12-003, an ordinance to adopt the Fiscal Year 2012-2013 Budget for the City of Monroe.

Proposed Ordinance No. 12-003, up for its first reading and recommending that the public hearing be set for Monday, April 16, 2012.

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 Work Session held on March 12, 2012, the minutes of the Work Session held on March 13, 2012 and the minutes of the Regular Meeting held on March 19, 2012.
- B. Approval of payments to vendors in the amount of \$_____.
- Action: Bills be allowed and warrants drawn on the various accounts for their payment.

- 54 Custer Airport Drainage Improvements and Apron Rehabilitation – MDOT Funding Contract and Consultant Contracts.
1. Communication from the Director of Engineering & Public Services, submitting a proposed resolution delineating the terms of the Custer Airport Drainage Improvements and Apron Rehabilitation with the Michigan Department of Transportation, MDOT, and recommending that the attached resolution be approved, and that the City share of the costs be appropriated as detailed in the financial information detailed below, and further recommending that the City of Monroe enter into a construction contract with Salenbien Trucking & Excavating in the amount of \$168,152 and that the Mayor, Clerk-Treasurer, and/or Director of Engineering & Public Services be authorized to execute it on behalf of the City of Monroe, subject to submission and review by the City Attorney, and further recommending that Council award a contract to Reynolds, Smith, and Hills, Inc. for construction engineering services in the amount of \$23,500 for the drainage improvements contract and in the amount of \$15,800 for design services on the apron rehabilitation project, and that the Director of Engineering & Public Services be authorized to execute both on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 55 Delinquent Rental Housing Fees – Proposed Resolution.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid rental property inspection fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 56 Delinquent Blight Fees – Proposed Resolution.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid blight fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 57 Delinquent Snow Removal Fees – Proposed Resolution.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid snow removal fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 58 Delinquent Demolition Fees – Proposed Invoices.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid demolition fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.

2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 59 Delinquent Weeds & Grass Cutting Fees – Proposed Resolution.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid weeds & grasses cutting fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 60 Delinquent Sidewalk Fees – Proposed Resolution.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution setting April 16, 2012 as the date of the public hearing on the assessment roll for the expenses of unpaid sidewalk fees where the owners have failed to pay for the same, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 61 Development District Liquor Licenses for City of Monroe Downtown Development Authority District.
1. Communication from the Director of Economic & Community Development, submitting a proposed resolution which approves the Monroe Downtown Development Authority District as a redevelopment project area, and recommending that Council approve the resolution establishing the Downtown Development Authority District as a redevelopment project area and authorize City staff to execute and submit all the necessary documentation for submittals to the Michigan Liquor Control Commission to authorize Development District Liquor License.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 62 Multifunction Color Copier Proposal Recommendation.
1. Communication from the Director of Finance, reporting back on bids received for a Multifunction Color Copier Proposal, and recommending that Council approve a proposal from OCE/Canon for the purchase of a Canon C7055 at the purchase price of \$12,130 and a monthly service cost that will be fixed for the first five years of \$.0039 per black and white copy/print and \$.0550 color copy/print.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

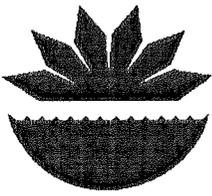
VII. MAYOR'S COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. COUNCIL COMMENTS.

X. CITIZEN COMMENTS

X. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Budget Ordinance-Fiscal Year Ending June 30, 2013 Budget

DISCUSSION: The Mayor and City Council have held five budget work sessions to date related to the fiscal year 2013 budget. The City Charter requires that the budget for each fiscal year be adopted by the April 30 preceding the start of the fiscal year. For that reason, I am submitting budget ordinance 12-003 for its first reading and am asking that the public hearing on the budget be set for the April 16, 2012 City Council meeting.

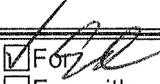
As you know, the initial General Fund budget that was prepared was out of balance by \$389,723. The budget as submitted is balanced with revenues equaling expenditures and no use of any portion of fund balance. The budget keeps total full-time employment positions flat at 168 and the reallocation of one position that had been discussed so it could be shared between two departments has been returned fully to the Clerk/Treasurer budget. The total General Fund budget included in this budget ordinance is \$17,223,840. The operating budget total for all City funds is \$50,102,132.

The primary items that changed from the initial budget submitted to the City Council and this budget recommendation are 1) putting total public safety personnel funding back at 56 vs. 55 in the initial budget, 2) budgeting for a seasonal weed/blight inspector, 3) elimination of the personnel reallocation previously mentioned, 4) levying of the remaining operating millage of .5634 mills to be dedicated to retiree healthcare unfunded liability funding, 5) reduction of the bridge millage from .52 to .42 mills, 6) reducing the contingency budget to \$150,000, and 7) increasing property tax revenue due to the increased taxable value reported by the City Assessor.

Adoption of this budget also includes amending the current fiscal year 2012 budget. The primary items changed in the amended budget are in the General Fund. They include increased revenue sharing funding due to an accounting change and compliance with the Economic Vitality Incentive Program (EVIP), increased debt service cost to use the increased revenue sharing to pay off an installment purchase agreement loan about five (5) years early, and full funding for the Cashier position in the Clerk/Treasurer office. I've included a report that shows the changes that would take place to the 2012 budget on a departmental basis.

I have attached the City Manager's budget transmittal letter and some of the General Fund information that will be included in your budget document. It is recommended that ordinance number 12-003, the budget ordinance, be placed on the floor for its first reading on April 2, 2012 and that the public hearing on the ordinance be scheduled for the April 16, 2012 City Council meeting.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: April 30, 2012

REASON FOR DEADLINE: Charter

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 50,102,132
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

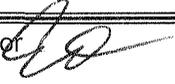
Amount

\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A

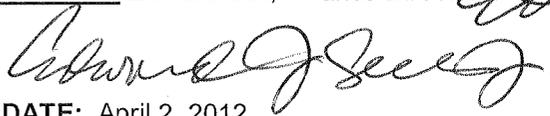
Other Funds

\$ N/A
\$ N/A
\$ N/A
\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 3/27/2012

REVIEWED BY: 

DATE: 3-28-12

COUNCIL MEETING DATE: April 2, 2012

ORDINANCE 12-003

Budget Appropriation Act
July 1, 2012 - June 30, 2013

An Ordinance to approve the budget for the City of Monroe for the fiscal year ending June 30, 2013, the City of Monroe Ordains.

Section 1. An Ordinance approving the expenditures for the General Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013 are hereby appropriated on a departmental and activity total basis as follows:

GENERAL GOVERNMENT

City Council	\$129,530
City Manager	269,354
Assessor	350,141
Attorney	136,225
Clerk-Treasurer	485,682
Finance	427,882
Human Resources	264,102
Engineering	307,758
City Hall Grounds	261,516

TOTAL GENERAL GOVERNMENT **\$2,632,190**

PUBLIC SAFETY

Police	5,628,017
Fire	2,940,076
Zoning/Code Enforcement	139,059

TOTAL PUBLIC SAFETY **\$8,707,152**

PUBLIC WORKS **\$1,921,999**

COMMUNITY DEVELOPMENT **\$239,938**

CULTURAL-RECREATION

Library	\$57,500
Social Services	140,000
Public Access TV	154,250
Parks and Recreation	1,531,622

TOTAL CULTURAL-RECREATION **\$1,883,372**

CONTINGENCIES **\$150,000**

DEBT SERVICE **\$61,615**

TRANSFERS OUT **\$1,627,574**

TOTAL EXPENDITURES **\$17,223,840**

Section 2. Revenues shall be raised from the following sources and are estimated as follows:

GENERAL FUND	
General Revenue	\$15,170,794
Service Revenue	1,979,306
Operating Grants	73,740
TOTAL REVENUES	\$17,223,840

Section 3. The City Council hereby approves budgets for the period beginning July 1, 2012 through June 30, 2013 for the following funds in the amounts set forth below:

SUMMARY OF EXPENDITURES BY FUND	
Major Street Fund	\$1,986,400
Local Street Fund	1,075,410
Refuse Fund	1,386,500
Parking Fund	231,629
Economic Development Fund	26,000
Building Safety Fund	420,581
Budget Stabilization Fund	0
Drug Forfeiture Fund	20,735
Grant Fund	412,000
Airport Fund	355,767
Debt Service	488,767
Capital Project Fund	1,196,250
Wastewater Department	7,595,105
Water Department	8,317,487
Raw Water Partnership Fund	397,900
Information Systems	310,315
Stores & Equipment Fund	920,055
Employment Benefit Fund	2,253,951
Post-Retirement Health Care Fund	3,350,312
Insurance Fund	336,645
Cemetery Fund	44,000
Downtown Development Authority	265,513
Brownfield Redevelopment Authority	848,812
Port of Monroe	638,158
TOTAL	\$32,878,292

Section 4. The City Council does hereby levy a tax of 13.726 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Monroe.

Section 5. The City Council does hereby levy a tax of .5634 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. The tax is levied for the purpose of funding the unfunded actuarially accrued liability of the post-retirement healthcare system.

Section 6. The City Council does hereby levy a tax of 1.448 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of refuse collection and cleanup authorized by Act 298 of the Public Acts of 1917.

Section 7. The City Council does hereby levy a tax of 0.375 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the Port of Monroe.

Section 8. The City Council does hereby levy a tax of 0.42 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. This tax is levied for the purpose of funding the repayment of debt that was issued for the purpose of repairing and rehabilitating the Roessler Street, Macomb Street, and Winchester Street bridges.

Section 9. The City Council does hereby, at the request of the Lake Erie Transportation Commission, levy a tax of .6147 mills for the period of July 1, 2012 through June 30, 2013 on all real and personal taxable property in the City of Monroe, according to the valuation of the same. This tax is a voted millage that was approved by the electorate of the City of Monroe and is levied for the purpose of funding the operations of the Lake Erie Transportation Commission.

Section 10. The City Council does hereby approve the addition of a property tax administration fee of 1.0% on all taxes collected for the City of Monroe and for taxes collected for all other taxing units.

Section 11. The City Council does with the adoption of this ordinance approve the fees for service listed in Exhibit 1, effective July 1, 2012, to support the budget for the period July 1, 2012 through June 30, 2013. The rates will be implemented and charged for all services provided as may be reflected in bills or statements generated after July 1, 2012.

Section 12. The City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout this budget, and that all transfers between appropriations may be made only by further action of the City Council pursuant to Section 19.2 of the provisions of the Michigan Uniform and Budgeting Act. The City Manager may delegate this authority to the Finance Director.

Section 13. The Finance Director is hereby authorized to make budgetary transfers between appropriation centers at the end of the fiscal year only to rebalance the budgets among appropriation centers. The Finance Director will report these transfers to the City Council.

Section 14. The City Council did give notice of the time and place when a public hearing would be held in conformity with the provisions of the City Charter.

Section 15. The City Manager did on or before the 1st day of April, prepare and furnish to the City Council a City Budget for the period of July 1, 2012 through June 30, 2013, as provided for in the City Charter, which budget was duly signed by the City Manager and is now on file.

Section 16. The City Council hereby approves the City Budget, containing the appropriations and levy of taxes for the period of July 1, 2012 through June 30, 2013 and all sums be paid into the

several funds to which they belong and any ordinance or parts of ordinance in conflict with this ordinance are hereby repealed.

First Reading	April 2, 2012
Public Hearing	April --, 2012
Second Reading	April --, 2012
Adoption	April --, 2012
Publication	April --, 2012

Charles D. Evans
City Clerk-Treasurer

Robert E. Clark
Mayor

EXHIBIT 1

SERVICE	CURRENT FEE	NEW FEE JULY 1, 2012
Wastewater Commodity Rate	2.71	2.86
Wastewater Administration Fee	13.59	13.59
Wastewater Septic Dumping Rate/Gallon	0.070	0.070
Wastewater BOD Surcharge Rate>200mg/l per lb.	0.34	0.34
Wastewater TSS Surcharge Rate>750 mg/l per lb.	0.22	0.22
Wastewater Nitrogen Surcharge Rate >40 mg/l per lb.	0.95	0.95
WATER RATES AND FEES		
Quarterly Debt Service Charge**		
Meter Size		
5/8"	\$ 5.40	\$ 5.40
3/4"	\$ 8.11	\$ 8.11
1"	\$ 13.51	\$ 13.51
1 1/4"	\$ 18.91	\$ 18.91
1 1/2"	\$ 27.01	\$ 27.01
2"	\$ 43.22	\$ 43.22
2 1/2"	\$ 67.53	\$ 67.53
3"	\$ 94.55	\$ 94.55
4"	\$ 162.08	\$ 162.08
6"	\$ 337.67	\$ 337.67
8"	\$ 486.24	\$ 486.24
10"	\$ 783.38	\$ 783.38
12"	\$ 1,161.57	\$ 1,161.57
Water Quarterly Consumption Rate**	\$ 1.40	\$ 1.44
**-Rates Doubled Outside City Limits		
Water Administrative Fee	\$ 4.50	\$ 4.50
Call-Out and Turn-on Fee		
Regular Hours	\$ 55.00	\$ 55.00
Overtime	\$ 110.00	\$ 110.00
Double-time	\$ 140.00	\$ 140.00
Quarterly Pump Surcharge	\$ 0.15	\$ 0.15
Penalty - 7 Days or more delinquent	5.00%	5.00%



CITY OF MONROE

Office of City Manager

March 29, 2012

Honorable Mayor Clark and Council Members:

In accordance with Section 120 of the Monroe City Charter, the Fiscal Year 2012-2013 operating budget for the City of Monroe is hereby respectfully submitted for Council's review, consideration, and approval. This budget was prepared in accordance with State of Michigan statutes, Monroe City Charter requirements and conforms to generally accepted accounting and budgeting principles. We believe that the information provided for each department along with goals, performance measures and accomplishments allows the reader to better understand the operations of the many departments, which must be coordinated to provide a high level of service to City residents, businesses, institutions and visitors. The budget which is presented here includes the year-end projected budget for fiscal year 2011-2012 and the proposed operating budget for fiscal year 2012-2013.

You will recall that the 2011-2012 (FY 12) General Fund budget as initially adopted amounted to \$16,770,627. The projected General Fund budget for fiscal year 2012 as proposed is now set at \$17,033,360. The primary reason for the increase is due the decision to budget for the payoff of a capital-replacement loan approximately five (5) years earlier than planned in the original loan document. This was made possible due to an accounting change related to state revenue sharing. Instead of six payments of revenue sharing being recognized as revenue in the 2011-12 fiscal year, seven will be recognized. This will result in a onetime revenue increase of approximately \$300,000. The City will also be fully complying with the Economic Vitality Incentive Program (EVIP) that replaced statutory revenue sharing for the 2011-12 fiscal year.

The City Assessor has reported the equivalent taxable value of the City of Monroe at \$887,374,007. This represents a 0.25% increase in taxable value as compared to fiscal year 2012. Residential taxable value has decreased by 6.3%, but industrial property values actually increased, which accounts for the increase. Increases for DTE real property investments are the major contributors to the increase.

The budget as presented recommends that the total, City Charter authorized millage of 14.6644 mills be levied (i.e. 15 mills less Headlee roll-backs) for fiscal year 2012-2013. Of this amount, 13.725 mills is proposed to be allocated to support general City operations (same as FY 11-12 allocation), 0.375 mill is proposed to be allocated to support Port of Monroe operations (same as FY 11-12 allocation) and 0.5634 is proposed to be allocated to be contributed directly to the Post-Retirement Healthcare

Fund, which has been deemed to be significantly underfunded by the City's Actuarial Consultant. This recommended levy of the City Charter Authorized operating millage is higher than the 14.101 mill levy recommended and adopted for FY 11-12. The Bridge Millage, authorized by voters to raise the funds necessary to refurbish and reconstruct three City bridges, is recommended to be levied at 0.42 mill for fiscal year 2012-2013, a reduction of 0.1 mill from the 0.52 levy for FY 11-12. This decrease is due to borrowing less than was previously estimated and excellent interest rates achieved on the first two bond sales. The Refuse Fund millage is recommended to remain at 1.448 mills and the property tax administration fee of 1.0%, charged on all millages collected by the City, is also recommended to continue. The total of all of the City millage levies recommended for the FY 2012-2013 above is 16.5324, a net change of 0.4634 mill from the FY 2011-2012 levies.

In FY 12-13., before it allocates resources for currently needed services, the City needs to set-aside the first \$3.2 million of revenue it collects to fund healthcare benefits for the retirees who provided services in the past. As previously mentioned, the FY 12-13 budget submitted recommends an increase in the funding necessary to partially address the significant unfunded retiree health care liability. The .5634 mill levy proposed would generate approximately \$486,000, with the funding allocated to reducing the City's unfunded actuarially accrued liability. For the entire city budget, approximately \$4.0 million is budgeted for retiree health care. This includes the funding generated by the proposed, additional millage levy. This amount is likely still short of that to be recommended, as the actuarial study completed as of December 31, 2008 calculated an annual required contribution of approximately \$4.7 million for fiscal year 2012. The actuarial study for December 31, 2010 has not been completed, but due to the significant underfunding in previous years, it is not expected the City's annual required contribution (ARC) will decrease. If we are to be fiscally responsible to future generations we need to accelerate the step-up to the full funding of this liability, so that the City can eventually prefund its retirement benefit obligations.

The results of collective bargaining negotiations with City employees over the last year will further help with the partial funding of future retiree healthcare benefits. Beginning in 2013 and 2014, employees eligible to receive the benefit will be required to contribute 3% of the average base wage of all City full-time employees to the plan. In the beginning, this will amount to approximately \$224,000 per year in additional funding for the plan, which will be invested in order to be available to partially pay for their healthcare benefits after they retire. Changes to retiree healthcare benefits made during previous collective bargaining sessions have resulted in the ability to better control costs paid by tax and utility-rate payers, including mirroring of the health benefit to that of active employees, capping the amount of the employer-share the City will pay to 4% per year of service, and eliminating the city-provided benefit for employees hired after July 1, 2008. Failing to be proactive in reducing the large unfunded accrued liability and with controlling future benefit costs, will result in the realization of more drastic reductions to city services and associated employment in the future.

The budget for the General Fund for fiscal year 2013 includes expenditures in the

amount of \$17,223,840 which is \$453,213 (2.7%) higher than the fiscal year 2012 budget expenditures originally adopted. If the budget is adopted and implemented in its current form, the total number of full-time employees budgeted will remain flat at 168 full-time equivalent employees. This would be the first time in many years that employment levels have not been reduced as a part of the budget process. The number of General Fund budgeted full-time equivalent employees will also remain flat at 104.75. In addition to the full-time employees, funding for a seasonal employee has been budgeted to focus on blight abatement. The average cost of a General Fund, full-time employee is \$117,189, which includes all wage payments (including overtime) and benefits. If funding for the underfunded retiree health care liability is removed the average cost is reduced to \$103,666.

Special Revenue Funds

Special Revenue Funds are used to budget for revenue proceeds meant for specific purposes and are legally restricted to expenditures for those purposes. Ten funds are budgeted within the Special Revenue category.

The *Major Street Fund* is focused on high traffic volume streets. This fund's primary source of revenue is the State of Michigan Gas and Weight Tax, which has been flat or declining since FY2001. Current trends show a small increase for 2013.

The *Local Street Fund* is the less traveled, predominately residential roadways. This fund also receives revenue from the State of Michigan Gas and Weight Tax, but at a vastly reduced rate compared to major streets. We must often depend on other revenue sources such as transfers from the General Fund and Major Street Fund to adequately maintain the local streets. Each year we budget for reconstruction of city streets within these funds.

The *Refuse Fund* is utilized to handle solid waste pickup, including curbside pickup of recyclables and yard waste, street sweeping, and the purchase of bags for leaf collection. The City annually levies a dedicated millage to cover the costs associated with these services.

The *Parking Fund* maintains and funds capital improvements for the City's parking lots and provides for parking enforcement of all parking ordinances. Funds for this account are derived from meter revenue and parking fines.

The *Economic Development Fund* provides seed money for various development projects or to provide local match for grant applications. The fund provided start-up resources to the Brownfield Redevelopment Authority. This fund is also used to account for the revenue and expenditure of major projects such as the Mason Run, Townes on Front Street, and the River Raisin Battlefield environmental response activities.

The *Building Safety Fund* was created when Public Act 245 of 1999 was signed into law. P.A. 245 requires that fees generated by the operation of the Building

Department be used only for the operation of that department and should be accounted for in a separate fund.

The *Budget Stabilization Fund* was created by ordinance of the City Council in 1997. The fund was established to protect the future financial integrity of the City and to fund unanticipated nonrecurring events. Appropriation of funds available in the fund require a resolution or ordinance of the city council with a 2/3 vote of the members elected and serving. The potential uses of the funds are set by statute.

The *Drug Forfeiture Fund* revenues are derived from property forfeitures related to narcotic offenses. These funds, by law, can only be used for drug related law enforcement activities.

The *Grant Fund* is used to account for state and federal grants requiring special reporting requirements, generally segregation of funds, such as the Community Development Block Grant.

The *Airport Fund* is the mechanism by which we track the operation of the airport, including work accomplished by DPS personnel such as snow plowing and grass mowing. We also use these funds as match money for state and federal grants for Airport Capital Improvement Projects.

Enterprise Funds

The Enterprise Funds consist of the *Water, Raw Water Partnership, and Wastewater*. These funds must be accounted for and operated in the same manner as a private business. Revenues to operate these enterprises are derived from charges for services rendered. Besides normal operating costs there is the added burden of meeting environmental requirements which continue to increase the cost of doing business.

In the *Wastewater Fund* we will continue working on last year's capital projects and an additional \$18,942,000 in projects this year. The capital project amount includes a major improvement to the wet weather system to continue to meet State of Michigan permit requirements. A State Revolving Fund loan in the amount of \$18.0 million will finance that project. The interest rate associated with the financing will be 2.5%. Wastewater staff members have continued to pursue Council objectives for identifying economies and efficiencies in their operations. New investments in updated equipment and technology along with some reshaping of the organizational structure and responsibilities will result in long term cost reductions and enhanced operational efficiencies.

The *Water Fund* has recently declined in the volume of water it is selling, which has caused a reduction in revenue. The Water Fund's capital improvements for fiscal year 2013 amount to \$1.054 million. Efficiencies, updates and re-investments developed and implemented in Water Department operations over the past few years

have resulted in long-term cost reductions.

The *Raw Water Partnership* is an interlocal agreement with Frenchtown Charter Township that allows for the joint operation of the Lake Erie intake and treatment of water that is ultimately utilized for both systems potable water. Funds to operate come from both water systems' rates and are based upon gallons of water utilized.

Internal Service Funds

Internal Service Funds include *Stores and Equipment*, *Information Systems*, *Employee Benefit*, *Post-Retirement Health Care*, and *Insurance*. This group of funds provides service to other funds within the city.

The *Stores and Equipment Fund* rents and maintains cars, trucks and other equipment for the use of departments within the City. Revenue to operate this fund comes from equipment rental rates. In the past, the fund struggled to generate enough rental income to finance its operations in part because of high personnel overhead. With reductions in personnel overhead, brought about through implementation of the Operations Study recommendations, and more focus on efficient reshaping of this function, we intend to bring this fund into long term balance. The fund will begin to manage more of the city's cars and trucks as the operations of the fund are reshaped. For fiscal year 2010, the Police Department's vehicles came under the management of the Stores and Equipment operation. General use vehicles of all departments will be managed by this department in the future. In fiscal year 2013, the Wastewater Department will begin to use this system for one of its general use vehicles.

The *Information Systems Fund* ensures that all computer equipment purchased is compatible and that staff is properly trained. Revenue from this fund comes from rental rates from various departments based upon various cost allocation methods. The IT function is supervised by the Finance Director and the staffing of the function is provided by Monroe County through a contractual agreement.

The *Employee Benefit Fund* handles all of the City's employment related insurance requirements including health care, workers compensation, life insurance, and long term disability, as well as termination pay. Departments are charged for their costs based upon their number of personnel and premiums charged per employee. The fund then bids out the insurance for the entire city and covers all of the associated costs. Termination pay is a long-term liability that is fully funded. The termination pay benefit has been eliminated for all current employees. The only liability that remains is for terminated employees that have deferred their vested benefit in the retirement system.

The *Insurance Fund* is used to account for general property and liability insurance costs. Each fund contributes to the Insurance Fund based upon an allocation of the insurance premium costs and the Insurance Fund secures coverage for the entire city.

The Post-Retirement Health Care Fund was established to fund future and present retiree health care costs. In accordance with State law the City is now investing funds for future retirees, utilizing the City's Pension Board as the investment fiduciary. Funding for retiree health care costs is based on a percentage of payroll for each city employee. The City has historically failed to adequately fund this liability and continues to do so. While the retiree health care benefit was established for most city employees about 30 years ago, the City did not establish a fund to help finance this benefit until the late-1990s, well after the unfunded liability had become significant. The 2012 budget includes approximately \$4.0 million in funding for the benefit, with \$486,000 of that amount coming from the levy of the remaining available operating millage, as previously mentioned. However, the annual required contribution (ARC) as calculated by an actuary is \$4.7 million for fiscal year 2012. The ARC for the 2013 fiscal year has not yet been calculated, but due to underfunding the ARC in previous years and closing the plan to new hires, the ARC is not expected to be reduced. The lack of adequate funding provided for this benefit over the previous 30 years has already significantly impacted our ability to fund current city services. The result has been that current taxpayers pay part of the costs of city services provided in the past. Without additional effective and decisive action to address the cost and sustainability of this benefit this problem will continue to grow, thereby diminishing the resources available for current city services even more substantially. That is the primary reason for recommending the levy of the remaining City operating millage.

Debt Service Fund

The *Debt Service Fund* is used to account for the retirement of various bond issues. The statutory debt limit by law is 10% of our State Equalized Value. The principal and interest payments on the bonds to be issued for the rehabilitation of the City bridges and the bonds issued for the DDA parking project will be paid from this fund. The property tax millage approved for the bridge rehabilitation will be deposited into this fund for payment of the debt service installments. From a debt perspective the City of Monroe is in excellent financial health.

Capital Project Fund

The *Capital Project Fund* is used to account for capital projects, which are large ticket items (at least \$10,000) and have a useful life of five years or more. The Capital Improvement Project budget was adopted in February as a planning tool. Funding for Capital Projects come from a variety of sources including the General Fund, Major and Local Street Funds, Water and Wastewater Funds and State and Federal grants. The Capital Project budget as adopted by the City Council in February is included in this budget recommendation. As you will recall, the Council adopted a fiscal year 2013 General Fund, Capital Project Budget of \$840,040. This amount represents an increase in General Fund financing of \$171,940 from the previous year and is approximately .96 mills of the operating millage levied. The level of capital funding was returned to its approximate amount two fiscal years ago.

Cemetery Fund

The *Cemetery Fund* is a trust fund that was established to deal with the Woodland Cemetery and allows us to record the revenue and expenditures associated with the contractual arrangement with Roselawn Cemetery to maintain Woodland Cemetery.

Component Units

Component Units are a group of funds which are legally separate organizations for which the City has overall financial responsibility. This group of funds includes the *Downtown Development Authority*, *Port of Monroe*, and *Brownfield Redevelopment Authority*.

Department Heads and I were faced with revenues that remained primarily flat from the prior year. Personnel costs continue to rise, primarily due to pension and retiree-health care costs. Health care costs for active employees have actually declined by approximately \$250,000 due to negotiated agreements with City unions and compliance with the new healthcare law, Public Act 152 of 2011. While this budget proposes to fund 168 full-time public service employees, there are now over 240 city employees drawing pension and health-care retirement benefits, for themselves and/or their spouses. The budget includes a regular (non-healthcare) pension contribution totaling \$1.351 million, with \$1.287 million of that amount being funded by the General Fund. The total pension contribution increased \$77,000 from the prior year.

The combination of Monroe being a mature, "built-out" community and the ongoing soft economy in Michigan and the nation has resulted in insufficient new real property growth to allow the City to fully meet all of its long term obligations. This stagnation and decline of revenue sources along with increased operating costs has continued to make the task of sustaining City services very challenging. The City of Monroe has been able to maintain services and service quality at a relatively high level by adopting lean methods and practices, which comport with the resources available. In partnership with the Mayor and Council and City Staff, we will continue to search for ways to implement additional efficiencies as we continue to provide Monroe City residents, businesses and visitors with quality public services in the coming years.

Through the fiscal direction provided by the Mayor and Council and the implementation of that policy direction by City staff, Monroe continues to operate in a responsible and fiscally sound fashion. It is with pride that I mention below the Certificate of Achievement for Financial Reporting. This recognition is something we can all be proud of and are clear indications of the teamwork and commitment to excellence exhibited by the staff.

- The Government Finance Officers Association of the United States and Canada (GFOA) has presented a "Certificate of Achievement for Excellence

in Financial Reporting.” This is the ninth consecutive time the City of Monroe has received this prestigious award. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Department Heads are congratulated for their initiatives and the extra effort required in preparing this budget. Finance Director Ed Sell deserves special mention for his constant vigilance to a fast changing fiscal environment and his uncomplaining willingness while assisting all of us as we explore multiple options. Monroe City employees as a whole are also congratulated for their continued efforts to provide Monroe residents with high quality public services, during these trying times. I believe the budget, as presented, fairly reflects a high level of service and the projected expenditures reflect the resources necessary to operate the City in the next fiscal year.

Sincerely,

Handwritten signature in black ink, appearing to read "G.A. Brown".

George A. Brown
City Manager

**GENERAL FUND
FUND BALANCE TREND**

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Amended Budget FY11-12	Projected Actual FY11-12	Budget Request FY12-13
REVENUE:						
General Revenue:						
General Government	\$ 16,399,109	\$ 15,405,102	\$ 14,556,088	\$ 14,458,533	\$ 14,907,367	\$ 15,170,794
Service Revenue:						
General Government	597,912	662,132	781,281	847,869	847,469	824,012
Public Safety	926,867	813,029	305,255	333,526	344,041	334,370
Public Works	42,092	67,312	67,417	75,500	77,000	77,000
Recreation & Culture	852,308	865,025	719,840	782,282	658,166	743,924
Operating Grants:						
Public Safety	69,947	91,840	149,796	173,331	173,331	73,740
Recreation & Culture	-	-	340	-	-	-
Capital Grants						
Public Safety	-	1,885	16,303	-	-	-
Total Revenue	18,888,234	17,906,325	16,596,320	16,671,041	17,007,374	17,223,840
Total Expenditures	18,971,137	17,757,451	16,392,998	16,859,525	17,033,360	17,223,840
Excess (Deficiency) of Revenues over Expenditures	(82,903)	148,874	203,322	(188,484)	(25,986)	-
Beginning Fund Balance	3,201,654	3,118,751	3,194,748	3,289,947	3,289,947	3,263,961
Committed Fund Balance	-	(72,877)	(108,123)	-	-	-
Ending Fund Balance	\$ 3,118,751	\$ 3,194,748	\$ 3,289,947	\$ 3,101,463	\$ 3,263,961	\$ 3,263,961

**GENERAL FUND
REVENUE DETAIL**

	Actual FY08-09	Actual FY09-10	Actual FY10-11	Amended Budget FY11-12	Projected Actual FY11-12	Budget Request FY12-13
General Revenue						
General Government						
Real Property Taxes	11,870,818	11,697,060	10,852,120	10,890,472	10,862,330	10,861,341
Real Property Taxes-PRHC	-	-	-	-	-	431,362
Tif Capture Real Property	(434,345)	(407,045)	(336,464)	(352,903)	(349,207)	(352,158)
Personal Property Taxes	1,320,696	1,076,571	1,106,319	1,137,389	1,146,587	1,198,679
Personal Property Taxes-PRHC	-	-	-	-	-	49,049
Tif Capture-Personal Property	(10,143)	(4,715)	(5,128)	(4,853)	(3,956)	(3,699)
Industrial Facilities Tax	306,394	185,650	137,391	127,670	126,825	144,721
Industrial Facilities Tax-PRHC	-	-	-	-	-	5,940
Payment In Lieu Of Taxes	26,430	24,348	23,007	25,000	23,000	23,000
Int & Pen Delinquent Taxes	75,253	79,408	81,589	80,000	80,000	80,000
Property Tax Admin Fee	461,264	449,340	430,799	430,000	433,150	435,000
Cab Driver Licenses	160	175	150	200	200	200
Vendor License	750	2,510	1,755	1,000	1,700	1,700
Zoning Permits	7,675	6,575	7,700	7,700	7,700	7,700
State Rev Share-Sales Tax	2,058,108	1,774,479	1,719,528	1,515,000	2,017,480	1,701,704
State Rev Share-Liquor License	15,448	15,469	15,766	15,500	15,500	15,500
Interest On Investments	313,825	112,811	89,668	150,000	90,000	100,000
Rent-Land	4,493	4,243	4,208	4,300	4,744	4,744
Rent-Buildings	36,562	43,861	45,964	46,558	50,814	54,511
Franchise Fees	267,655	276,697	303,680	300,000	305,000	308,500
Right Of Way Fee	61,978	63,474	58,420	60,000	58,000	58,000
Sale Of Assets	7,791	221	4,957	5,000	5,000	5,000
Reimb-Other	8,233	3,953	3,659	500	12,500	4,000
Transfer In-Economic Development	-	-	-	-	-	16,000
Transfer In-DDA	-	-	10,000	20,000	20,000	20,000
Miscellaneous Revenue	64	17	1,000	-	-	-
Total General Revenue	16,399,109	15,405,102	14,556,088	14,458,533	14,907,367	15,170,794
Service Revenue						
General Government						
Witness Fees	40	38	114	85	85	100
Zoning Board Of Appeals Fees	1,750	2,750	1,400	2,500	1,500	1,500
Plans & Specifications Review	2,319	46	3,251	3,000	1,000	1,000
Gis Enhanced Access Fee	3,961	4,796	5,711	4,500	5,000	5,000
Admin Services-Water Fund	346,831	407,001	408,583	452,140	452,140	448,829
Admin Services-Wastewater Fund	210,823	198,896	309,349	325,910	325,910	321,314
Admin. Svc. - Building Safety	17,791	39,945	28,540	31,646	31,646	29,269
Duplicating Charge	1,065	361	1,318	1,500	1,000	1,000
Sales-Miscellaneous	674	611	637	600	600	600
Plans & Specifications Sales	3,240	3,390	6,180	3,300	6,000	6,000
Vending Commissions/Sales	245	1,210	971	2,000	1,400	1,400
Other Charges For Services	-	-	8,333	13,188	13,188	-
Penalties	2,933	-	1,053	3,000	3,000	3,000
Miscellaneous Revenue	6,240	3,088	5,841	4,500	5,000	5,000
Total General Government	597,912	662,132	781,281	847,869	847,469	824,012
Public Safety						
Excavation Permit	12,450	13,550	15,380	14,000	17,000	17,000
Police Liaison	69,446	83,175	78,345	80,000	80,000	80,000
Emergency Medical Service Fees	570,657	406,590	(4,973)	-	1,606	-
Accident Cost Recovery Fees	-	22,393	29,921	-	2,409	-
Fire Inspection Fees	-	10,225	14,050	20,000	15,000	12,000
Plans & Specifications Review	-	-	3,350	-	10,000	10,000
Police/Fire Service-Water	99,525	91,783	88,399	92,026	92,026	89,370
Rental Housing Inspection	52,530	63,175	-	-	-	-
Quil Fines	12,211	5,483	1,417	7,500	6,000	6,000
Penal Fines	61,957	60,727	58,044	60,000	60,000	60,000
Civil Fines	850	1,050	2,200	2,000	2,000	2,000
Rental Housing Insp Penalties	4,275	3,425	-	-	-	-
Zoning/Blight Fines	500	800	1,900	1,000	1,000	1,000

	Actual	Actual	Actual	Amended	Projected	Budget
	FY08-09	FY09-10	FY10-11	Budget	Actual	Request
				FY11-12	FY11-12	FY12-13
Reimb-Demolitions	35,400	38,634	11,309	50,000	50,000	50,000
Miscellaneous Revenue	7,065	12,019	5,913	7,000	7,000	7,000
Total Public Safety	926,866	813,029	305,255	333,526	344,041	334,370
Public Works						
Blight Pickup	14,827	10,823	22,331	26,000	26,000	26,000
Weed Cutting	13,437	33,918	28,505	33,000	33,000	33,000
Charges For Services-Banners	800	755	1,155	2,500	1,000	1,000
Miscellaneous Revenue	13,028	21,816	15,426	14,000	17,000	17,000
Total Public Works	42,092	67,312	67,417	75,500	77,000	77,000
Recreation & Culture						
Skate Sharpening	10,653	10,053	6,457	2,750	5,275	7,900
Youth Ball Program	31,588	24,552	25,820	31,000	20,000	21,000
Adult Ball Program	38,271	42,201	33,405	42,000	35,500	40,000
Adult Volleyball	13,500	13,819	12,116	13,500	4,500	13,000
Youth Basketball	4,032	6,942	6,765	6,500	5,786	6,500
Track Program	676	501	938	650	650	650
Tennis Program	1,386	1,227	102	1,400	1,000	1,000
Skating Lessons	-	-	8,480	28,200	19,868	23,894
Sales-Concessions	59,773	61,106	52,973	54,000	42,404	43,800
Sales-Pro Shop	29,297	18,857	11,287	19,000	12,573	9,900
Sales-Miscellaneous	1,416	2,958	1,232	-	1,235	1,250
Admission-Swimming	14,031	6,148	13	-	-	-
Admission-Public Skating	17,503	14,258	13,270	11,250	17,411	23,100
Admission-Drop In Hockey	23,078	26,666	17,507	12,500	13,132	15,450
Admission-Sports Camp	62,974	30,328	8,707	16,000	684	8,000
Admission-Inflatables	47,070	165,123	138,451	109,500	107,054	125,800
Rent-Park Facilities	8,073	8,068	7,563	8,100	8,100	8,100
Rent-Ice Surface	460,317	363,378	302,053	312,332	260,728	302,550
Rent-Dry Floor	2,823	36,627	38,530	81,200	71,233	52,800
Rent-Meeting Room	-	-	6,018	10,200	10,218	10,200
Rent-Ice Skates	-	-	1,835	2,250	4,498	6,180
Rent-Lockers	-	-	152	600	288	210
Rent-Advertising Space	-	-	2,228	6,000	2,500	6,000
Commissions-Video Games	-	-	3,263	5,850	4,441	5,040
Commissions-Vending Machines	13,256	21,393	12,469	2,900	4,488	5,500
Miscellaneous Revenue	12,591	4,015	5,312	4,000	4,000	5,500
MMSC Miscellaneous Revenue	-	6,805	2,894	600	600	600
Total Recreation & Culture	852,308	865,025	719,840	782,282	658,166	743,924
Total Service Revenue	2,419,178	2,407,498	1,873,793	2,039,177	1,926,676	1,979,306
Operating Grants						
Public Safety						
Fema Grant	63,267	-	-	-	-	-
COPS Grant	-	85,523	145,681	165,331	165,331	65,740
Police Training-Act 302	6,680	6,317	4,115	8,000	8,000	8,000
Total Public Safety	69,947	91,840	149,796	173,331	173,331	73,740
Recreation and Culture						
State Recreation Grant	-	-	340	-	-	-
Total Operating Grants	69,947	91,840	150,136	173,331	173,331	73,740
Capital Grants						
Public Safety						
Equipment Grant	-	-	16,303	-	-	-
Bulletproof Vest Grant	-	1,885	-	-	-	-
Total Capital Grants	-	1,885	16,303	-	-	-
Total General Fund Revenue	18,888,234	17,906,325	16,596,320	16,671,041	17,007,374	17,223,840

GENERAL FUND EXPENDITURE DETAIL BY DEPARTMENT

Department Name	Actual FY09-10	Actual FY10-11	Budget FY11-12	Projected FY11-12	Requested FY12-13	Pct of Budget
Mayor And Council	114,077	106,033	119,643	115,498	129,530	0.75%
City Manager	246,551	256,668	272,783	264,970	269,354	1.56%
Professional Legal Consultants	550	-	1,000	-	-	0.00%
Elections	16,066	24,354	31,356	31,481	23,610	0.14%
Clerk/Treasurer	371,293	382,042	380,938	408,460	405,947	2.36%
Assessor's Office	326,181	348,893	359,141	346,137	348,633	2.02%
Board Of Review	975	1,538	1,508	1,508	1,508	0.01%
Attorney's Office	137,246	137,022	136,425	136,225	136,225	0.79%
Audit	39,452	40,496	41,715	41,715	42,967	0.25%
Finance	351,766	363,024	377,624	365,311	384,915	2.23%
Human Resources	347,364	339,522	306,400	322,021	264,102	1.53%
Engineering	363,663	207,450	286,738	291,480	307,758	1.79%
Police	5,242,670	5,109,927	5,805,513	5,562,062	5,604,517	32.54%
Police Training	6,317	4,115	8,000	8,000	8,000	0.05%
Liquor Law Enforcement	3,067	1,464	15,500	15,500	15,500	0.09%
Fire	3,867,828	3,365,951	2,955,548	3,173,468	2,940,076	17.07%
DPS General Operations	1,249,068	1,205,148	1,308,100	1,279,195	1,283,599	7.45%
Forestry	475,429	495,054	493,500	479,500	499,500	2.90%
Parks & Playgrounds	311,669	196,715	168,288	158,400	178,900	1.04%
City Hall/Grounds	226,458	230,688	265,809	259,609	261,516	1.52%
Planning Commission	2,774	2,442	5,303	4,469	5,278	0.03%
Community Development	159,101	164,208	241,788	226,003	232,710	1.35%
Historical District Commission	1,881	291	2,000	1,300	1,950	0.01%
Zoning/Ordinance Enforcement	144,457	106,368	136,571	133,714	139,059	0.81%
Administration & General	201,388	197,710	205,780	203,503	210,592	1.22%
Multi-Sports Complex	1,349,559	1,181,947	1,169,310	1,133,937	1,189,251	6.90%
Parks And Rec. Programs	144,819	78,634	84,746	84,746	91,779	0.53%
Non-Departmental	2,055,782	1,845,294	1,678,498	1,985,148	2,247,064	13.05%
Total	17,757,451	16,392,998	16,859,525	17,033,360	17,223,840	100%

GENERAL FUND EXPENDITURE DETAIL BY CLASSIFICATION

Description	Actual FY09-10	Actual FY10-11	Budget FY11-12	Projected FY11-12	Requested FY12-13	Pct of Budget
PERSONNEL						
Full Time Salaries & Wages	\$ 6,410,462	\$ 5,756,714	\$ 6,099,600	\$ 6,129,281	\$ 6,052,230	35.14
Part Time Salaries & Wages	272,756	182,251	180,239	163,777	186,715	1.08
Overtime	617,574	894,617	611,058	755,058	549,600	3.19
Overtime-Part-Time	-	48	-	-	-	0.00
Shift Premium	25,897	20,724	23,000	23,000	23,000	0.13
Clothing Allowance	35,742	32,133	39,392	46,325	33,050	0.19
Food Allowance	16,468	8,818	7,275	7,227	5,850	0.03
Car Allowance	10,000	6,000	6,000	6,000	6,000	0.03
Uniform Allowance	21,140	20,104	23,108	20,625	20,900	0.12
Longevity	60,659	59,818	60,932	60,711	55,032	0.32
Sick Pay Bonus	86,790	73,135	78,211	65,162	78,042	0.45
On Call Bonus	1,500	1,458	1,000	1,500	1,500	0.01
Team Callout Pay	3,360	3,280	3,120	3,500	3,120	0.02
Report Time Pay	-	-	-	12,000	12,000	0.07
Retirement Termination Pay	20,850	-	-	-	-	0.00
Holiday Pay	153,913	120,211	109,246	109,246	102,959	0.60
Fees & Per Diem	9,348	19,278	18,175	17,425	20,400	0.12
Proficiency Pay	147,254	177,607	102,518	116,501	136,905	0.79
Waiver-Health Insurance	14,740	12,187	8,838	11,722	19,438	0.11
Fica	188,840	182,699	181,736	184,137	187,480	1.09
Medicare	104,320	98,151	102,700	104,279	103,104	0.60
Life Insurance	32,304	29,536	26,121	26,661	25,999	0.15
Disability Insurance	2,106	2,004	1,780	1,939	2,013	0.01
Workers' Comp Insurance	144,197	120,495	129,760	132,446	111,244	0.65
Unemployment	-	15,482	36,085	38,087	35,812	0.21
Medical Insurance	1,037,335	1,133,272	1,290,482	989,013	967,793	5.62
Flexible Benefit Plan	375	165	120	106	121	0.00
Prescription Insurance	55,623	48,397	45,565	74,997	104,829	0.61
Dental Insurance	96,737	87,257	87,294	88,073	86,353	0.50
Post Retirement Health Care	1,855,370	2,013,435	1,935,918	1,952,381	2,591,206	15.04
Pension Contribution	1,404,996	1,154,819	1,224,705	1,224,453	1,287,352	7.47
Deferred Compensation	4,923	4,923	5,330	5,330	5,470	0.03
PERSONNEL	12,835,579	12,279,018	12,439,308	12,370,962	12,815,517	74.41
SUPPLIES						
Office Supplies	35,354	34,541	28,327	33,234	34,330	0.20
Office Supplies - Rhi	547	586	-	-	-	0.00
Copies	5,161	5,118	6,000	6,570	6,150	0.04
Postage	23,915	21,236	26,193	26,493	27,175	0.16
Postage - Rhi	238	451	-	-	-	0.00
Operating Supplies	212,112	138,951	155,783	153,685	147,200	0.85
Operating Supplies - Vehicles	18,157	18,481	18,000	19,193	19,500	0.11
Ammunition	13,845	9,452	13,688	13,688	13,688	0.08
Uniforms/Clothing	18,114	10,294	27,522	28,122	41,900	0.24
Quarters Supplies	3,054	2,134	4,000	4,000	4,000	0.02
Safety Equipment	2,083	2,216	2,500	2,500	3,000	0.02
Fire Prevention Supplies	3,744	3,985	4,000	4,000	4,000	0.02
Medical Supplies	13,209	8,419	10,000	10,000	10,000	0.06
De-Icing Agent	1,442	3,872	2,000	1,500	2,000	0.01
Crime Prevention Supplies	2,468	1,496	1,500	1,500	1,500	0.01

Description	Actual FY09-10	Actual FY10-11	Budget FY11-12	Projected FY11-12	Requested FY12-13	Pct of Budget
SUPPLIES	353,443	261,232	299,513	304,485	314,443	1.83
OTHER OPERATING						
Mileage	326	328	725	575	400	0.00
Planting Materials	1,488	1,976	1,500	2,000	2,000	0.01
Vending Supplies	997	928	2,000	1,400	1,400	0.01
Repair & Maint Supplies	19,626	12,329	19,500	16,000	16,000	0.09
Resale Merch - Pro Shop	12,566	8,111	14,250	9,160	6,435	0.04
Resale Merch - Concessions	25,519	25,510	37,800	29,396	26,280	0.15
Info Sys User Fee	194,221	171,491	164,389	164,389	159,183	0.92
Legal Services	222,714	222,489	221,000	235,000	220,000	1.28
Actuarial Services	7,750	-	6,250	6,250	2,500	0.01
Audit Services	39,452	40,496	41,715	41,715	42,967	0.25
General Contract Services	241,661	317,709	503,754	466,559	407,552	2.37
Billing Service	38,711	5,555	13	-	-	0.00
Demolition Service	42,344	33,288	50,000	50,000	50,000	0.29
Personnel	435,967	314,116	305,333	281,178	311,046	1.81
Employee Physicals	11,175	6,163	9,600	10,000	6,000	0.03
Contractual - Ptax Sharing	5,356	4,575	4,347	4,230	4,105	0.02
Transaction Processing Costs	543	311	1,026	500	500	0.00
Witness Fees	60	178	100	100	100	0.00
Civil Service Commission	18,265	56,549	-	-	-	0.00
Legal Services-Civil Service Commission	-	-	3,500	3,500	3,500	0.02
Telephone	58,292	59,077	63,016	63,455	58,250	0.34
Training & Travel	47,633	57,231	65,067	66,584	62,550	0.36
Prisoner Transfer	121	83	350	350	350	0.00
Tuition Reimbursement	31,417	-	-	-	-	0.00
Recruiting	998	770	1,000	1,000	1,000	0.01
Community Promotion	16,420	12,888	22,500	16,050	22,750	0.13
Awards & Gifts	5,760	1,588	1,000	1,000	1,000	0.01
Michigan Week Activities	-	1,444	-	-	-	0.00
Publishing/Advertising	33,179	24,649	28,900	28,317	31,800	0.18
Insurance Premium	270,034	245,029	176,540	180,603	138,050	0.80
Unemployment Insurance	15,000	-	-	-	-	0.00
Electric	204,929	198,355	195,798	196,929	193,975	1.13
Street Lighting	422,051	429,191	430,000	430,000	435,000	2.53
Gas	97,169	80,763	95,054	79,446	93,900	0.55
Water & Wastewater	17,679	17,174	18,000	18,220	18,400	0.11
Maintenance - Buildings	72,487	81,951	100,344	95,262	91,000	0.53
Maintenance - Equipment	29,057	15,656	20,893	27,141	25,900	0.15
Maintenance - Vehicles	16,126	16,461	13,000	13,000	13,000	0.08
Maintenance - Radios	2,989	2,685	7,500	7,500	7,500	0.04
Maintenance - Office Equipment	6,234	7,860	9,850	11,161	8,865	0.05
Rental-Vehicle	309,124	277,777	294,000	297,676	301,425	1.75
Rental-Building	524,099	524,304	537,454	537,454	526,863	3.06
Rental-Equipment	255,346	276,151	227,452	231,326	235,322	1.37
Miscellaneous Expense	7,302	5,420	2,520	44	316	0.00
Property Taxes	3,062	3,735	2,512	2,448	2,500	0.01
Licenses, Fees & Permits	21,249	12,578	16,155	16,604	16,938	0.10
Reference Material	10,735	8,824	11,134	10,369	10,300	0.06
Memberships & Dues	25,294	22,665	30,030	28,144	28,505	0.17
Michigan Municipal League	7,076	6,380	7,100	6,380	6,500	0.04
Semcog	2,652	2,652	2,700	2,657	2,700	0.02
City Share Sad	1,747	1,553	4,043	4,043	2,000	0.01
Refund - Bor Settlement	55,843	79,442	50,000	75,000	52,020	0.30
Program Exp-Sports Complex	30,000	29,321	11,250	3,425	18,750	0.11
Program Exp-Hockey	14,878	8,347	900	596	900	0.01

Description	Actual FY09-10	Actual FY10-11	Budget FY11-12	Projected FY11-12	Requested FY12-13	Pct of Budget
Program Exp-Inflatables	-	-	19,000	19,903	22,763	0.13
Grant-Lesow Comm Ctr	150,000	140,000	140,000	140,000	140,000	0.81
Grant-Mpact	138,349	151,840	150,000	152,500	154,250	0.90
Grant-Monroe Cnty Library Sys	68,800	57,500	57,500	57,500	57,500	0.33
Loss in fair value of land inventory	-	141,114	-	100,000	-	0.00
Cash (Over)/Short	-	(20)	-	-	-	0.00
Contingencies	-	-	127,957	75,000	150,000	0.87
OTHER OPERATING	4,291,872	4,224,540	4,327,321	4,319,039	4,192,810	24.34
CAPITAL OUTLAY						
Operating Equipment	27,800	9,759	94,121	94,121	42,500	0.25
Office Equipment & Furniture	-	1,820	-	-	-	0.00
Vehicles	-	16,303	-	-	-	0.00
CAPITAL OUTLAY	27,800	27,882	94,121	94,121	42,500	0.25
FORCE LABOR & EXPENDITURE CREDITS						
F/L Construction	513,122	393,401	360,000	336,000	366,000	2.12
Exp Cr-General Fund Departments	(471,225)	(356,943)	(320,000)	(301,000)	(331,000)	(1.92)
Exp Cr-Major Street Fund	(301,295)	(413,306)	(289,700)	(320,876)	(328,995)	(1.91)
Exp Cr-Local Street Fund	(260,158)	(303,513)	(316,800)	(334,776)	(306,590)	(1.78)
Exp Cr-Refuse Fund	(122,025)	(123,752)	(130,000)	(145,000)	(140,000)	(0.81)
Exp Cr-Parking Fund	(10,082)	(14,271)	(12,000)	(11,000)	(12,000)	(0.07)
Exp Cr-Grant Fund	(50,478)	(53,999)	(56,500)	(56,500)	(56,500)	(0.33)
Exp Cr-Airport Fund	(5,885)	(14,239)	(20,000)	(6,000)	(7,000)	(0.04)
Exp Cr-Capital Project Fund	(53,327)	(32,967)	(50,000)	(58,729)	(86,500)	(0.50)
Exp Cr-Wastewater Fund	(34,231)	(23,601)	(35,000)	(33,629)	(50,500)	(0.29)
Exp Cr-Water Fund	(143,795)	(376,882)	(242,000)	(173,410)	(103,500)	(0.60)
Exp Cr-Raw Water Partnership	-	(1,303)	-	(309)	-	0.00
Exp Cr-Expendable Trust Fund	(6,330)	(4,955)	(1,000)	(1,004)	(4,000)	(0.02)
Expenditure Credit - Bra	-	(3,026)	(13,000)	(6,500)	(6,500)	(0.04)
Exp CR-Chargeback	-	41,903	-	-	-	0.00
FORCE LABOR & EXP. CREDITS	(945,709)	(1,287,453)	(1,126,000)	(1,112,733)	(1,067,085)	(6.20)
DEBT SERVICE						
Principal-City Hall	39,113	62,003	75,065	307,288	22,183	0.13
Principal-Fire	145,042	34,847	36,307	36,307	-	0.00
Interest-Adv From Other Funds	42,888	8,160	8,160	8,160	8,160	0.05
Interest - City Hall	16,255	25,766	23,949	23,949	10,219	0.06
Interest-Fire	9,014	2,981	1,521	1,522	-	0.00
DEBT SERVICE	252,312	133,757	145,002	377,226	40,562	0.24
OPERATING TRANSFERS						
Transfer Out-Major St	-	-	-	-	130,000	0.75
Transfer Out-Local St	560,210	575,262	493,000	493,000	310,290	1.80
Transfer Out-Building Safety	62,859	-	-	-	-	0.00
Transfer Out-Airport Fund	5,885	-	-	-	-	0.00
Transfer Out-Debt Service	17,700	18,760	19,160	19,160	19,053	0.11
Transfer Out-Capital Project	272,500	136,000	143,100	143,100	399,750	2.32
Transfer Out-Cemetery	23,000	24,000	25,000	25,000	26,000	0.15
OPERATING TRANSFERS	942,154	754,022	680,260	680,260	885,093	5.14
TOTAL APPROPRIATIONS	\$ 17,757,451	\$ 16,392,998	\$ 16,859,525	\$ 17,033,360	\$ 17,223,840	100.00

03/28/2012

BUDGET REPORT FOR CITY OF MONROE

Calculations as of '02/29/2012

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
Fund 101 - GENERAL FUND			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	14,458,533	14,907,367	448,834
Dept 81.100-PROGRAM REVENUE SERVICES	847,869	847,469	(400)
Dept 81.300-PROGRAM REVENUE SERVICES	333,526	344,041	10,515
Dept 81.400-SVC REV - PUBLIC WORKS	75,500	77,000	1,500
Dept 81.700-SVC REV - RECREATION & CULTURE	782,282	658,166	(124,116)
Dept 82.300-PROGRAM REVENUE OPER GRANTS	173,331	173,331	-
TOTAL ESTIMATED REVENUES	16,671,041	17,007,374	336,333
APPROPRIATIONS			
Dept 05.101-MAYOR AND COUNCIL	119,643	115,498	(4,145)
Dept 10.172-CITY MANAGER	272,783	264,970	(7,813)
Dept 10.210-PROFESSIONAL LEGAL CONSULTANTS	1,000		
Dept 15.191-ELECTIONS	31,356	31,481	125
Dept 15.260-CLERK/TREASURER	380,938	408,460	27,522
Dept 20.209-ASSESSOR'S OFFICE	359,141	346,137	(13,004)
Dept 20.247-BOARD OF REVIEW	1,508	1,508	-
Dept 25.210-ATTORNEY'S OFFICE	136,425	136,225	(200)
Dept 30.202-AUDIT	41,715	41,715	-
Dept 30.223-FINANCE	377,624	365,311	(12,313)
Dept 35.226-HUMAN RESOURCES	306,400	322,021	15,621
Dept 40.449-ENGINEERING	286,738	291,480	4,742
Dept 50.301-POLICE	5,805,513	5,562,062	(243,451)
Dept 50.320-POLICE TRAINING	8,000	8,000	-
Dept 50.330-LIQUOR LAW ENFORCEMENT	15,500	15,500	-
Dept 55.336-FIRE	2,955,548	3,173,468	217,920
Dept 60.441-DPS GENERAL OPERATIONS	1,308,100	1,279,195	(28,905)
Dept 60.468-FORESTRY	493,500	479,500	(14,000)
Dept 60.756-PARKS & PLAYGROUNDS	148,288	128,400	(19,888)
Dept 65.265-CITY HALL/GROUNDS	265,809	259,609	(6,200)
Dept 65.801-PLANNING COMMISSION	5,303	4,469	(834)
Dept 65.802-COMMUNITY DEVELOPMENT	241,788	226,003	(15,785)
Dept 65.804-HISTORICAL DISTRICT COMMISSION	2,000	1,300	(700)
Dept 65.805-ZONING/ORDINANCE ENFORCEMENT	136,571	133,714	(2,857)
Dept 70.521-ADMINISTRATION & GENERAL	205,780	203,503	(2,277)
Dept 70.756-PARKS & PLAYGROUNDS	20,000	30,000	10,000
Dept 70.757-MULTI-SPORTS COMPLEX	1,169,310	1,133,937	(35,373)
Dept 70.761-PARKS AND REC. PROGRAMS	84,746	84,746	-
Dept 95.223-FINANCE	331,592	331,592	-
Dept 95.260-CLERK/TREASURER	54,347	79,230	24,883
Dept 95.665-CITY GRANT	347,500	350,000	2,500
Dept 95.941-CONTINGENCIES	127,957	75,000	(52,957)

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
Dept 95.945-DEBT ADMINISTRATION	156,002	388,226	232,224
Dept 95.959-TRANSFERS OUT	661,100	661,100	-
Dept 95.966-OTHER FINANCING USES		100,000	100,000
TOTAL APPROPRIATIONS	16,859,525	17,033,360	173,835
NET OF REVENUES/APPROPRIATIONS - FUND 101	(188,484)	(25,986)	162,498
BEGINNING FUND BALANCE	5,470,944	5,470,944	-
ENDING FUND BALANCE	5,282,460	5,444,958	162,498
Fund 202 - MAJOR STREET			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	5,570	5,920	350
Dept 80.400-GENERAL REVENUE	980,000	990,620	10,620
Dept 81.100-PROGRAM REVENUE SERVICES	1,000	1,000	-
Dept 81.400-SVC REV - PUBLIC WORKS	91,008	89,358	(1,650)
Dept 83.400-PROGRAM REVENUE CAPITAL GRANT	549,406	549,406	-
TOTAL ESTIMATED REVENUES	1,626,984	1,636,304	9,320
APPROPRIATIONS			
Dept 60.451-STREET CONSTRUCTION	919,517	893,859	(25,658)
Dept 60.464-SURFACE MAINTENANCE	134,957	151,000	16,043
Dept 60.465-GUARD RAILS & POSTS	19,766	19,800	34
Dept 60.469-DRAIN STRUCTURES	67,000	102,500	35,500
Dept 60.471-GRASS & WEED CONTROL	7,500	11,000	3,500
Dept 60.473-BRIDGE MAINTENANCE	1,655	500	(1,155)
Dept 60.474-RAILROAD CROSSING MAINTENANCE	5,000	5,000	-
Dept 60.475-SIGN MAINTENANCE	67,000	64,000	(3,000)
Dept 60.476-STREET SIGNALS MAINTANANCE	21,200	20,000	(1,200)
Dept 60.477-PAVEMENT MARKING	5,300	5,800	500
Dept 60.478-WINTER MAINTENANCE	105,000	68,000	(37,000)
Dept 60.959-TRANSFERS OUT	245,000	247,500	2,500
Dept 61.464-M125 SURFACE MAINTENANCE	5,000	6,200	1,200
Dept 61.466-M125 STREET SWEEPING	5,900	6,000	100
Dept 61.468-M125 FORESTRY	600	5,000	4,400
Dept 61.469-M125 DRAIN STRUCTURES	31,500	29,000	(2,500)
Dept 61.475-M125 SIGN MAINTENANCE	450	450	-
Dept 61.476-M125 STREET SIGNALS MAINTANANCE	300	600	300
Dept 61.478-M125 WINTER MAINTENANCE	20,000	14,000	(6,000)
Dept 62.466-M50 STREET SWEEPING	2,100	2,700	600
Dept 62.475-M50 SIGN MAINTENANCE	150	150	-
TOTAL APPROPRIATIONS	1,664,895	1,653,059	(11,836)
NET OF REVENUES/APPROPRIATIONS - FUND 202	(37,911)	(16,755)	21,156
BEGINNING FUND BALANCE	426,001	426,001	-
ENDING FUND BALANCE	388,090	409,246	21,156
Fund 203 - LOCAL STREET			

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	500	560	60
Dept 80.400-GENERAL REVENUE	573,000	582,500	9,500
Dept 83.400-PROGRAM REVENUE CAPITAL GRANT	755,500	745,248	(10,252)
TOTAL ESTIMATED REVENUES	1,329,000	1,328,308	(692)
APPROPRIATIONS			
Dept 60.451-STREET CONSTRUCTION	1,057,501	1,031,598	(25,903)
Dept 60.464-SURFACE MAINTENANCE	115,000	118,000	3,000
Dept 60.465-GUARD RAILS & POSTS	700	700	-
Dept 60.469-DRAIN STRUCTURES	64,000	61,000	(3,000)
Dept 60.471-GRASS & WEED CONTROL	13,500	14,000	500
Dept 60.474-RAILROAD CROSSING MAINTENANCE	520	520	-
Dept 60.475-SIGN MAINTENANCE	93,000	128,000	35,000
Dept 60.476-STREET SIGNALS MAINTANANCE	1,600	2,700	1,100
Dept 60.477-PAVEMENT MARKING	2,400	3,400	1,000
Dept 60.478-WINTER MAINTENANCE	115,000	25,000	(90,000)
TOTAL APPROPRIATIONS	1,463,221	1,384,918	(78,303)
NET OF REVENUES/APPROPRIATIONS - FUND 203	(134,221)	(56,610)	77,611
BEGINNING FUND BALANCE	674,734	674,734	-
ENDING FUND BALANCE	540,513	618,124	77,611
Fund 226 - REFUSE			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,258,532	1,251,350	(7,182)
Dept 81.400-SVC REV - PUBLIC WORKS	4,500	4,500	-
TOTAL ESTIMATED REVENUES	1,263,032	1,255,850	(7,182)
APPROPRIATIONS			
Dept 60.466-STREET SWEEPING	275,000	295,000	20,000
Dept 60.528-REFUSE PICK-UP	1,013,000	1,042,500	29,500
Dept 60.529-LEAF PICKUP PROGRAM	25,000	19,329	(5,671)
Dept 95.260-CLERK/TREASURER	4,500	6,500	2,000
TOTAL APPROPRIATIONS	1,317,500	1,363,329	45,829
NET OF REVENUES/APPROPRIATIONS - FUND 226	(54,468)	(107,479)	(53,011)
BEGINNING FUND BALANCE	355,332	355,332	-
ENDING FUND BALANCE	300,864	247,853	(53,011)
Fund 231 - PARKING			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	400	350	(50)
Dept 81.300-PROGRAM REVENUE SERVICES	160,000	160,000	-

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
TOTAL ESTIMATED REVENUES	160,400	160,350	(50)
APPROPRIATIONS			
Dept 50.315-PARKING ENFORCEMENT	131,636	131,787	151
Dept 60.444-PARKING MAINTENANCE	32,300	29,200	(3,100)
TOTAL APPROPRIATIONS	163,936	160,987	(2,949)
NET OF REVENUES/APPROPRIATIONS - FUND 231	(3,536)	(637)	2,899
BEGINNING FUND BALANCE	142,234	142,234	-
ENDING FUND BALANCE	138,698	141,597	2,899
Fund 244 - ECONOMIC DEVELOPMENT			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	13,610	12,532	(1,078)
Dept 83.600-PROGRAM REVENUE CAPITAL GRANT	90,370	90,370	-
TOTAL ESTIMATED REVENUES	103,980	102,902	(1,078)
APPROPRIATIONS			
Dept 65.802-COMMUNITY DEVELOPMENT	149,263	149,263	-
TOTAL APPROPRIATIONS	149,263	149,263	-
NET OF REVENUES/APPROPRIATIONS - FUND 244	(45,283)	(46,361)	(1,078)
BEGINNING FUND BALANCE	385,984	385,984	-
ENDING FUND BALANCE	340,701	339,623	(1,078)
Fund 249 - BUILDING SAFETY			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE		300	300
Dept 81.300-PROGRAM REVENUE SERVICES	395,800	438,300	42,500
TOTAL ESTIMATED REVENUES	395,800	438,600	42,800
APPROPRIATIONS			
Dept 65.371-BUILDING SAFETY INSPECTION	401,426	409,063	7,637
TOTAL APPROPRIATIONS	401,426	409,063	7,637
NET OF REVENUES/APPROPRIATIONS - FUND 249	(5,626)	29,537	35,163
BEGINNING FUND BALANCE	101,572	101,572	-
ENDING FUND BALANCE	95,946	131,109	35,163
Fund 265 - DRUG FORFEITURE			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	300	300	-
Dept 81.300-PROGRAM REVENUE SERVICES	15,000	15,000	-

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
Dept 82.300-PROGRAM REVENUE OPER GRANTS		7,188	7,188
TOTAL ESTIMATED REVENUES	15,300	22,488	7,188
APPROPRIATIONS			
Dept 50.301-POLICE	20,735	20,135	(600)
TOTAL APPROPRIATIONS	20,735	20,135	(600)
NET OF REVENUES/APPROPRIATIONS - FUND 265	(5,435)	2,353	7,788
BEGINNING FUND BALANCE	109,568	109,568	-
ENDING FUND BALANCE	104,133	111,921	7,788
Fund 273 - GRANTS			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,000	600	(400)
Dept 81.600-PROGRAM REVENUE SERVICES	990,433	997,700	7,267
Dept 82.400-PROGRAM REVENUE OPER GRANTS		106	106
Dept 83.300-PROGRAM REVENUE CAPITAL GRANT	9,515	9,515	-
TOTAL ESTIMATED REVENUES	1,000,948	1,007,921	6,973
APPROPRIATIONS			
Dept 50.301-POLICE	9,515	9,515	-
Dept 65.730-COMM DEVELOPMENT BLOCK GRANT	990,433	997,700	7,267
Dept 65.735-RENTAL REHABILITATION GRANT		106	106
TOTAL APPROPRIATIONS	999,948	1,007,321	7,373
NET OF REVENUES/APPROPRIATIONS - FUND 273	1,000	600	(400)
BEGINNING FUND BALANCE	204,445	204,445	-
ENDING FUND BALANCE	205,445	205,045	(400)
Fund 295 - AIRPORT			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	11,500	12,050	550
Dept 81.400-SVC REV - PUBLIC WORKS	326,400	325,000	(1,400)
TOTAL ESTIMATED REVENUES	337,900	337,050	(850)
APPROPRIATIONS			
Dept 60.442-AIRPORT	322,170	324,916	2,746
TOTAL APPROPRIATIONS	322,170	324,916	2,746
NET OF REVENUES/APPROPRIATIONS - FUND 295	15,730	12,134	(3,596)
BEGINNING FUND BALANCE	54,371	54,371	-
ENDING FUND BALANCE	70,101	66,505	(3,596)
Fund 301 - DEBT SERVICE			

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	525,170	469,946	(55,224)
Dept 82.400-PROGRAM REVENUE OPER GRANTS		47,144	47,144
TOTAL ESTIMATED REVENUES	525,170	517,090	(8,080)
APPROPRIATIONS			
Dept 30.945-DEBT ADMINISTRATION	470,040	470,040	-
Dept 95.260-CLERK/TREASURER		3,000	3,000
TOTAL APPROPRIATIONS	470,040	473,040	3,000
NET OF REVENUES/APPROPRIATIONS - FUND 301	55,130	44,050	(11,080)
BEGINNING FUND BALANCE	20,869	20,869	-
ENDING FUND BALANCE	75,999	64,919	(11,080)
Fund 401 - CAPITAL PROJECTS			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	2,150,000	2,192,186	42,186
Dept 80.400-GENERAL REVENUE	1,900,000	1,914,239	14,239
Dept 81.400-SVC REV - PUBLIC WORKS	75,313	49,786	(25,527)
Dept 83.100-PROGRAM REVENUE CAPITAL GRANT	239,233	247,001	7,768
Dept 83.400-PROGRAM REVENUE CAPITAL GRANT	3,893,793	3,820,458	(73,335)
Dept 83.700-PROGRAM REVENUE CAPITAL GRANT	70,106	58,590	(11,516)
TOTAL ESTIMATED REVENUES	8,328,445	8,282,260	(46,185)
APPROPRIATIONS			
Dept 95.265-CITY HALL/GROUNDS	346,310	318,148	(28,162)
Dept 95.441-DPS OPERATIONS	101,000	101,000	-
Dept 95.442-AIRPORT	259,562	235,000	(24,562)
Dept 95.449-ENGINEERING	8,238,098	8,175,535	(62,563)
Dept 95.756-PARKS & PLAYGROUNDS	19,690	18,314	(1,376)
Dept 95.757-MULTI-SPORTS COMPLEX		20,000	20,000
Dept 95.802-COMMUNITY DEVELOPMENT	270,771	249,474	(21,297)
TOTAL APPROPRIATIONS	9,235,431	9,117,471	(117,960)
NET OF REVENUES/APPROPRIATIONS - FUND 401	(906,986)	(835,211)	71,775
BEGINNING FUND BALANCE	1,569,494	1,569,494	-
ENDING FUND BALANCE	662,508	734,283	71,775
Fund 590 - WASTEWATER			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	27,000	72,896	45,896
Dept 81.400-SVC REV - PUBLIC WORKS	7,175,834	7,278,917	103,083
Dept 83.400-PROGRAM REVENUE CAPITAL GRANT		189,878	189,878
TOTAL ESTIMATED REVENUES	7,202,834	7,541,691	338,857

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
APPROPRIATIONS			
Dept 75.521-ADMINISTRATION & GENERAL	3,144,008	3,138,205	(5,803)
Dept 75.527-TREATMENT & DISPOSAL	2,729,303	2,810,296	80,993
Dept 75.529-SANITARY SEWER MAINTENANCE	385,793	380,937	(4,856)
Dept 75.530-PUMP STATION MAINTENANCE	480,236	516,066	35,830
Dept 75.945-DEBT ADMINISTRATION	949,875	930,725	(19,150)
TOTAL APPROPRIATIONS	7,689,215	7,776,229	87,014
NET OF REVENUES/APPROPRIATIONS - FUND 590	(486,381)	(234,538)	251,843
BEGINNING FUND BALANCE	21,587,780	21,587,780	-
ENDING FUND BALANCE	21,101,399	21,353,242	251,843
Fund 591 - WATER			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	44,678	44,348	(330)
Dept 81.400-SVC REV - PUBLIC WORKS	7,786,124	7,907,341	121,217
Dept 82.400-PROGRAM REVENUE OPER GRANTS	153,575	153,575	-
TOTAL ESTIMATED REVENUES	7,984,377	8,105,264	120,887
APPROPRIATIONS			
Dept 40.521-ADMINISTRATION & GENERAL	2,532,676	2,520,559	(12,117)
Dept 40.536-CUSTER BOOSTER STATION	43,825	44,619	794
Dept 40.537-FILTRATION PLANT	2,157,490	2,214,458	56,968
Dept 40.538-TRANSMISSION & DISTRIBUTION	1,443,002	1,443,563	561
Dept 40.540-METER SHOP	928,001	969,819	41,818
Dept 40.945-DEBT ADMINISTRATION	1,360,228	1,360,228	-
TOTAL APPROPRIATIONS	8,465,222	8,553,246	88,024
NET OF REVENUES/APPROPRIATIONS - FUND 591	(480,845)	(447,982)	32,863
BEGINNING FUND BALANCE	44,205,485	44,205,485	-
ENDING FUND BALANCE	43,724,640	43,757,503	32,863
Fund 599 - WATER INTAKE			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,000	1,000	-
Dept 82.400-PROGRAM REVENUE OPER GRANTS	388,445	446,851	58,406
TOTAL ESTIMATED REVENUES	389,445	447,851	58,406
APPROPRIATIONS			
Dept 40.521-ADMINISTRATION & GENERAL	407,744	429,851	22,107
TOTAL APPROPRIATIONS	407,744	429,851	22,107
NET OF REVENUES/APPROPRIATIONS - FUND 599	(18,299)	18,000	36,299

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
BEGINNING FUND BALANCE	5,573,146	5,573,146	-
ENDING FUND BALANCE	5,554,847	5,591,146	36,299
Fund 636 - INFORMATION SYSTEMS			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	2,700	2,000	(700)
Dept 81.100-PROGRAM REVENUE SERVICES	336,155	336,156	1
TOTAL ESTIMATED REVENUES	338,855	338,156	(699)
APPROPRIATIONS			
Dept 30.915-INFORMATION SYSTEMS	315,353	309,865	(5,488)
TOTAL APPROPRIATIONS	315,353	309,865	(5,488)
NET OF REVENUES/APPROPRIATIONS - FUND 636	23,502	28,291	4,789
BEGINNING FUND BALANCE	416,939	416,939	-
ENDING FUND BALANCE	440,441	445,230	4,789
Fund 641 - STORES & EQUIPMENT			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	600	600	-
Dept 81.400-SVC REV - PUBLIC WORKS	893,750	954,650	60,900
Dept 82.400-PROGRAM REVENUE OPER GRANTS		2,798	2,798
TOTAL ESTIMATED REVENUES	894,350	958,048	63,698
APPROPRIATIONS			
Dept 60.521-ADMINISTRATION & GENERAL	855,550	929,896	74,346
TOTAL APPROPRIATIONS	855,550	929,896	74,346
NET OF REVENUES/APPROPRIATIONS - FUND 641	38,800	28,152	(10,648)
BEGINNING FUND BALANCE	1,392,520	1,392,520	-
ENDING FUND BALANCE	1,431,320	1,420,672	(10,648)
Fund 670 - EMPLOYMENT BENEFIT FUND			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,000	1,000	-
Dept 81.100-PROGRAM REVENUE SERVICES	2,683,768	2,304,360	(379,408)
TOTAL ESTIMATED REVENUES	2,684,768	2,305,360	(379,408)
APPROPRIATIONS			
Dept 35.521-ADMINISTRATION & GENERAL	16,490	11,490	(5,000)
Dept 35.852-MEDICAL INSURANCE	1,800,000	1,540,000	(260,000)
Dept 35.853-PRESCRIPTION INSURANCE	320,000	320,000	-
Dept 35.854-DENTAL INSURANCE	141,000	141,000	-

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
Dept 35.855-FLEXIBLE BENEFIT PLAN	800	1,000	200
Dept 35.857-LIFE & L/T DISABILITY INS	40,000	35,000	(5,000)
Dept 35.863-TERMINATION PAY		5,787	5,787
Dept 35.864-EARLY RETIREMENT INCENTIVE		17,974	17,974
Dept 35.870-UNEMPLOYMENT INSURANCE	55,000	55,000	-
Dept 35.871-WORKERS COMPENSATION INSURANCE	200,000	178,960	(21,040)
TOTAL APPROPRIATIONS	2,573,290	2,306,211	(267,079)
NET OF REVENUES/APPROPRIATIONS - FUND 670	111,478	(851)	(112,329)
BEGINNING FUND BALANCE	670,136	670,136	-
ENDING FUND BALANCE	781,614	669,285	(112,329)
Fund 675 - POST-RETIREMENT HEALTH CARE			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	770,000	741,525	(28,475)
Dept 81.100-PROGRAM REVENUE SERVICES	3,200,000	3,244,100	44,100
TOTAL ESTIMATED REVENUES	3,970,000	3,985,625	15,625
APPROPRIATIONS			
Dept 30.223-FINANCE	15,000	15,000	-
Dept 35.521-ADMINISTRATION & GENERAL	10,000	10,000	-
Dept 35.852-MEDICAL INSURANCE	1,602,730	1,702,730	100,000
Dept 35.853-PRESCRIPTION INSURANCE	1,327,500	1,302,500	(25,000)
Dept 95.223-FINANCE	80,000	85,000	5,000
TOTAL APPROPRIATIONS	3,035,230	3,115,230	80,000
NET OF REVENUES/APPROPRIATIONS - FUND 675	934,770	870,395	(64,375)
BEGINNING FUND BALANCE	12,683,589	12,683,589	-
ENDING FUND BALANCE	13,618,359	13,553,984	(64,375)
Fund 677 - INSURANCE			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,000	51,596	50,596
Dept 81.100-PROGRAM REVENUE SERVICES	388,022	388,022	-
TOTAL ESTIMATED REVENUES	389,022	439,618	50,596
APPROPRIATIONS			
Dept 30.521-ADMINISTRATION & GENERAL	5,000	5,000	-
Dept 30.849-INSURANCE ADMINISTRATION	515	515	-
Dept 30.865-GENERAL INSURANCE	383,507	319,000	(64,507)
TOTAL APPROPRIATIONS	389,022	324,515	(64,507)
NET OF REVENUES/APPROPRIATIONS - FUND 677		115,103	115,103
BEGINNING FUND BALANCE	482,719	482,719	-
ENDING FUND BALANCE	482,719	597,822	115,103

	11-12	11-12	
	AMENDED	PROJECTED	CHANGE
GL NUMBER	BUDGET	ACTIVITY	+/-
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	1,600	1,100	(500)
Dept 80.600-GENERAL REVENUE	218,877	230,414	11,537
Dept 82.600-ECONOMIC DEVELOPMENT	1,000	100	(900)
TOTAL ESTIMATED REVENUES	221,477	231,614	10,137
APPROPRIATIONS			
Dept 65.691-DOWNTOWN DEVELOPMENT	325,411	191,648	(133,763)
Dept 65.945-DEBT SERVICE - DDA	68,206		
Dept 95.260-CLERK/TREASURER	337	337	-
TOTAL APPROPRIATIONS	393,954	191,985	(201,969)
NET OF REVENUES/APPROPRIATIONS - FUND 751	(172,477)	39,629	212,106
BEGINNING FUND BALANCE	347,398	347,398	-
ENDING FUND BALANCE	174,921	387,027	212,106
Fund 755 - BROWNFIELD REDEVLPMNT AUTHRTY			
ESTIMATED REVENUES			
Dept 80.100-GENERAL REVENUE	6,500	5,200	(1,300)
Dept 80.600-GENERAL REVENUE	630,465	713,781	83,316
TOTAL ESTIMATED REVENUES	636,965	718,981	82,016
APPROPRIATIONS			
Dept 65.695-BROWNFIELD REDEVELOPMENT	1,290,895	1,307,955	17,060
TOTAL APPROPRIATIONS	1,290,895	1,307,955	17,060
NET OF REVENUES/APPROPRIATIONS - FUND 755	(653,930)	(588,974)	64,956
BEGINNING FUND BALANCE	1,439,396	1,439,396	-
ENDING FUND BALANCE	785,466	850,422	64,956



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CUSTER AIRPORT DRAINAGE IMPROVEMENTS AND APRON REHABILITATION – MDOT FUNDING CONTRACT AND CONSULTANT CONTRACTS

DISCUSSION: The City of Monroe owns and maintains Monroe Custer Airport, which is considered a General Aviation airport by the Michigan Department of Transportation (MDOT). As such, in the Federal Aviation bill, we are entitled to \$150,000 per year in capital grant monies, which can be used on a capital project as delineated in our annual plan submitted to MDOT. We have recently utilized these funds in 2010 to completely resurface the top three (3) inches of the runway. The next major needs as identified in our long-range plan are 1) correction of various minor drainage issues on the airfield, and 2) rehabilitation of deteriorated sections of the concrete apron. Bids were opened for the drainage improvements project at the February 3 MDOT bid letting, there were eleven (11) bidders, and a bid tabulation is attached. The low bidder for the project is Salenbien Trucking & Excavating of Dundee, in the amount of \$168,152.00, which is 27.7 percent below the Engineer's Estimate of \$232,530.00. They are pre-qualified by MDOT to perform this work, and they have worked on a variety of underground contracts for the City of Monroe in the past. Due to desired scheduling of the work during the dry season and around various peak and holiday periods, the runway area will be closed for 30 days in August 2012. In the case of the apron rehabilitation, MDOT is ready to authorize the design work only, with the intent that construction will occur on that project in 2013.

The next step in the approval process for both projects is the acceptance of a funding contract between the City of Monroe and MDOT. Attached to this fact sheet is a resolution delineating the terms of the agreement, and the actual agreement itself. The primary language of the agreement is standard for MDOT Aeronautics contracts, and all of this is required if the City of Monroe is to accept Federal monies for these projects. Exhibit 1 illustrates the funding breakdown for this agreement. Due to changes in the Federal Aviation Bill, the Federal share will be decreasing to 90% from the current 95%, and since this approval contains both "old" and "new" monies, the City and State share are both essentially 3.3% including construction design costs, contractual costs, inspection and management costs, and even contingencies. In this case, the City of Monroe is responsible for only \$7,553 out of an expected expense of \$230,000. Unlike MDOT roadway projects where MDOT actually enters into the construction contract with the vendor, for Aeronautics projects the City actually enters into the contract with the vendor, but under strict administrative guidance of MDOT and utilizing their contract and bonding forms. These construction contracts will be submitted at a later date, but since they are on MDOT standard forms, we are asking for approval to execute them following City Attorney review. Also, the City must enter into a contract directly for professional inspection, management, and testing services, and this also must be approved by MDOT. As with most of our airport projects, we utilize the skills of a specialized consultant, Reynolds, Smith, and Hills, to perform design and construction management on our behalf, and we have been very satisfied with their performance over the past eight (8) years. As such, we have asked them to prepare an extension of their previous design contract to include construction management for the drainage project, and another contract for design services for the apron rehabilitation. Both proposals have been accepted by MDOT as reasonable in cost and form.

As you are likely aware, the Port of Monroe has been given jurisdictional responsibility for most airport matters by the City Council, but MDOT still considers the City of Monroe to be the "Sponsor" as the municipality is the land owner of the airport. The Port Board has reviewed all agreements presented here at their March 21 meeting and has not expressed any opposition to the City executing the documents.

IT IS RECOMMENDED that the attached resolution be approved, and that the City share of the costs be appropriated as detailed in the financial information detail below. **IT IS FURTHER RECOMMENDED** that the City of Monroe enter into a construction contract with Salenbien Trucking & Excavating in the amount of \$168,152 and that the Mayor, Clerk-Treasurer, and / or Director of Engineering and Public Services be authorized to execute it on behalf of the City of Monroe, subject to submission and review by the City Attorney. **IT IS FURTHER RECOMMENDED** that the City Council award a contract to Reynolds, Smith, and Hills, Inc. for construction engineering services in the amount of \$23,500 for the drainage improvements contract and in the amount of \$15,800 for design services on the apron rehabilitation project, and that the Director of Engineering and Public Services be authorized to execute both on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: All agreements must be in place before construction / design can commence.

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 and Public Services Department, Port of Monroe, airport users at large.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$486,000*
	Cost of This Project Approval	\$230,000**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes this project approval, plus \$286,000 in construction costs for apron rehabilitation in 2013.

**Includes construction costs, contingencies, and construction management for drainage improvements project, and design costs for apron rehabilitation project

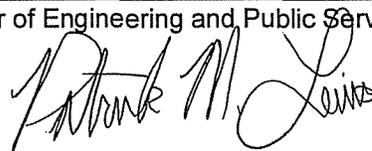
SOURCE OF FUNDS:	City	Account Number	Amount
	Runway Drainage Improv.	401-95.442-818.020 12A01	\$7,001
	Apron Rehabilitation	401-95.442-818.020 13A01	\$ 552
	<u>Other Funds</u>		
	State of Michigan – both projects (3.3%)		\$7,553
	Federal Funds – both projects (93.4%)		\$214,894

Budget Approval: _____

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

DATE: 03/26/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

WHEREAS, Monroe Custer Airport is under the jurisdiction of the City of Monroe; and

WHEREAS, there are residual drainage deficiencies within the airfield area, and the concrete apron surface and other related elements are in poor condition, and

WHEREAS, work to address both of these deficiencies is eligible for Federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the Michigan Department of Transportation has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the City of Monroe and the Michigan Department of Transportation have reached an understanding with each other regarding the performance and funding for the above 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 2012-0338 with the Michigan Department of Transportation for Federal Project Number B-26-0067-1211; and

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

MICHIGAN DEPARTMENT OF TRANSPORTATION

CITY OF MONROE

CONTRACT FOR A FEDERAL/STATE/LOCAL

AIRPORT PROJECT

UNDER THE BLOCK GRANT PROGRAM

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and City of Monroe, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Monroe Custer Airport, whose associated city is Monroe, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated March 12, 2012, attached hereto and made a part hereof.

**PROJECT DESCRIPTION: RUNWAY 3/21 DRAINAGE IMPROVEMENTS;
REHABILITATE TERMINAL APRON - DESIGN.**

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

1. The term "PROJECT COST," as herein used, is defined in Attachment(s) 1, attached hereto and made a part hereof. The PROJECT COST will also include administrative costs incurred by the DEPARTMENT in connection with the PROJECT. Administrative costs incurred by the SPONSOR are not eligible PROJECT COSTS.

THE SPONSOR WILL:

2. Enter into a contract with a consultant for each element of the PROJECT that requires expertise. The consultant will be selected in conformity with FAA Advisory Circular 150/5100-14. The DEPARTMENT will select the consultant for each element of the PROJECT involving preparation of environmental documentation. The SPONSOR will select the consultant for all other aspects of the PROJECT. All consultant contracts will be submitted to the DEPARTMENT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity. The SPONSOR will neither award a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from the DEPARTMENT. Any change to the consultant contract will require prior written approval from the DEPARTMENT. In the event that the consultant contract is terminated, the SPONSOR will give immediate written notice to the DEPARTMENT.
3. Make payment to the DEPARTMENT for the SPONSOR's share of the PROJECT COSTS within thirty (30) days of the billing date. The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of the PROJECT work.

Eligible PROJECT COSTS that are paid by the SPONSOR may be submitted for credit toward the SPONSOR's share of the PROJECT COST provided that they are submitted within one hundred eighty (180) days of the date the costs were incurred or within one hundred eighty (180) days of the date of award of this Contract by the parties, whichever is later. Documentation of the PROJECT COST will include copies of the invoices on which the SPONSOR will write the amounts paid, the check numbers, the voucher numbers, and the dates of the checks. Each invoice will be signed by an official of the SPONSOR as proof of payment. The amount of the SPONSOR billing will be reduced by the amount of the eligible credit, based on documentation submitted, provided it is submitted prior to the date of the billing. Should it be determined that the SPONSOR has been given credit for payment of ineligible items of work, the SPONSOR will be billed an amount to insure that the SPONSOR share of PROJECT COSTS is covered.

The SPONSOR pledges sufficient funds to meet its obligations under this Contract.

4. With regard to audits and record-keeping:
 - a. The SPONSOR will 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 will be established and maintained for all costs incurred under this Contract.

- b. The SPONSOR will maintain the RECORDS for at least six (6) years from the date of final payment made by the DEPARTMENT under this Contract. In the event of a dispute with regard to allowable expenses or any other issue under this Contract, the SPONSOR will 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.
 - c. The DEPARTMENT or its representative may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.
 - d. If any part of the work is subcontracted, the SPONSOR will assure compliance with subsections (a), (b), and (c) above for all subcontracted work.
5. Provide and will require its subcontractors to provide access by the DEPARTMENT or its representatives to all technical data, accounting records, reports, and documents pertaining to this Contract. Copies of technical data, reports, and other documents will be provided by the SPONSOR or its subcontractors to the DEPARTMENT upon request. The SPONSOR agrees to permit representatives of the DEPARTMENT to inspect the progress of all PROJECT work at any reasonable time. Such inspections are for the exclusive use of the DEPARTMENT and are not intended to relieve or negate any of the SPONSOR's obligations and duties contained in this Contract. All technical data, reports, and documents will be maintained for a period of six (6) years from the date of final payment.
6. The SPONSOR agrees to require all prime contractors to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the prime contractor receives from the DEPARTMENT or SPONSOR. The prime contractor also is required to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from the DEPARTMENT. These requirements are also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor against the DEPARTMENT. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subcontractors.

The SPONSOR further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subcontractor payments to the DEPARTMENT semi-annually in the format set forth in Appendix G, dated July 2010, attached hereto and made a part hereof, or any other format acceptable to the DEPARTMENT.

7. In the performance of the PROJECT herein enumerated, by itself, by a subcontractor, or by anyone acting on its behalf, comply with any and all state, federal, and local applicable statutes, ordinances, and regulations. The SPONSOR further agrees to obtain all permits that are applicable to the entry into and the performance of this Contract.

The SPONSOR agrees to comply with the Special Conditions set forth in Appendix F, attached hereto and made a part hereof.

In addition, the SPONSOR agrees to accomplish the project in compliance with the FAA "Terms and Conditions of Accepting Airport Improvement Program Grants" signed on February 22, 2012.

THE DEPARTMENT WILL:

8. Bill the SPONSOR for the SPONSOR's share of the estimated PROJECT COST. The DEPARTMENT will bill the SPONSOR for the SPONSOR's share of additional estimated PROJECT COSTS for changes approved in accordance with Section 14 at the time of award of the amendment for approved work.
9. Upon receipt of payment request approved by the SPONSOR, make payment for eligible PROJECT COSTS. The DEPARTMENT will seek reimbursement from the FAA through the block grant issued to the DEPARTMENT for funds expended on eligible PROJECT COSTS.

The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of PROJECT work.

10. Make final accounting to the SPONSOR upon completion of the PROJECT, payment of all PROJECT COSTS, and completion of necessary audits. Any excesses or deficiencies will be returned or billed to the SPONSOR.

IT IS FURTHER AGREED:

11. The PROJECT COST participation is estimated to be as shown below and as in the attached Exhibit 1. The PROJECT COST participation shown in Exhibit 1 is to be considered an estimate. The actual DEPARTMENT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$214,894.00
Maximum DEPARTMENT Share	\$7,553.00
SPONSOR Share	<u>\$7,553.00</u>
<i>Estimated</i> PROJECT COST	\$230,000.00

12. The PROJECT COST will be met in part with federal funds granted to the DEPARTMENT by the FAA through the block grant program and in part with DEPARTMENT funds. Upon final settlement of cost, the federal funds will be applied to the federally-funded parts of this Contract at a rate not to exceed ninety-five percent (95%) up to and not to exceed the maximum federal obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Those parts beyond the federal funding maximum may be eligible for state funds at a rate not to exceed ninety percent (90%) up to and not to exceed the maximum DEPARTMENT obligation shown in Section 11.

For portions of the PROJECT where only DEPARTMENT and SPONSOR funds will be applied to the final settlement, DEPARTMENT funds will be at a rate not to exceed ninety percent (90%), and the total DEPARTMENT funds applied toward the PROJECT COST may be up to but will not exceed the maximum DEPARTMENT obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Any items of PROJECT COST not funded by FAA or DEPARTMENT funds will be the sole responsibility of the SPONSOR.

DEPARTMENT funds in this Contract made available through legislative appropriation are based on projected revenue estimates. The DEPARTMENT may reduce the amount of this Contract if the revenue actually received is insufficient to support the appropriation under which this Contract is made.

13. The SPONSOR 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 SPONSOR 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.
14. The PROJECT COST shown in Section 11 is the maximum obligation of DEPARTMENT and federal funds under this Contract. The maximum obligation of DEPARTMENT and federal funds may be adjusted to an amount less than the maximums shown in Section 11 through a budget letter issued by the DEPARTMENT. A budget letter will be used when updated cost estimates for the PROJECT reflect a change in the amount of funds needed to fund all PROJECT COSTS. The budget letter will be signed by the Administrator of Airports Division of the Office of Aeronautics.

A budget letter will also be used to add or delete work items from the PROJECT description, provided that the costs do not exceed the maximum obligations of Section 11. If the total amount of the PROJECT COST exceeds the maximum obligations shown in Section 11, the PROJECT scope will have to be reduced or a written amendment to this Contract to provide additional funds will have to be awarded by the parties before the work is started.

15. In the event it is determined by the DEPARTMENT that there will be either insufficient funds or insufficient time to properly administer such funds for the entire PROJECT or

portions thereof, the DEPARTMENT, prior to advertising or authorizing work performance, may cancel the PROJECT or any portion thereof by giving written notice to the SPONSOR. In the event this occurs, this Contract will be void and of no effect with respect to the canceled portion of the PROJECT. Any SPONSOR deposits on the canceled portion less PROJECT COST incurred on the canceled portions will be refunded following receipt of a letter from the SPONSOR requesting excess funds be returned or at the time of financial closure, whichever comes first.

16. 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 will promptly submit to the SPONSOR a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the SPONSOR at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the SPONSOR will (a) respond in writing to the responsible Bureau of 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 will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the SPONSOR may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE will refer to and apply the language of the Contract. The SPONSOR 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 will 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 SPONSOR, the SPONSOR will 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 SPONSOR fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the SPONSOR agrees that the DEPARTMENT will deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the SPONSOR under this Contract or any other agreement or payable to the SPONSOR 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 SPONSOR 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 SPONSOR in a timely filed RESPONSE.

17. This Contract will be in effect from the date of award through twenty (20) years.
18. Failure on the part of the SPONSOR to comply with any of the conditions in this Contract may be considered cause for placing the SPONSOR in a state of noncompliance, thereby making the SPONSOR ineligible for future federal and/or state funds until such time as the noncompliance issues are resolved. In addition, this failure may constitute grounds for cancellation of the PROJECT and/or repayment of all grant amounts on a pro rata basis, if the PROJECT has begun. In this Section, pro rata means proration of the cost of the PROJECT over twenty (20) years, if the PROJECT has not yet begun.
19. Any approvals, acceptances, reviews, and inspections of any nature by the DEPARTMENT will not be construed as a warranty or assumption of liability on the part of the DEPARTMENT. It is expressly understood and agreed that any such approvals, acceptances, reviews, and inspections are for the sole and exclusive purposes of the DEPARTMENT, which is acting in a governmental capacity under this Contract, and that such approvals, acceptances, reviews, and inspections are a governmental function incidental to the PROJECT under this Contract.

Any approvals, acceptances, reviews, and inspections by the DEPARTMENT will not relieve the SPONSOR of its obligations hereunder, nor are such approvals, acceptances, reviews, and inspections by the DEPARTMENT to be construed as a warranty as to the propriety of the SPONSOR's performance, but are undertaken for the sole use and information of the DEPARTMENT.

20. In connection with the performance of PROJECT work under this Contract, the parties (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 Act of 1964, being P.L. 88-352, 78 Stat. 241, and the Regulations of the United States Department of Transportation (49 CFR, 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.

The SPONSOR 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, dated October 1, 2005, attached hereto and made a part hereof.

21. In accordance with 1980 PA 278; MCL 423.321 *et seq.*; MSA 17.458(22), *et seq.*, the SPONSOR, in the performance of this Contract, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. The DEPARTMENT may void this Contract if the name of the SPONSOR or the name of a subcontractor, manufacturer, or supplier utilized by the SPONSOR in the performance of this Contract subsequently appears in the register during the performance period of this Contract.
22. With regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract, the SPONSOR hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT.

The SPONSOR shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT as a third-party beneficiary.

The SPONSOR shall notify the DEPARTMENT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract may have occurred or is threatened to occur. The SPONSOR shall also notify the DEPARTMENT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract.

23. In any instance of dispute and/or litigation concerning the PROJECT, the resolution thereof will be the sole responsibility of the party/parties to the contract that is/are the subject of the controversy. It is understood and agreed that any legal representation of the SPONSOR in any dispute and/or litigation will be the financial responsibility of the SPONSOR.
24. The DEPARTMENT and the FAA will not be subject to any obligations or liabilities by contractors of the SPONSOR or their subcontractors or any other person not a party to this Contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

25. Each party to this Contract will remain responsible for any claims arising out of that party's performance of this Contract as provided by this Contract or by law.

This Contract is not intended to increase or decrease either party's liability for or immunity from tort claims.

This Contract is not intended to nor will it be interpreted as giving either party a right of indemnification, either by Contract or at law, for claims arising out of the performance of this Contract.

26. In case of any discrepancies between the body of this Contract and any exhibit hereto, the body of the Contract will govern.

27. This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and the DEPARTMENT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective representative(s) of the SPONSOR, a certified copy of which resolution will be sent to the DEPARTMENT with this Contract, as applicable.

IN WITNESS WHEREOF, the parties have caused this Contract to be awarded.

CITY OF MONROE

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

EXHIBIT 1

**MONROE CUSTER AIRPORT
MONROE, MICHIGAN**

Project No. B-26-0067-1211
Contract No. FM 58-04-C18 & C19

March 12, 2012

	Federal	State	Local	Total
<u>ADMINISTRATION</u>	<u>\$467</u>	<u>\$16</u>	<u>\$17</u>	<u>\$500</u>
DEPARTMENT-AERO	\$467	\$16	\$17	\$500
<u>ENVIRONMENTAL</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>DESIGN</u>	<u>\$15,696</u>	<u>\$552</u>	<u>\$552</u>	<u>\$16,800</u>
Rehabilitate terminal apron C19				
AERO - Design	\$934	\$33	\$33	\$1,000
CONSULTANT - Design	\$14,762	\$519	\$519	\$15,800
<u>CONSTRUCTION</u>	<u>\$181,868</u>	<u>\$6,392</u>	<u>\$6,392</u>	<u>\$194,652</u>
Runway 3/21 drainage improvements C18	\$157,108	\$5,522	\$5,522	\$168,152
AERO - Construction	\$2,803	\$99	\$98	\$3,000
CONSULTANT - Construction	\$21,957	\$771	\$772	\$23,500
<u>CONTINGENCIES</u>	<u>\$16,863</u>	<u>\$593</u>	<u>\$592</u>	<u>\$18,048</u>
Construction Contingency C18	\$16,863	\$593	\$592	\$18,048
<hr/>				
TOTAL PROJECT BUDGET	\$214,894	\$7,553	\$7,553	\$230,000

Federal
\$150,000 (95%)
\$64,894 (90%)

MAC Approval: 1/25/12

ATTACHMENT 1

SUPPLEMENTAL PROVISIONS FOR CONTRACTS INVOLVING CONSTRUCTION WORK AT ALL CLASSIFICATIONS OF AIRPORTS FOR WHICH THE DEPARTMENT OPENS BIDS AND AWARDS THE CONTRACTS

1. The "PROJECT COST" is defined as the cost of all work necessary to complete the items identified in the body of this Contract as the PROJECT, including the costs of preliminary engineering, design engineering, construction engineering and supervision, architectural work, surveying, environmental studies and reports, airport layout plan updates relating to the PROJECT, and advertising for and receiving bids.
2. The SPONSOR will select a consultant to perform each element of the PROJECT that requires expertise. All consultant contracts will be between the SPONSOR and the consultant. Consultant contracts will be submitted to the DEPARTMENT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being contracted, or financial integrity. The SPONSOR will not execute a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from the DEPARTMENT. Any change to the consultant contract will require prior written approval from the DEPARTMENT. In the event the consultant contract is terminated, the DEPARTMENT will be given immediate written notice by the SPONSOR.
3. The DEPARTMENT is authorized by the SPONSOR pursuant to this Contract to advertise and to award the contract for the construction work in the name of the SPONSOR in accordance with the following:
 - a. Prequalification of bidders will be determined by the DEPARTMENT in accordance with the "Administrative Rules Governing the Prequalification of Bidders for Highway and Transportation Construction Work."
 - b. Prior to advertising the construction work for receipt of bids, the SPONSOR may delete any portion or all of the PROJECT work.
 - c. If after receipt of bids for the construction work, the SPONSOR gives notice of circumstances that affect its ability to proceed, the DEPARTMENT, on behalf of the SPONSOR and with the concurrence of the FAA, if applicable, will reject the bids.
 - d. In the event of the rejection of all bids, any costs incurred by the DEPARTMENT will be deemed to be PROJECT COSTS.
 - e. Upon receipt of bids, the DEPARTMENT, on behalf of the SPONSOR, will select the most responsive bid in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports." The DEPARTMENT will then prepare a "Recommendation to Award" and submit it

to the FAA, if applicable, and the SPONSOR. The DEPARTMENT will forward the contract documents to the contractor and then to the SPONSOR for execution.

- f. The DEPARTMENT is authorized to receive, hold, and return proposal guarantees on behalf of and in the name of the SPONSOR pursuant to the requirements enumerated in the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - g. In the event of the forfeiture of a proposal guaranty, in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports," and upon receipt of a request from the SPONSOR, the DEPARTMENT will forward to the SPONSOR the forfeited proposal guaranty.
 - h. The DEPARTMENT is authorized to receive performance and lien bonds and certificates of insurance on behalf of and in the name of the SPONSOR pursuant to the requirements enumerated in the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - i. The SPONSOR, upon presentation of the contract documents by the DEPARTMENT, and subject to the possible implementation of the exceptions provided in paragraphs b and c above, will execute and return the appropriate documents on or before a date to be set by the DEPARTMENT in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - j. Upon receipt of the executed contract documents from the SPONSOR, the DEPARTMENT will award the contract.
- 4. The DEPARTMENT is authorized by the SPONSOR, pursuant to this Contract, to approve subcontracts between the prime contractor and the subcontractor on behalf of the SPONSOR. Any such approvals will not be construed as a warranty of the subcontractor's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity.
 - 5. Should termination of a construction contract pursuant to Section 80-09 of the DEPARTMENT's applicable "General Provisions for Construction of Airports" occur, the DEPARTMENT will be given immediate written notice by the SPONSOR.
 - 6. Any changes to the PROJECT plans and specifications made after receipt of bids will require prior written approval from the DEPARTMENT and the FAA, if applicable. The SPONSOR or its representative may request such changes by initiating a contract modification to the construction contract in accordance with the "General Provisions for Construction of Airports" and the DEPARTMENT's "Project Engineer's Manual" for airport construction. Any contract modification determined to be significant by the DEPARTMENT will require a prior written amendment to this Contract.

In the event that during the course of PROJECT construction it becomes necessary to exceed estimated quantities of materials or labor, and it is not reasonable to obtain prior consent from the DEPARTMENT without interrupting an ongoing construction activity, the SPONSOR's on-site supervisor may approve such overruns and the DEPARTMENT may share in the costs of such overruns only if all of the following conditions are met:

- a. The construction, including such overruns, remains in conformity with the PROJECT plans and specifications as revised.
 - b. Such overruns do not exceed ten percent (10%) of that category within the PROJECT plans and specifications as revised.
 - c. The SPONSOR or its representative immediately notifies the DEPARTMENT of such overruns and the estimated costs thereof.
 - d. Such on-site approval is necessary for continuity in construction, and obtaining approval prior to proceeding would cause a material interruption in the PROJECT that would result in a significant increase in costs.
7. Any work or material that is determined by the DEPARTMENT not to be in conformity with the plans, specifications, and contract documents will be ineligible for reimbursement with federal and state participating funds or will be subject to a price adjustment approved by the DEPARTMENT and the FAA, if applicable.
8. Upon completion of the work in each construction contract and acceptance thereof by the SPONSOR, the SPONSOR or its designated representative will give immediate written notice to the DEPARTMENT.
9. The SPONSOR will operate and maintain in a safe and serviceable condition the airport and all facilities thereon and connected therewith that are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States or the State of Michigan, for a period of twenty (20) years from the effective date of this Contract and will not permit any activity thereon that would interfere with its use for airport purposes, provided, however, that nothing herein will be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility that is substantially damaged or destroyed due to any act of God or other condition or circumstance beyond the control of the SPONSOR.
- The airport will be maintained in full operating condition on a year-round basis, in accordance with the general utility licensing requirements set forth by the Michigan Aeronautics Commission in its rules and regulations. During this period, the airport will not be abandoned or permanently closed without the express written permission of the DEPARTMENT.
10. Should the SPONSOR desire to abandon, close, sell, or otherwise divest itself of the airport or any portion thereof, the SPONSOR agrees to provide to the DEPARTMENT

prior written notice of such intent giving the DEPARTMENT, for a period of one hundred eighty (180) days after receipt of such notice, a first right to purchase at fair market value the airport and all facilities thereon. Fair market value will be determined by an independent appraisal of such properties.

The notice of intent and first right to purchase will be provided via registered or certified mail, return receipt, postage prepaid, addressed to the Executive Administrator of the Office of Aeronautics, Michigan Department of Transportation.

11. The SPONSOR will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace or by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, and/or growth of any structure, tree, or other object in the approach areas of the runways of the airport that would constitute an obstruction to air navigation according to the criteria or standards prescribed in the FAA Advisory Circulars.
12. For a period of twenty (20) years, the SPONSOR will make the airport available as an airport for public use for all types, kinds, and classes of aeronautical use on fair and reasonable terms and without unjust discrimination. Rates charged to aeronautical users will be determined based on the cost to the SPONSOR of providing the facility. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or engage in an approved non-aeronautical activity, the SPONSOR will charge fair market value for the right to conduct such activity. During this period, all revenues generated by the airport for aeronautical and non-aeronautical activities will be expended for the capital or operating costs of the airport, the local airport system, or other local facilities that are owned or operated by the SPONSOR and are directly and substantially related to the actual air transportation of passengers or property.
13. In any agreement, contract, lease, or other arrangement under which a right or privilege at

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 Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any 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 will 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 ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any 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; treatment; 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 shall, 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 its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall 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 itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State 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, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan 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 Michigan 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 Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

14. the airport is granted to any person, firm, or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the airport, the SPONSOR will insert and enforce provisions requiring the contractor to:
 - a. Furnish said services on a fair, reasonable, and not unjustly discriminatory basis to all users thereof; and
 - b. Charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

Appendix B
(Aeronautics)

CIVIL RIGHTS ACT OF 1964, TITLE VI - 49 CFR PART 21
CONTRACTUAL REQUIREMENTS

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 will comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, 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, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor will 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. Solicitation for Subcontracts, Including Procurement 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 procurement of materials or leases of equipment, each potential subcontractor or supplier will 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 will provide all information and reports required by the Regulations or directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the sponsor of the FAA, as appropriate, and will 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 sponsor will impose such contract sanctions as it or the FAA 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 will include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. 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 Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(Revised October 1, 2005)

APPENDIX C

Assurances 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, subrecipient 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.

Airport Name: Monroe Custer Airport
Associated City: Monroe, Michigan
Project No: B-26-0067-1211

APPENDIX F

SPECIAL CONDITIONS

1. RUNWAY PROTECTION ZONES The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the FAA, in the Runway Protection Zones:
 - a. Existing Fee Title Interest in the Runway Protection Zone.
The Sponsor agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, as depicted on the Exhibit "A" Property Map, except for navais that are fixed by their functional purposes or any other structure approved by the FAA. Any existing structures or uses within the Runway Protection Zone will be cleared or discontinued unless approved by the FAA.
 - b. Existing Easement Interest in the Runway Protection Zone.
The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is a hazard to air navigation or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.
2. AIR AND WATER QUALITY. Approval of the project included in this agreement is conditioned on the Sponsor's compliance with applicable air and water quality standards in accomplishing project construction and in operating the airport. Failure to comply with this requirement may result in suspension, cancellation, or termination of federal assistance under this agreement.
3. BUY AMERICAN REQUIREMENT. Unless otherwise approved by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant. The Sponsor will include in every contract a provision implementing this special condition.
4. WASTE DISPOSAL SITES. It is hereby agreed by and between the parties hereto that, within its authority, the Sponsor will not approve or permit the establishment or existence of a waste disposal site which has been determined to be objectionable under the

provisions of FAA Order 5200.5A, dated January 31, 1990, entitled "Waste Disposal Sites On or Near Airports."

5. OPEN BIDDING. The Sponsor agrees not to include in any bid specification, project agreement, or other controlling documents to perform construction activities under this grant, any provisions which would:
- a. Require bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s), or
 - b. Otherwise discriminate against bidders, offerors, contractors, or subcontractors for refusing to become or remain signatories or otherwise adhere to agreements with one or more labor organizations, on the same or other related construction project(s), or
 - c. Require any bidder, offeror, contractor, or subcontractor to enter into, adhere to, or enforce any agreement that requires its employees, as a condition of employment, to:
 - (1) become members of or affiliated with a labor organization, or
 - (2) pay dues or fees to a labor organization, over an employee's objection, in excess of the employee's share of labor organization costs relating to collective bargaining, contract administration, or grievance adjustment.

The Sponsor further agrees to require any contractor or subcontractor to agree to not include any similar provision that would violate paragraphs a through c above in their contracts or subcontracts pertaining to the projects under this grant.

6. PAVEMENT MAINTENANCE MANAGEMENT PROGRAM (PGL 95-2). For a project to replace or reconstruct pavement at the airport, the Sponsor shall implement an effective airport pavement maintenance program as is required by the assurance in Section III.C.11 of the "Terms and Conditions of Accepting Airport Improvement Program Grants." The Sponsor shall use such program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. An effective pavement maintenance management program is one that details the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed. An airport sponsor may use any form of inspection program it deems appropriate. As a minimum, the program must include the following:
- a. **Pavement Inventory**. The following must be depicted in an appropriate form and level of detail:
 - (1) location of all runways, taxiways, and aprons;
 - (2) dimensions;

- (3) type of pavement, and;
- (4) year of construction or most recent major rehabilitation.

For compliance with the Airport Improvement Program (AIP) assurances, pavements that have been constructed, reconstructed, or repaired with federal financial assistance shall be so depicted.

b. **Inspection Schedule.**

- (1) Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," the frequency of inspection may be extended to three years.
- (2) Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition.

c. **Record Keeping.** Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The types of distress, their locations, and remedial action, scheduled or performed, must be documented. The minimum information to be recorded is listed below:

- (1) inspection date,
- (2) location,
- (3) distress types, and
- (4) maintenance scheduled or performed.

For drive-by inspections, the date of inspection and any maintenance performed must be recorded.

d. **Information Retrieval.** An airport sponsor may use any form of record keeping it deems appropriate, so long as the information and records produced by the pavement survey can be retrieved to provide a report to the FAA as may be required.

e. **Reference.** Refer to Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements and establishing an effective maintenance program. Specific types of distress, their probable causes, inspection guidelines, and recommended methods of repair are presented.

7. AGENCY AGREEMENTS. The Sponsor will not amend, modify, or terminate the

agency relationship between the Sponsor, as principal, and the Michigan Aeronautics Commission, as agency, created by the Agency Agreement without prior written approval of the FAA.

8. DBE PLAN. It is understood and agreed by and between the parties hereto that the Sponsor shall not issue any invitations for bids for work described on Page 1 of the Grant Agreement, nor shall the United States be obligated to make payment representing its share of the project cost, until the FAA has updated Disadvantaged Business Enterprises Program goals as specified by the FAA, Great Lakes Region, Civil Rights Office letter.

According to the federal requirement 49 CFR Part 26, Participation by Minority Business Enterprise in Department of Transportation Programs, recipients of FAA funds shall submit overall DBE goal information annually. As recipient of this block grant, the Department accepts this responsibility.

Prime Consultant Statement of DBE Sub-Consultant Payments

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime consultant in meeting contractual obligations to DBEs.

PRIME CONSULTANT	<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.	CONTRACT NO.
BILLING PERIOD:			Check if Final Payment <input type="checkbox"/>
			JOB NO.

CERTIFIED DBE SUBCONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS REPORTING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE

As the authorized representative of the above prime consultant, I state that, to the best of my knowledge, this information is true and accurate

PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE (signature)	TITLE	DATE/MDO
--	-------	----------

FOR MDOT USE ONLY

COMMENTS:

SPECIAL NOTE: "Prime Consultant or Authorized Representative" refers to recipients of federal funds as defined at 49 Code of Federal Regulations Part 26

INSTRUCTIONS

PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subconsultants. Complete and submit to the Payment Analyst with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subconsultant during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime consultant and the subconsultant.

For "Cumulative Dollar Value of Services Completed" report the total amount the subconsultant has earned since beginning this project.

For "Deductions," report deductions made by the prime consultant to the subconsultant's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subconsultant according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subconsultant for services completed.

For "Actual Amount Paid During this Report Period" report actual payments made to the subcontractor for services during this reporting period.

"Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

MDOT PAYMENT ANALYST:

Complete "Comments" if necessary, sign date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? Call Toll-free, 1-866-DBE-1264

**MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION**

**PROFESSIONAL SERVICES AGREEMENT
APPROVAL**

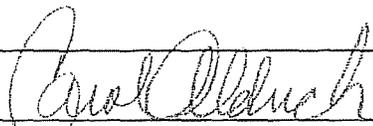
Date: January 31, 2012	Airport: Monroe Custer Airport
To: Scott Davidson	Location: Monroe, Michigan
From: Carol Aldrich	Project No.: B-26-0067-1211
Contract No.: FM 58-04-C18	Amendment No.: 1
Subject: Construction Supervision Approval	
Work Description: Construction Supervision of runway 3/21 drainage rehabilitation	
Consultant: RS&H	

Agreement Amount: \$ 23,500.00	Estimated Construction Cost: \$ 232,530.00
---------------------------------------	---

PHASE	COST	L.S.	COST	PROGRAM
Preliminary	\$	<input type="checkbox"/>	<input type="checkbox"/>	AIP <input checked="" type="checkbox"/>
Design	\$	<input type="checkbox"/>	<input type="checkbox"/>	S/L <input type="checkbox"/>
Construction	\$ 23,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Property Survey	\$	<input type="checkbox"/>	<input type="checkbox"/>	

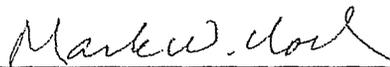
The referenced agreement includes all mandatory clauses per FAA APP-510 Contract Writing Program through Version 2, dated 04/23/90. An independent cost analysis has been performed. The cost was found to be reasonable for the services to be provided.

This agreement is recommended to be approved for state and federal participation subject to the following conditions.


 Supervisor, Project Management Unit

The referenced agreement is approved for state participation when a sponsor contract has been executed by the sponsor and MDOT and the Federal grant has been executed. This agreement is recommended for federal participation at such time as appropriate grants are executed with the airport sponsor and rates of participation established.

na
 DBE Liaison


 Manager, Project Development Section

017

**AMENDMENT NO. 1 TO THE
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this 15 day of February, in the year of 2012, to the Agreement made on the 22nd day of March, in the year of 2010.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Monroe, Michigan
120 East First Street
Monroe, Michigan 48161

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.
827 Willow Run Airport, 2nd Floor
Ypsilanti, Michigan 48198

for the following project:

Location: Monroe – Custer Airport, Monroe, Michigan

Description: Runway 3-21 Drainage Improvements

Changes: Article 3 – Payment, Phase (2) Construction to read as follows:

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30 and 1.31, a firm fixed fee not to exceed Twenty Three Thousand Five Hundred (\$23,500.00) for Phase (2) Construction. A breakdown of the additional costs are included as Attachment C.

The fee described above shall be considered payment in full by the Sponsor to the Consultant for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions, for Phase (2) Construction.

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

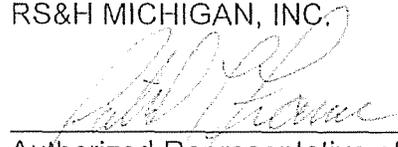
ACCEPTED BY THE SPONSOR

SIGNED IN THE PRESENCE OF _____ City of Monroe, Michigan

_____ By: _____
Authorized Representative of Sponsor

ACCEPTED BY THE CONSULTANT

SIGNED IN THE PRESENCE OF: _____ RS&H MICHIGAN, INC.

 By: 
Authorized Representative of Consultant

**ATTACHMENT A-1
SCOPE OF SERVICES**

**MONROE CUSTER AIRPORT
MONROE, Michigan**

**Runway 3-21 Drainage Improvements
Construction Phase Services**

This Scope of Services shall be in accordance with all the requirements of the Professional Services Agreement, dated March 22, 2010 and all subsequent amendments.

PROJECT DESCRIPTION

This project consists of construction phase services related to Runway 3-21 Drainage Improvements.

TASK 1- CONSTRUCTION ADMINISTRATION SERVICES

During this phase the consultant shall provide services to support construction that shall include, but not be limited to:

- 1.1 Review, on a timely basis, contractors' submittals required by the construction documents, including, but not limited to: shop drawings, test data, samples, materials, equipment, etc. and approve, reject, or otherwise advise on the conformance of such submittals to the requirements of the construction documents.
- 1.2 Provide on a timely basis, so as not to negatively impact the construction schedule, the MDOT AERO and the contractor with technical interpretations of the construction documents or any other Requests for Information (RFI) submitted by the contractors.
- 1.3 Review and concur with change order scope, cost and any modifications to the construction schedule.
- 1.4 Review and recommend for MDOT AERO acceptance or rejection any changes, modifications or substitutions proposed by the contractor. Written justification must accompany any recommendation or rejection.
- 1.5 Provide periodic on-site review/monitoring of construction materials, finishes and workmanship in conformance with the standards established in the construction documents. Consultant shall notify the MDOT AERO immediately, verbally and in writing, of any and all observed deviations and/or defects in material, finishes, equipment, systems or workmanship.
- 1.6 Prepare for and attend weekly construction progress meetings.
- 1.7 Compare test results against specification standard and notify the MDOT AERO of any concerns. Provide recommendations as needed to address concerns.
- 1.8 Participate in substantial completion inspections and prepare punch lists.

- 1.9 Participate during start-up of systems/facility commissioning process.
- 1.10 Prepare 'record drawings and update airport layout plan drawings'. These documents shall include all field changes recorded and incorporated during the project.
- 1.11 Prior to the expiration of construction or equipment warranties or guarantees, coordinate a site walk with contractor and MDOT AERO providing an inspection of the facility and provide a report of all observed defects in material, equipment and/or workmanship that are covered under the projects' warranties or guarantees.
- 1.12 All contact or direction given to the Contractor by the Engineer must first be reviewed and approved by the MDOT AERO.
- 1.13 At the conclusion of this phase, provide a copy of all meeting minutes for this phase.

TASK 2 - CONSTRUCTION STAKING

- 2.1 Consultant will provide construction staking for the project. Specific items shall include:
 - A. Consultant will provide ALL CONSTRUCTION STAKING necessary to construct the project.

SCHEDULE

The following preliminary schedule is currently anticipated:

CONSTRUCTION ADMINISTRATION

Notice to Proceed
Construction Duration
Substantial Completion

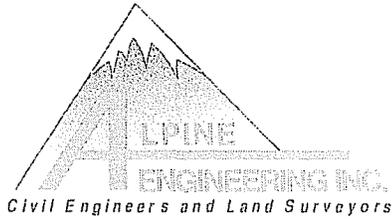
July 18, 2011
30 Calendar Days
September 2011



Monroe Custer Airport
General Consultant Contract
Attachment C - Project Costs

Runway 3-21 Drainage Improvements - Construction Services

SCOPE / TASK TITLE	PROJ MGR/ DIRECTORS	SENIOR A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASST/ WRD PRG	TOTAL	
Construction Administration Services									
Task 1 - Construction Administration Services									
Task 1.1 Contractor Submittal Review			8				2	10	
Task 1.2 Technical Plan Interpretations			2					2	
Task 1.3 Change Orders			8					8	
Task 1.4 Substitution Review			2					2	
Task 1.5 Site Inspections			24					24	
Task 1.6 Weekly Progress Meetings		16						16	
Task 1.7 Material Acceptance Verification			2					2	
Task 1.8 Substantial Completion Inspections and Punchlists		4	4					8	
Task 1.9 Startup Inspections			4					4	
Task 1.10 Prepare Record Drawings			16				8	24	
Task 1.11 Warranty Inspections								0	
Task 1.12 Coordination with MDOT		8	8					16	
Task 1.13 Progress Meeting Minutes			8					8	
TOTAL HOURS	0	28	86	0	0	0	10	124	
RATE	\$79.27	\$59.84	\$40.04	\$30.18	\$23.88	\$20.06	\$16.06	\$42.58	
TOTAL DIRECT LABOR \$	\$0	\$1,676	\$3,443	\$0	\$0	\$0	\$161	\$5,280	
OVERHEAD @	184.43%							\$9,737	
PROFIT @	11%							\$1,652	
TOTAL BURDENED LABOR @	3.16							\$16,668	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS	# PAGES							
	@	@							
	\$2.00	\$0.25		#SETS					
Drawings	20			8				\$320	
Reports		80		8				\$160	
TOTAL REPRODUCTION								\$480	
POSTAGE/DELIVERY	# PCKGS	# PCKGS							
	@	@							
	\$20.00	\$3.00							
Construction Administration Packages	4	3						\$89	
TOTAL POSTAGE/DELIVERY								\$89	
SPECIALTY SUBCONSULTANTS									
Task 2 - Survey	Alpine Engineering / DBE							\$5,100	
TOTAL SPECIALTY SUBCONSULTANTS								\$5,100	
TRAVEL									
	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$400	\$100	\$90	\$80			
PreConstruction Meeting	1	1	\$0	\$100	\$0	\$0		\$100	
Site Visit Inspection/Weekly Progress Meeting	1	8	\$0	\$800	\$0	\$0		\$800	
Punchlist Inspection	1	1	\$0	\$100	\$0	\$0		\$100	
Final Acceptance Inspection	1	1	\$0	\$100	\$0	\$0		\$100	
								\$1,100	
MILEAGE	0	Miles @	\$0.50					\$0	
TELEPHONE								\$0	
TOTAL ODC's								\$6,769	
Total Proposed Fee for:	Construction Administration Services							Total	\$23,437
									\$23,500



46892 West Road, Suite 109
Novi, Michigan 48377
Phone: 248-926-3701
Fax: 248-926-3765

January 10, 2012

Michael D. Holdwick, PE
RS&H Michigan, Inc.
827 Willow Run Airport
Ypsilanti, MI 48198

Alpine Engineering Inc. Proposal No. 12-109

For: Construction Staking
Monroe Custer Airport- Runway 3-21 Drainage
City of Monroe, Monroe County, Michigan

Dear Michael:

We are pleased to provide this proposal for Construction Staking Services for the above referenced site. In preparing this proposal we assume the following:

- The site will be developed per the plans as prepared by RS&H, dated 9-22-11.
- An electronic AutoCAD copy of the site improvements will be provided.
- Staking will be performed in accordance with the SCOPE OF SERVICES-SURVEY, as provided.
- As-built location of under drain will be limited to accessible rims and inverts or information provided by the inspector or contractor.

With the above assumptions and the information provided by you, we offer the following scope of services.

Scope of Services

Task I – Construction Staking

Alpine Engineering Inc. will provide office preparation and field staking for the site improvements. We anticipate one pre-staking meeting with the field superintendent and your contractors to detail their staking requirements and sequencing. We anticipate our field and office preparation time will include:

- Control
- Silt Fence
- Under Drain
- Storm Sewer- Inlets and Manholes with cut sheets

Michael D. Holdwick, PE
RS&H Michigan, Inc.
January 10, 2012
Page 2 of 2

Task II – Record Drawings

Alpine Engineering Inc. will prepare record drawings accurately locating the as-built location of accessible rims and inverts of drain lines, inlets, and manholes. We will provide an electronic file of the survey, printout of all points in ASCII format, and one set of signed and sealed PDF reproducible.

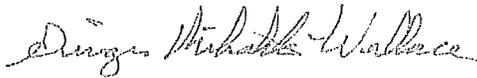
Cost of Services

Alpine Engineering Inc. will perform the services described above in accordance with the attached Terms and Conditions and according to the following schedule.

Task I – Construction Staking	\$3,200	Fixed Fee
Task II – Record Drawings	\$1,900	Fixed Fee

Michael, we appreciate the opportunity to provide you with this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,
Alpine Engineering, Inc.



Ginger Michalski-Wallace, PS
President

**MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION**

**PROFESSIONAL SERVICES AGREEMENT
APPROVAL**

Date: February 1, 2012	Airport: Monroe Custer Airport
To: Scott Davidson	Location: Monroe, Michigan
From: Carol Aldrich	Project No.: B-26-0067-1211
Contract No.: FM 58-04-C19	Amendment No.:
Subject: Design Approval	
Work Description: Design of apron rehabilitation	
Consultant: RS&H	

Agreement Amount: \$ 15,800.00	Estimated Construction Cost: \$ 200,000.00
---------------------------------------	---

PHASE	COST	L.S.	COST	PROGRAM
Preliminary	\$	<input type="checkbox"/>	<input type="checkbox"/>	AIP <input checked="" type="checkbox"/>
Design	\$ 15,800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S/L <input type="checkbox"/>
Construction	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Property Survey	\$	<input type="checkbox"/>	<input type="checkbox"/>	

The referenced agreement includes all mandatory clauses per FAA APP-510 Contract Writing Program through Version 2, dated 04/23/90. An independent cost analysis has been performed. The cost was found to be reasonable for the services to be provided.

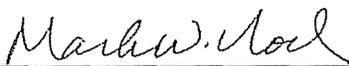
This agreement is recommended to be approved for state and federal participation subject to the following conditions.



 Supervisor, Project Management Unit

The referenced agreement is approved for state participation when a sponsor contract has been executed by the sponsor and MDOT and the Federal grant has been executed. This agreement is recommended for federal participation at such time as appropriate grants are executed with the airport sponsor and rates of participation established.

 na
 DBE Liaison



 Manager, Project Development Section

October 2008

CONTRACT FOR PROFESSIONAL ENGINEERING SERVICE

This Contract is made and entered into this date of February 15, 2012 by and between the Airport Owner, hereinafter referred to as SPONSOR,

City of Monroe

120 East First Street

Monroe, Michigan 48161

and the Engineer, hereinafter referred to as the CONSULTANT,

RS&H Michigan, Inc.

827 Willow Run Airport, 2nd Floor

Ypsilanti, Michigan

for the following PROJECT:

Location: Monroe Custer Airport, Monroe, Michigan

Description: Apron Rehabilitation

(See Attachment D - Sketch for Location of Work Areas.)

WHEREAS, the SPONSOR desires to engage the CONSULTANT to perform professional engineering services for the described project;

WHEREAS, the SPONSOR has caused a review to be made of the qualifications of the CONSULTANT and is satisfied the CONSULTANT is competent and qualified;

WHEREAS, the CONSULTANT is willing and able to accomplish the services provided and set forth hereinafter in this Contract;

WHEREAS, the SPONSOR will compensate the CONSULTANT, in accordance with the terms and conditions set forth in this Contract.

NOW, THEREFORE, the parties agree to the following:

ARTICLE 1 – DESCRIPTION OF WORK TO BE DONE

The services to be furnished by the CONSULTANT to the SPONSOR, as set forth in Attachment E, Scope of Work/Services, together with obligations of the SPONSOR or the SPONSOR's Agent (Michigan Department of Transportation (MDOT), Aeronautics and Freight Services Bureau, Airports Division), hereinafter referred to as AERO, will contain certain information and data which will consist of the following described elements. Additional explanations are included in Attachment E.

DESIGN PHASE (1)

Element 1.11 - Pre-Design Conference

A pre-design conference called by the SPONSOR will be held between the SPONSOR, the CONSULTANT, and any other participating or regulatory governmental agency. This pre-design conference will be held for the express purpose of having the CONSULTANT ascertain from responsible representatives of each group, the SPONSOR and all participating governmental agencies, their individual project requirements affecting the scope of work, budget, design standards, presentation of final plans, and documents. The requirements set forth in this pre-design conference will be confirmed in writing by the CONSULTANT to the SPONSOR, with copies to each participating unit of government.

Element 1.12 - Engineering Survey

The CONSULTANT will determine the areas to be covered and make the necessary engineering field surveys to determine existing and topographical conditions, earth work, drainage, pavement conditions, structural elevations, and field testing as may be required to complete plans and specifications.

Element 1.13 - Detailed Construction Plans and Specifications

Plans and specifications will be certified by the CONSULTANT for compliance with current Federal Aviation Administration (FAA) and AERO requirements in effect at the time the plans and specifications are prepared. The CONSULTANT will prepare and furnish to the SPONSOR and AERO, in paper format, one copy of the final detailed construction plans and specifications for the work described above, presented on drawings (22" x 34") and other necessary documentation (8-1/2" x 11"). This will include but is not limited to; grading, drainage, paving, lighting, turf establishment, structures, construction safety phasing, etc. The documents will set forth, in detail, requirements for prospective bidders to submit proposals and the successful bidder to construct the project. Plans and specifications will comply with the requirements established in the pre-design conference, if applicable, together with the common practice of design and ethical practices of professional engineers. The CONSULTANT will also furnish one set of review plans if requested.

All projects bid through the MDOT letting will also include two electronic files in portable document format (pdf) along with a signed and sealed paper title sheet. The electronic files will be set up to print clearly in scalable 11" x 17" and 22" x 34" plan sheets.

Element 1.14 - Estimate of Probable Construction Cost

The CONSULTANT will prepare and submit to both the SPONSOR and AERO one copy of a

detailed estimate of construction costs based upon the detailed plans and specifications prepared under Element 1.13. This statement of probable construction cost prepared by the CONSULTANT represents the CONSULTANT's best judgment as a design professional at the time the estimate is finalized. This estimate will include the estimated amount for CONSULTANT services during construction. It is recognized, however, that neither the CONSULTANT nor the SPONSOR has any control over the cost of labor, materials, or equipment; over the contractor's method of determining bid prices; or over competitive bidding or market conditions. Accordingly, the CONSULTANT cannot and does not guarantee that bids will not vary from any statement of Probable Construction Cost or other cost estimates prepared by the CONSULTANT.

Element 1.15 - Engineering Report

The CONSULTANT will prepare and furnish to both the SPONSOR and AERO one copy of an engineering report which relates to the SPONSOR and participating governmental agencies the fundamental considerations and concepts used in design of the project. This report will include the basic design factors for drainage, pavement design, and scheduling of the various phases of the project during construction as may be required to maintain both ground and air traffic. Deviation in design and construction standards will be included in the engineering report.

Element 1.16 - Users Conference (if required)

The CONSULTANT will prepare for the SPONSOR an estimated time schedule to be followed during the construction period. This estimated time schedule of construction will be presented by the SPONSOR and the CONSULTANT in a meeting with airport users. The CONSULTANT will furnish one copy of the estimated time schedule to the SPONSOR for printing and disbursement to the users by the SPONSOR. However, it is recognized that neither the CONSULTANT nor the SPONSOR has absolute control over the estimated time schedule presented to any person, group, or organization.

Element 1.17 - Obligations of SPONSOR or AERO to CONSULTANT

When requested by the CONSULTANT, one copy of all existing data applicable to this project and in the possession of the SPONSOR or AERO or any other agency of government will be furnished at no cost to the CONSULTANT. Existing data will include but not be restricted to the following:

- 1) As-constructed plans.
- 2) Pavement design data/pavement condition index.
- 3) Soil borings, analysis, and classification.
- 4) Drainage design data.
- 5) Topographic notes and maps.
- 6) Approach data and zoning maps.
- 7) Property maps, including fee ownership and easements, and land descriptions.
- 8) All local, state, federal ordinances, regulations, or laws affecting the project.
- 9) Aerial photography, prints, topographic maps, etc.

The SPONSOR or AERO will furnish for projects bid by MDOT, at no cost to the CONSULTANT, standard contract documents for bidders, including but not restricted to the following:

- 1) Notice to contractors (including advertising charges).
- 2) Instructions to bidders.
- 3) All federal, state, or local wage rates as applicable to this project.
- 4) General provisions of the contract.
- 5) Supplemental provisions of the contract.
- 6) Special provisions of the contract (except as may be supplemented by the CONSULTANT).
- 7) Standard construction specifications (except as may be supplemented by the CONSULTANT).
- 8) Standard supplemental specifications (except as may be supplemented by the CONSULTANT).
- 9) Standard testing requirements (except as provided by the CONSULTANT).
- 10) Proposal.
- 11) Construction contract.
- 12) Form of performance and lien bond.
- 13) Reproducible copies of all standard plans to be incorporated in the contract plans and documents.

The SPONSOR or AERO, at no cost to the CONSULTANT, will furnish the location for the receipt of bids, the tabulation and recording of bids, the disbursement of information before and after the bid process, and the award of construction contracts.

All such services, data, information, and documents furnished by the SPONSOR or AERO will be furnished at the SPONSOR's expense.

Element 1.18 - Conferences and Meetings

The following conferences and meetings will be attended by the CONSULTANT and the SPONSOR at the location indicated for the purpose of coordination, information, and understanding.

- 1) Pre-Design Conference as provided under Element 1.11 to be called by the SPONSOR and to be held at the project site.
- 2) Progress meetings to be determined by the SPONSOR will be held at the office of the SPONSOR and attended by the CONSULTANT to apprise the SPONSOR of progress, to resolve any problems, to answer questions, and for general coordination.
- 3) Upon completion by the CONSULTANT of final plans, specifications, cost estimates, and engineering report, the CONSULTANT will submit copies to the participating governmental agencies for approvals as required. After reasonable time for review by the SPONSOR and participating governmental agencies, a meeting called by the SPONSOR may be held to review final plans with the SPONSOR and participating governmental agencies at the project site.
- 4) Upon determination of the estimated construction time schedule, a users conference as provided under Element 1.16 is to be called by the SPONSOR, to be held at a location designated by the SPONSOR.
- 5) Upon advertising the project for bids, the CONSULTANT and the SPONSOR or AERO will hold a pre-bid meeting or briefing with the prospective bidders at the project site to explain the project to the bidders and answer questions from prospective bidders. Any addendum information necessary will be submitted in a timely manner to the bidding

agency by the CONSULTANT. In addition, any bids over the engineers' construction estimate by ten (10) percent or more will be sufficiently justified before proceeding with award or recommended rejected by the CONSULTANT.

CONSTRUCTION PHASE (2)

Element 1.20 - Sufficient Personnel

The CONSULTANT will provide sufficient personnel and services necessary to comply with AERO Project Engineers Manual, the latest revision at the time this Contract is awarded.

Element 1.21 - Pre-Construction Conference

A pre-construction conference called by the SPONSOR or AERO will be held between the SPONSOR, the FAA (if applicable), AERO, any other participating or regulatory governmental agencies, the Contractor(s) and the CONSULTANT. This pre-construction conference will be held for the Contractor and CONSULTANT to receive instructions from the SPONSOR and participating/regulatory governmental units, to develop construction schedules, and to coordinate construction.

Element 1.22 - General Information and Coordination

The CONSULTANT will provide information and coordination to the SPONSOR and Contractor as to the understanding of the plans and specifications. The CONSULTANT will not guarantee the performance of the Contractor but will report to the SPONSOR any work and materials which, in the opinion of the CONSULTANT, do not meet the requirements of the plans and specifications. The CONSULTANT will not be responsible for any acts of the Contractor whatsoever but will only pay the contractor for work performed that meets the requirements of the plans and specifications.

Element 1.23 - Engineering Survey and Layout as May be Applicable

The CONSULTANT will take original ground elevations in areas of excavation for the purpose of determining pay quantities for excavation. The CONSULTANT will stake out the work for line and grade. The stake out will consist of one set of earth grade stakes spaced not more than one hundred feet apart, with cut or fill from top of stake to the earth grade marked on the stake; slope stakes around the perimeter of grade; one set of offset stakes for drainage spaced not more than twenty-five (25) feet apart with offset distance to center of pipe and flowline of pipe marked on the stake; one set of blue top stakes driven to grade spaced not more than fifty (50) feet apart for finish base course or pavement grade; and one offset line along the edge of pavement denoting location of each light fixture. All bench marks and alignment P.O.T.'s will be available to the Contractor for his reference and checking of the CONSULTANT's stakes. The CONSULTANT will not be responsible for setting stakes other than described above, for any stakes disturbed, and any stakes set by others including bench marks and P.O.T.'s.

Element 1.24 - Materials Testing and Shop Drawings

The CONSULTANT will review and approve material testing reports submitted by the Contractor to determine if test reports meet the requirements of the specifications and will submit two copies of material testing reports to the SPONSOR or AERO. The CONSULTANT will review and approve shop drawings to determine compliance with plans and specifications and will submit two copies of all shop drawings to the SPONSOR or AERO.

Element 1.25 - Field Tests and Grade Inspection as May be Applicable

The CONSULTANT will make periodic field tests and grade inspection at the project site to determine, in the opinion of the CONSULTANT, if materials and workmanship conform to the plans and specifications. Field tests will include compaction tests for soils in place; gradation tests for aggregates; extraction tests for bituminous mixtures and compaction tests for in-place bituminous pavements; and slump, entrained air, and yield tests for concrete pavement.

Element 1.26 - Cost Estimate and Change Orders/Contract Modifications

The CONSULTANT will prepare periodic cost estimates, change orders/contract modifications, and stop and start orders as may be applicable during the construction period and present three copies of the same to the SPONSOR or AERO for approval and processing. All projects bid through MDOT lettings will have all estimates and contract modifications processed using the FieldManager computer program.

Element 1.27 - Weekly Reports

The CONSULTANT will prepare FAA Form 5370-1, Construction Progress and Inspection Report or FieldManager inspector daily reports, and submit copies to the SPONSOR or AERO weekly during the construction period.

Element 1.28 - Final Inspection

The CONSULTANT will be present at final inspection, together with the SPONSOR, AERO, participating governmental units, and the Contractor.

Element 1.29 - Final Quantities - As-Constructed Plans

The CONSULTANT will compute final pay quantities, prepare as-constructed plans, and update all plan sheets of the current Airport Layout Plan (ALP) that shows work constructed under the project. The As-Constructed Plans will be submitted to the SPONSOR and AERO for approval in an electronic pdf file. The updated ALP will be submitted in paper (22"x 34") and in an electronic pdf file to the SPONSOR and AERO.

Element 1.30 - Equipment

The CONSULTANT will furnish all necessary surveying and field testing equipment to accomplish the above named work.

SUBCONSULTANT SERVICES (3)

Element 1.31 - Subconsultant Service

Any services to be provided by subconsultants will be provided for in a subconsultant agreement, which will meet the written approval of the SPONSOR. Costs of subconsultant services will be included in Element 3.1 – Fee. The CONSULTANT will not apply a fixed fee on any of the costs for subconsultant services.

ARTICLE 2 – TIME OF BEGINNING AND COMPLETION

DESIGN PHASE (1)

Element 2.11 - Time of Beginning

Upon acceptance of this Contract by both the SPONSOR and the CONSULTANT, the CONSULTANT will have seven (7) days from the date of notification to proceed in which to organize and actually commence work.

Element 2.12 - Time for Completion

The estimated time for the CONSULTANT to complete the work named in Element 1.11 through Element 1.18 of this Contract, and to submit final plans to the SPONSOR for the SPONSOR's approval is One hundred and eighty (180) calendar days from the date the CONSULTANT actually starts work. The CONSULTANT will report his progress to the SPONSOR at the monthly progress meetings, as required under Element 1.18, to keep the SPONSOR informed of progress and any adjustments to the estimated time schedule which may be necessary because of information supplied to the CONSULTANT by the SPONSOR or AERO, as provided under Element 1.17, or any other reasons beyond the control of either the SPONSOR or the CONSULTANT. Changes in time for completion will be in accordance with Element 4.4.

CONSTRUCTION PHASE (2)

Element 2.21 - Time of Beginning

Provided the Notice to Proceed is issued sufficiently in advance of the start of construction, the CONSULTANT will begin work seven (7) days prior to the effective date of the Notice to Proceed to the Contractor. If not, the CONSULTANT will coordinate the beginning of work with the work of the construction contractor.

Element 2.22 - Time for Completion

The CONSULTANT will finish all work under this Contract within thirty (30) days after final acceptance of the construction work by the SPONSOR.

ARTICLE 3 – PAYMENT

Element 3.1 - Fee

The SPONSOR agrees to pay the CONSULTANT as full compensation for services rendered as set forth in this Contract as follows:

Phase 1 Design

Elements 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.18 and 1.31 a firm fixed fee of \$ 15,800.00. A breakdown of the cost is included as Attachment C.

The SPONSOR will compensate the CONSULTANT for requested printed materials in excess of those identified, in accordance with the following:

Black Print Plan sheets (22" x 34")	_____ /sheet
Black Print on White Paper (11" x 17")	_____ /sheet
Black Print on White Paper (8.5" x 11")	_____ /sheet

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30, and 1.31 a firm fixed fee

of (to be negotiated as an Amendment to this Contract, upon completion of design and advertising for bids).

The fee described above will be considered payment in full by the SPONSOR to the CONSULTANT for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions. Phase (2) Construction may not be needed if it is determined by the SPONSOR to terminate this Contract at the completion of Phase (1) Design.

Element 3.2 - Progress Payments

Phase (1) Design/Phase (2) Construction

Progress payments for completed work will be based on the following schedule of payments:

All charges for service will be due and payable upon receipt of invoice by SPONSOR. In the event Phase (1) Design is completed but bids are not received, final payment will be due and payable sixty (60) days after completion of Phase (1) Design.

The CONSULTANT will submit periodic invoices for services rendered. Each invoice will be based upon the proportion of the total service actually completed at the time of billing. The final invoice will be a minimum of 10% of the total contract amount. Payment on this invoice will be retained by AERO until all Contract requirements have been completed. The SPONSOR will make prompt payments in response to the CONSULTANT's periodic statements.

The CONSULTANT agrees to pay each subconsultant for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the CONSULTANT receives from the State of Michigan or SPONSOR. The CONSULTANT agrees further to return retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from the SPONSOR or AERO. These requirements are also applicable to all sub-tier subconsultants and will be made a part of all subconsultant agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subconsultant against the SPONSOR or the State of Michigan. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subconsultants.

The CONSULTANT further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subconsultant payments to AERO semi-annually in the format set forth in AttachmentG, dated June 1, 2001, attached hereto and made a part hereof, or any other format acceptable to the SPONSOR or AERO.

At the end of the State of Michigan fiscal year, the CONSULTANT will submit estimated payment amounts for both the CONSULTANT and contractors working on projects the CONSULTANT is supervising. These amounts will be submitted to the State of Michigan to establish a payable account.

ARTICLE 4 – MISCELLANEOUS PROVISIONS

Element 4.1 - Miscellaneous Provisions

The CONSULTANT will follow, insofar as applicable and reasonable and as approved by the SPONSOR, current design standards set forth by the SPONSOR, AERO and other participating governmental agencies in effect at the time the work herein provided is started. In the event design standards change after the CONSULTANT has completed that portion of the work to which a particular standard may apply, and in the event the CONSULTANT is required by the SPONSOR to make revisions to completed work to meet revised standards and certification requirements, the CONSULTANT will be entitled to additional compensation as provided under Element 4.3 - Changes in Work.

Design standards, standard plans, specifications, special conditions, contract documents, and requirements developed by the SPONSOR, AERO, or other participating governmental agency and required to be incorporated in the final plans and documents will not be the responsibility of the CONSULTANT. All liability to third parties, for loss or damage as a result of claims, demands, costs, or judgments arising out of activities, to be carried out by the SPONSOR in the performance of this contract will be the responsibility of the SPONSOR, and not the responsibility of the CONSULTANT, if the liability, loss, or damage is caused by or arises out of, the action or failure to act on the part of the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR, provided that nothing herein will be construed as a waiver of any governmental immunity that has been provided to the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR by statute or court decision.

Element 4.2 - Ownership of Documents

Completed original documents, such as final contract plans, maps and specifications prepared or obtained by the CONSULTANT as provided under the terms of this Contract will be submitted in final form. The final form of the originals will be delivered to and become the property of the SPONSOR. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data will remain in the possession of the CONSULTANT as instruments of service but will be made available, upon request, to the SPONSOR without restriction or limitation on their use.

In the event any of the above documents are revised by the SPONSOR, the nameplates of the CONSULTANT will be removed and the SPONSOR will assume full responsibility for the reuse of these documents.

The original signed and sealed title sheet for projects bid through MDOT will be retained in AERO files. The CONSULTANT will be provided a scanned .tif electronic file for use in completing the as-constructed plan sheets.

Element 4.3 - Changes in Work

By mutual acceptance of both the SPONSOR and the CONSULTANT, changes in work from that work described in this Contract, including changes in original design standards and changes in previously completed final plans may be accomplished by amendment to this Contract. Each

amendment will describe the revision or addition of work in detail. The associated cost of the revised or additional work will be defined in a fixed dollar amount, and an adjustment to the payment schedule (if applicable) contained in this Contract will be provided. Any change to the contract time will also be defined in each amendment. Each amendment must be signed and dated by both the SPONSOR and the CONSULTANT.

Element 4.4 - Delays and Extensions

Changes in the estimated time schedule as may be required by the SPONSOR or the CONSULTANT will be in writing, setting forth the reason for delay or extension, and the estimated time adjustment necessary or as provided in Element 4.3 - Changes in Work.

Element 4.5 - Insurance and Liability

The CONSULTANT will maintain worker's compensation and public liability insurance as required by law and will, upon request, show proof of compliance with this requirement.

Element 4.6 - General Compliance with Laws

Unless otherwise specified, this Contract will be governed by the laws of the principal address of the SPONSOR. The CONSULTANT agrees to comply with all federal, state and local laws applicable to the work.

Element 4.7 - Subletting, Assignment and Transfer

The SPONSOR and the CONSULTANT each binds themselves, their partners, successors, assignees and legal representatives to the other party to this Contract and to the partners, successors, assignees, and legal representatives of such other party with respect to all covenants of this Contract. Neither the SPONSOR nor the CONSULTANT will assign, sublet, or transfer their interest in this Contract without the written consent of the other.

Element 4.8 - CONSULTANT's Endorsement

The CONSULTANT will seal and sign all final plans and specifications furnished to the SPONSOR.

Element 4.9 - Disputes

All disputes concerning a question of fact in connection with work not disposed of by agreement between the SPONSOR and the CONSULTANT will be settled through standard court actions.

Element 4.10 - Responsibility for Claims and Liability

The CONSULTANT will save harmless the SPONSOR, AERO, FAA, or other governmental agencies from all claims and liability due to negligence of the CONSULTANT or its subcontractors, except as provided in Element 4.1.

Element 4.11 - Assignment of Antitrust Rights

With regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract, the CONSULTANT hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT.

The CONSULTANT will require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the MDOT under this Contract due to any violation of 15 USC, Sections 1 - 15 and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The CONSULTANT will notify the SPONSOR if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract may have occurred or is threatened to occur. The CONSULTANT will also notify the SPONSOR or AERO if it becomes aware of any persons intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract.

Element 4.12 - Prohibition of Discrimination in State Contracts

The CONSULTANT hereby agrees to comply with the requirements of Appendix A, attached hereto and made a part hereof.

Element 4.13 – Additional Provisions

Additional provisions of this Contract are included as Attachment B.

Element 4.14 – Non-Construction Requirements

The CONSULTANT hereby agrees to comply with the requirements of the Non-construction requirements of Attachment F, attached hereto and made a part hereof.

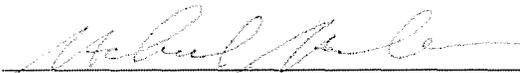
IN WITNESS WHEREOF the parties hereto have fixed their hand this day and date first written above.

ACCEPTED BY THE SPONSOR

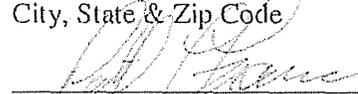
Witness: City of Monroe, Michigan
SPONSOR
120 East First Street
Street Address
Monroe, Michigan 48161
City, State & Zip Code

BY: _____
Authorized Representative of SPONSOR

.....
ACCEPTED BY THE CONSULTANT



Witness: RS&H Michigan, Inc.
CONSULTANT
827 Willow Run Airport, 2nd Floor
Street Address
Ypsilanti, Michigan 48198
City, State & Zip Code

BY: 

Patrick T. Frame, PE
Vice President

INCLUDE THIS PAGE IN ALL CONTRACTS!!

Consultants are advised to use the following attachment schedule. Any additional clauses or requirements should be included in Attachment B. The preceding is the base contract; no changes may be made to the wordage or numbering without the written approval of the Airports Division, Bureau of Aeronautics and Freight Services.

SCHEDULE OF ATTACHMENTS

Attachment A	Prohibition of Discrimination in State Contracts
Attachment B	Additional Provisions
Attachment C	Cost Breakdown
Attachment D	Sketches
Attachment E	Scope of Work/Services
Attachment F	Non-construction contract requirements
Attachment G	Prime CONSULTANT Statement of DBE Subconsultant Payments

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 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 handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will 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, will contain a covenant the same as hereinbefore 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 will 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 Contract, 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 will be notified of such possible remedy and will 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

ATTACHMENT B

Additional Provisions

NONE

ATTACHMENT C

Cost Breakdown

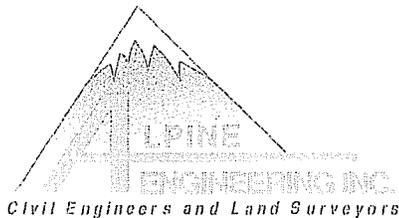


MONROE - CUSTER AIRPORT
 General Consultant Contract or Individual Project
 Attachment C - Cost Breakdown

APRON REHABILITATION - DESIGN

SCOPE / TASK TITLE	PROJ MGR/ DIRECTORS	SENIOR A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASST/ WRD PROC	TOTAL
BASIC SERVICES (LUMP SUM)								
Task 1: Preliminary Design								
Task 1.1 Pre-Design Meeting w/Airport & AERO		4	4					8
Task 1.2 Data Collection			4					4
Task 1.3 Survey Coord. / Pavement Distress Survey			16					16
Task 1.4 Prepare 90% Design Documents								
Plan Sheets			16					16
Draft Engineer's Report			8				2	10
Preliminary Construction Estimate			4					4
Draft Specifications			2					2
Task 1.5 90% Design In-House Q.C. Review		2	2					4
Task 1.6 90% Design Submittal			1				1	2
Task 1.7 Prepare Safety Phasing Plans			2					2
Task 1.8 90% Design Review Meeting		4	4					8
TOTAL HOURS	0	10	63	0	0	0	3	76
RATE	\$79.27	\$59.84	\$40.04	\$30.18	\$23.88	\$20.06	\$16.06	\$41.70
TOTAL DIRECT LABOR \$	\$0	\$598	\$2,523	\$0	\$0	\$0	\$48	\$3,169
OVERHEAD @	184.43%							\$5,845
PROFIT @	11%							\$992
TOTAL BURDENED LABOR @	3.16							\$10,005
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10		#SETS				
Drawings	10			3				\$48
Reports/Specifications		80		3				\$24
TOTAL REPRODUCTION								\$72
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$20.00	\$3.00						
Drawings and Specifications	1	2						\$26
TOTAL POSTAGE/DELIVERY								\$26
SPECIALTY SUBCONSULTANTS								
TASK 1.3 SURVEY	Alpine Engineering / DBE							\$1,900
TOTAL SPECIALTY SUBCONSULTANTS								\$1,900
TRAVEL								
	# People	# Days	Airlare @	Car @	Lodging @	Per Diem @		
			\$500	\$100	\$125	\$25		
Design Kickoff Meeting	2	1	\$0	\$100	\$0	\$50	1	\$150
Data Collection / Pavement Distress Survey	2	1	\$0	\$100	\$0	\$50	1	\$150
Design Review Meeting	2	1	\$0	\$100	\$0	\$50	1	\$150
								\$450
TOTAL ODC's								\$2,448
Total Proposed Fee for:	Task 1: Preliminary Design							\$12,453

SCOPE / TASK TITLE	PROJ MGR/ DIRECTORS	SENIOR A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASST/ WRD PROC	TOTAL
Task 2: 100% (Bid Set) Design								
Task 2.1 Incorporate 90% Review Comments			2					2
Task 2.2 Prepare 100% Design Documents								
Final Plan Sheets			12					12
Final Specifications			2					2
Task 2.3 100% In-House Q.C. Review		2	1					3
Task 2.4 100% Design Submittal			1					1
TOTAL HOURS	0	2	18	0	0	0	0	20
RATE	\$79.27	\$59.84	\$40.04	\$30.18	\$23.88	\$20.06	\$16.06	\$42.02
TOTAL DIRECT LABOR \$	\$0	\$120	\$721	\$0	\$0	\$0	\$0	\$840
OVERHEAD @	184.43%							\$1,550
PROFIT @	11.0%							\$263
TOTAL BURDENED LABOR @	3.16							\$2,653
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES	@	@	#SETS			
Drawings	10				3			\$48
Reports/Specifications		100			3			\$30
TOTAL REPRODUCTION								\$78
POSTAGE/DELIVERY	# PCKGS	# PCKGS	@	@				
Drawings and Specifications	1	2						\$26
TOTAL POSTAGE/DELIVERY								\$26
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @	No. of	
			\$500	\$100	\$125	\$25	Times	
								\$0
TOTAL ODC's								\$104
Total Proposed Fee for:	Task 2: 100% (Bid Set) Design							\$2,757
Task 3: Bid/Award Services								
Task 3.1 Pre-Bid Conference			2					2
Task 3.2 Addenda			1					1
TOTAL HOURS	0	0	3	0	0	0	0	3
RATE	\$79.27	\$59.84	\$40.04	\$30.18	\$23.88	\$20.06	\$16.06	\$40.04
TOTAL DIRECT LABOR \$	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$120
OVERHEAD @	184.43%							\$222
PROFIT @	11.0%							\$38
TOTAL BURDENED LABOR @	3.16							\$379
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES	@	@	#SETS			
Drawings	2				3			\$10
Reports/Specifications		10			3			\$3
TOTAL REPRODUCTION								\$13
POSTAGE/DELIVERY	# PCKGS	# PCKGS	@	@				
Drawings and Specifications	1	2						\$26
TOTAL POSTAGE/DELIVERY								\$26
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @	No. of	
			\$500	\$150	\$125	\$25	Times	
Pre-Bid Conference	1	1	\$0	\$100	\$0	\$25	1	\$125
								\$125
TOTAL ODC's								\$164
Total Proposed Fee for:	Task 3: Bid/Award Services							\$543
Total Proposed Fee for:	APRON REHABILITATION - DESIGN							\$15,800
	Total							\$15,754



46892 West Road, Suite 109
Novi, Michigan 48377
Phone: 248-926-3701
Fax: 248-926-3765

CONTRACT TO PERFORM PROFESSIONAL SERVICES

PROJECT NAME: Monroe Custer Airport- Apron Rehabilitation

Client: RS&H Michigan, Inc.
Address: 827 Willow Run Airport
Ypsilanti, MI 48198

Job No.: 11-404

Contract Date: 12/21/2011

Attention: Michael D. Holdwick, PE

Telephone No.: 734 484-0962

Fax No.: 734 484-0971

PROJECT LOCATION

Communi City of Monroe
County: Monroe

Section: 25

Town: 7 S

Range: 8 E

Alpine Engineering Inc. agrees to perform professional services as described in the Scope of Work for the Fee and Terms as described below. Client acknowledges and agrees to the terms set forth on the attached Fee Schedule and Professional Services Terms and Conditions.

SCOPE OF WORK

Professional surveying services to provide a Design Survey per the Scope of Services provided in the RFP dated December 14, 2011.

FEE & TERMS

\$1,900 Fixed Fee

RETAINER

A cash retainer in the amount of \$0.00 is required prior to commencement of work associated with this project. The retainer will be applied to the final invoice for this project.

Special Conditions:

By signing this contract, the client acknowledges that he/she is an authorized representative and has read and agrees to the terms set fourth in this and attached documents.

ACKNOWLEDGEMENTS

Alpine Engineering Inc.

RS&H Michigan, Inc.



Ginger Michalski-Wallace

Michael D. Holdwick,

Project Manager 12/21/2011
title date

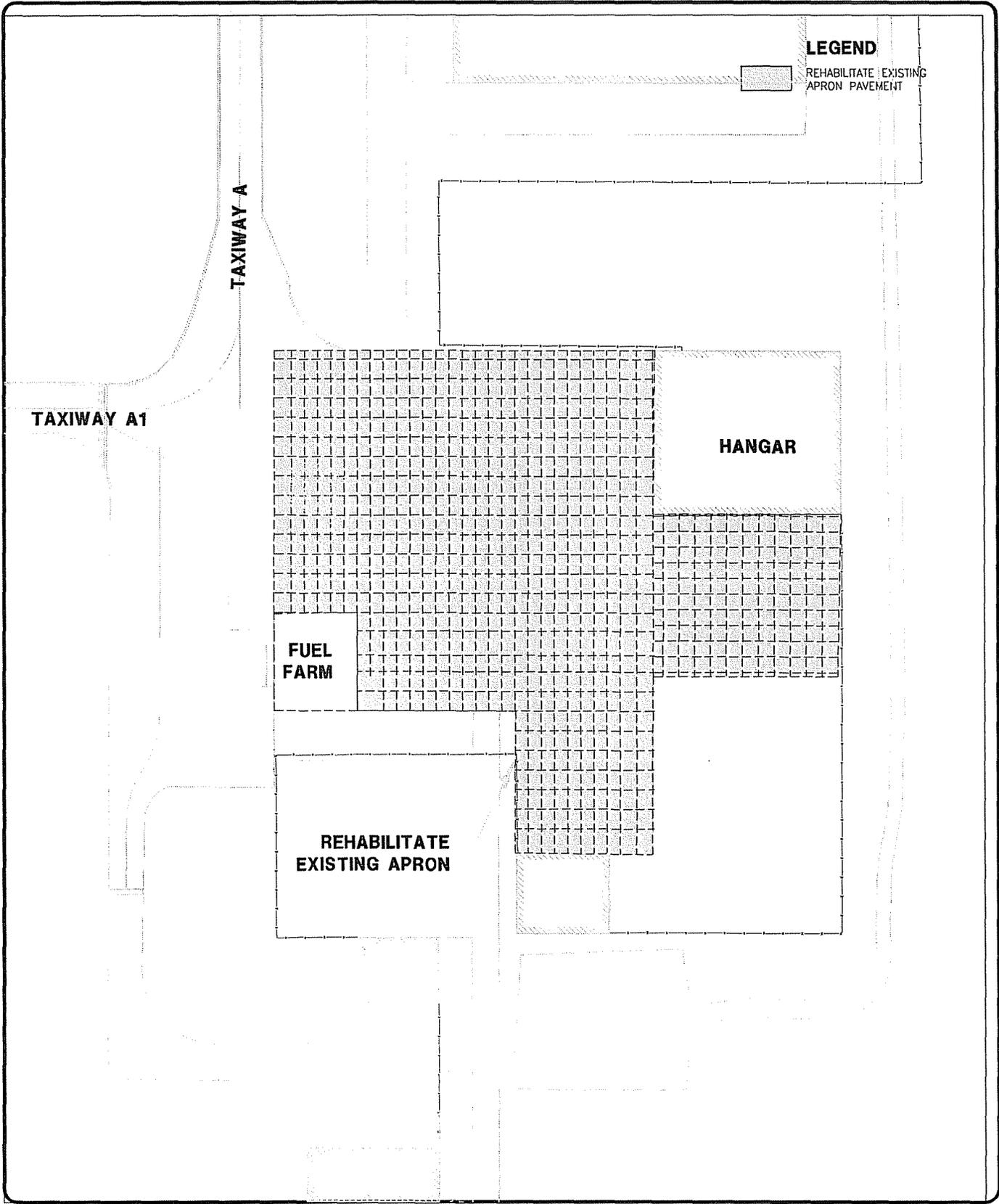
title date

DBE Certified - Disadvantaged Business Enterprise

WBE Certified - Woman Business Enterprise

ATTACHMENT D

**Sketch Showing Location of Work to be
Performed as Part of this Contract**



**MONROE
CUSTER AIRPORT**

RS&H.
IMPROVING YOUR WORLD

**APRON REHABILITATION
SITE PLAN**

ATTACHMENT E

Scope of Work/Services

**ATTACHMENT E
SCOPE OF SERVICES**

APRON REHABILITATION

**CITY OF MONROE
MONROE CUSTER AIRPORT
MONROE, MICHIGAN**

I. PROJECT DESCRIPTION

This project consists of design engineering and bid phase services for Apron Rehabilitation at Monroe Custer Airport, in accordance with FAA and MDOT Bureau of Aeronautics (AERO) standards. Specific elements of work include:

- Portland Cement Concrete Pavement slab replacement design
- Portland Cement Concrete Pavement spall repair design
- Drainage Structure repair design
- Joint repair design
- Safety/Phasing and security design;

Construction Administration (CA) and Resident Project Representation (RPR) services will be negotiated at a later date.

II. PROJECT TASKS

TASK 1: PRELIMINARY DESIGN

Task 1.1

The Consultant shall coordinate and attend one (1) pre-design meeting with the Monroe Custer Airport (MCA) staff at the Airport to establish the preliminary design goals and methods. Site visits and investigations shall be as necessary.

Task 1.2

The Consultant shall collect, review, compile, and summarize available data related to the project. The Consultant will review the MCA files and records to determine relevant information for the Airport to provide, such as survey data, previous design plans and as-built plans, specifications, and geotechnical investigation reports.

Task 1.3

The Consultant shall perform necessary field survey for the project. All survey will be coordinated with MCA prior to surveying. The Consultant shall coordinate and review specific geometric criteria required for topography of existing pavements, concrete joints and drainage structures.

The survey work shall include the following tasks:

- All survey work shall be performed in the Michigan State Plane coordinate system.
- Survey shall be performed at appropriate intervals within the project area. Spot elevations at appropriate intervals shall be included. Spot elevations along any pavement shall be at all concrete pavement joints within project limits.
- Accurately locate any inlets, manholes, utilities, edge lights, signs, navoids, edges of pavement, etc. which are within the project limits and provide top elevations only for each structure. Pipe sizes entering and exiting all structures shall be accurately noted.
- Fillets at all pavement intersections shall be supplemented with sufficient intermediate locations and elevations to provide accurate contouring of the intersections.
- An accurate plan of all facilities within the project limits shall be provided, as well as all appurtenant structures adjacent to or near the limits.
- All pavement grades shall be measured to the nearest hundredth of a foot and ground shots to the nearest tenth of a foot. All foot contours shall be interpolated and shown on the survey drawings and electronic files. The contours shall take into account all faults, break lines, etc.
- Show and site benchmark locations and elevations. Benchmarks shall be set using a closed loop from an established USGS benchmark on the airport. All level runs, benchmark descriptions and USGS benchmark descriptions shall be clearly recorded.
- Perform pavement distress survey and mapping.

All survey data will be provided to the MCA, if requested, in an acceptable format.

Task 1.4

The Consultant shall prepare 90-percent schematic drawings, plans, outline specifications, estimate of probable construction cost, and preliminary Engineer's Report. The preliminary design shall evaluate and identify specific elements of the project for a technically and economically sound project. This shall include a detailed pavement rehabilitation report depicting the surveyed pavement distresses and repair alternatives and recommendations. The 90% estimate of probable construction cost shall include a 5% contingency. The development of the preliminary design will be coordinated with MCA authorized representative(s).

Task 1.5

The Consultant shall conduct in-house quality control review of the preliminary design plans, specifications, estimate of probable construction cost, and preliminary Engineer's Report prior to submittal to MCA authorized representative(s).

Task 1.6

The Consultant shall submit three (3) sets of the preliminary plans, specifications, estimate of probable construction cost, and preliminary Engineer's Report to MCA for review, comment, and approval to proceed to 100% design.

Task 1.7

The Consultant shall prepare Safety and Phasing plans for the project. Plans to be developed for this task include:

- Contract Layout Plans
- Safety/Phasing Plans
- Safety Notes and Details

The Consultant shall submit the Safety/Phasing plans to MCA.

The Consultant shall prepare FAA Form 7460-1 and other appropriate documentation for FAA airspace review for the project, and submit to MCA for submittal to the FAA for review and comment.

Task 1.8

The Consultant shall coordinate and attend one (1) meeting at MCA to review the 90% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. MCA authorized representative(s) will provide any additional written comments to the Consultant within two weeks of receipt of the design review meeting minutes.

TASK 3: 100% (BID SET) DESIGN

Task 2.1

The Consultant shall review all comments received from MCA authorized representative(s) from 90% design submittal review and incorporate applicable comments into the plans, specifications, estimate of probable construction cost, and Engineer's Report.

Task 2.2

The Consultant shall prepare 100% plans, specifications, estimate of probable construction cost, and Final Engineer's Report. The development of the 100% design documents will be coordinated with MCA authorized representative(s).

Task 2.3

The Consultant shall conduct an in-house quality control review of the 100% design plans, specifications, estimate of probable construction cost, and Final Engineer's Report prior to submittal to MCA authorized representative(s).

Task 2.4

The Consultant shall submit to AERO all required documentation for AERO's use in bidding the project, including plans, supplemental specifications, and cost estimates.

TASK 3: BID/AWARD SERVICES

Task 3.1

The Consultant shall attend a pre-bid conference at the Airport, receive comments, record the minutes of the conference and distribute to MCA authorized representative(s), AERO, and prospective contractors.

Task 3.2

The Consultant shall issue to MCA and AERO, for use by AERO in issuing addenda, all required information to revise plans, specifications and other contract documents prepared by the Consultant in order to (1) provide clarifications, (2) correct discrepancies, or (3) correct errors and/or omissions.

III. PRESENTATIONS AND/OR MEETINGS

The Consultant will prepare for and attend the following meetings:

- 1) Project Pre-design or Kick-off Meeting
- 2) Project 90% Design Review Meeting
- 3) Pre-Bid Conference at Airport

IV. DELIVERABLES

The Consultant will provide the following deliverables:

- 1) 3 Sets of 90% Plans, Specifications, Cost Estimate, and Engineer's Report
- 2) 3 Sets of 100% (Bid Set) Plans, Supplemental Specifications and Cost Estimate
- 3) 8 sets of safety & phasing plans, 7460-1 Forms, and other documentation as necessary for FAA airspace and safety/phasing reviews

V. SCHEDULE

Project Pre-Design or Kick-Off Meeting	TBD
Project 90% Design Review Meeting	TBD
Bid Set due to AERO	TBD
Pre-Bid Conference	TBD
Bid Opening	TBD

Attachment F

NON-CONSTRUCTION CONTRACT

Appendix B

(Aeronautics)

CIVIL RIGHTS ACT OF 1964, TITLE VI – 49 CFR PART 21 CONTRACTUAL REQUIREMENTS

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 will comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, 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, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will 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 will 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 will provide all information and reports required by the Regulations or directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the SPONSOR or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the SPONSOR or the FAA, as appropriate, and will 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 SPONSOR will impose such contract sanctions as it or the FAA 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 will include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the SPONSOR or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. 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 SPONSOR to enter into such litigation to protect the interests of the SPONSOR and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520
GENERAL CIVIL RIGHTS PROVISIONS
49 U.S.C. 47123**

The contractor assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person will, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport a program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases the provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the airport SPONSOR or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the airport SPONSOR or any transferee retains ownership or possession of the property. In the case of contractors, this provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

**ACCESS TO RECORDS AND REPORTS
49 CFR PART 18.36(i)**

The Contractor will maintain an acceptable cost accounting system. The Contractor agrees to provide the SPONSOR, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representative's access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this Contract for a period of not less than three years after final payment is made and all pending matters are closed.

RIGHTS TO INVENTIONS
49 CFR Part 18.36(i)(8)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the SPONSOR of the Federal grant under which this contract is executed.

Appendix C
Assurances that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR § 26.13)
(Revised October 1, 2005)

- 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, subrecipient 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.

LOBBYING AND INFLUENCING FEDERAL EMPLOYEES
49 CFR Part 20, Appendix A

(1) No Federal appropriated funds will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant and the amendment or modification of any Federal grant.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant, the contractor will complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions.

TRADE RESTRICTION CLAUSE
49 CFR PART 30

The contractor or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract will be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the SPONSOR cancellation of the contract at no cost to the Government.

Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The contractor will provide immediate written notice to the SPONSOR if the contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the SPONSOR cancellation of the contract or subcontract for default at no cost to the Government.

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

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

TERMINATION OF CONTRACT
49 CFR Part 18.36(i)(2)

For all contracts in excess of \$10,000:

- a. The SPONSOR may, by written notice, terminate this contract in whole or in part at any time, either for the SPONSOR's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services will be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the SPONSOR.
- b. If the termination is for the convenience of the SPONSOR, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the contractor's obligations, the SPONSOR may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor will be liable to the SPONSOR for any additional cost occasioned to the SPONSOR thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination will be deemed to have been effected for the convenience of the SPONSOR. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the SPONSOR provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**
49 CFR Part 29

For all contracts in excess of \$25,000:

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it will attach an explanation to this solicitation/proposal.

BREACH OF CONTRACT TERMS
49 CFR Part 18.36

For all contracts in excess of \$100,000:

Any violation or breach of terms of this contract on the part of the contractor or their subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this Contract. The duties and obligations imposed by the Contract Documents and the rights and remedies available there under will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

CLEAN AIR AND WATER POLLUTION CONTROL
49 CFR Part 18.36(i)(12)
(April 14, 2008)

Contractors and subcontractors agree for all contracts in excess of \$100,000:

- a. That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- b. To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued there under;
- c. That, as a condition for the award of this contract, the contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- d. To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

Prime CONSULTANT Statement of DBE Sub-CONSULTANT Payments

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime CONSULTANT in meeting contractual obligations to DBEs.

PRIME CONSULTANT:	<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.	CONTRACT NO.
BILLING PERIOD:		Check if Final Payment <input type="checkbox"/>	JOB NO.

CERTIFIED DBE SUBCONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS REPORTING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE

As the authorized representative of the above prime CONSULTANT, I state that, to the best of my knowledge, this information is true and accurate.

PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE (SIGNATURE)	TITLE	DATE
--	-------	------

COMMENTS:

CONTRACT ADMINISTRATOR (SIGNATURE)	DATE
------------------------------------	------

INSTRUCTIONS

PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subCONSULTANTS. Complete and submit to the Contract Administrator with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subCONSULTANT during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime CONSULTANT and the subCONSULTANT.

For "Cumulative Dollar Value of Services Completed" report the total amount the subCONSULTANT has earned since beginning this project.

For "Deductions," report deductions made by the prime CONSULTANT to the subCONSULTANT's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subCONSULTANT according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subCONSULTANT for services completed.

For "Actual Amount Paid During this Reporting Period" report actual payments made to the subcontractor for services during this reporting period.

Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

MDOT CONTRACT ADMINISTRATOR:

Complete "Comments" if necessary, sign, date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? call Toll-free, 1-866-DBE-1264



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

February 12, 2012

Pat Lewis, PE, City Engineer
120 East First Street
Monroe, Michigan 48161

Dear Mr. Lewis:

Subject: Monroe Custer Airport
Monroe, Michigan
Federal Project No.: B-26-0067-1211
Contract ID: 58418-115375
Recommendation to Award

Bids were received on the subject contract on February 3, 2012. Attached for your records is one copy of the Recommendation to Award and the Bid Tabulations.

The contracts will be mailed to Salenbien Trucking and Excavating, who will be instructed to furnish this office with proper bonds and insurance certificates. Upon receipt of the signed contracts from the low bidder, we will forward the contracts to you for signature by the authorized local officials.

If you have any questions, please contact this office.

Sincerely,

Kelly Badra, Construction Contracts Specialist
Airport Services Division

Attachment

cc: Scott Davidson, Airport Manager
Aaron Aljets, PE, Reynolds Smith & Hills, Inc.
Carol Aldrich, PE, AERO Project Manager
file

BID TABULATION AND RECOMMENDATION FOR CONTRACT AWARD
MDOT-Airports Division

Monroe Custer Airport
Monroe, Michigan

Federal Project No.: B-26-0067-1211

Federal Item No.: AK2617

Contract ID: 58418-115375

Description: Runway 3/21 drainage improvements at Monroe Custer Airport, city of Monroe, Monroe County

Consultant: Reynolds Smith & Hills, Inc.
Aaron Aljets, PE
827 Willow Run Airport, 2nd Floor
Ypsilanti MI 48198
Phone: 734-484-0962
Fax: 734-484-0971
email: aaron.aljets@rsandh.com

Bids Submitted: Item No. 1202 014- On Friday, February 3, 2012, at 10:30 a.m., LOCAL TIME., at the VANWAGONER BLDG, 1ST FLR ONE WEST CONF 425 W. OTTAWA ST., LANSING, MI 48933.

Engineer's Estimate-5% DBE (\$232,530.00)

Bids Received: (Low Bid 27.69% below Engineer's Estimate)

Salenbien Trucking and Excavating	\$ 168,152.00
L.J. Construction, Inc.	\$ 192,779.00
Springline Excavating, LLC	\$ 197,110.00
Commerce Construction & Landscaping	\$ 209,567.50
Genesis Construction Services, Inc.	\$ 223,443.83
Erie Construction, LLC	\$ 224,441.00
Carlo Construction, Inc.	\$ 226,215.80
Mead Bros. Excavating Inc.	\$ 227,970.00
Florence Cement Company	\$ 235,366.00
Pamar Enterprises, Inc.	\$ 245,260.00
C & D Hughes, Inc.	\$ 299,430.00

Bids Opened By:)
Bids Recorded By:) Michigan Department of Transportation
Bids Read By:)

REMARKS: See attached Tabulation of Bids. The bids have been reviewed for bid improprieties according to the criteria in FAA's Order 5100.38. Notification of the Office of Inspector General will not be required.

Recommendation for Approval

1. As agent for the Monroe Custer Airport, MDOT-Airport Services Division recommends the award of Contract ID 58418-115375 as follows:

Salenbien Trucking and Excavating
18419 Milwaukee Road
Dundee, MI 48131-9667
Phone: 734-529-3823
Fax: 734-529-3848
Email: salenbienexcavating@yahoo.com

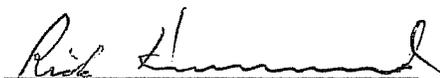
Amount: \$168,152.00

Recommendation to Award
Monroe Custer Airport – Monroe, Michigan
Contract ID: 58418-115375
Page 2

2. Award of this contract shall not be effective until the awardee is notified in writing.

Recommended for Approval

Date: February 8, 2012



Rick Hammond, Administrator
Airport Services Division
MICHIGAN DEPARTMENT OF TRANSPORTATION

TABULATION OF BIDS

CALL ORDER : 014
 LETTING DATE : 02/03/12 10:30 A.M.

CONTRACT ID : 58418-115375
 REGION : UNIVERSITY
 CONTRACT TIME : 30 Calendar Days

COUNTIES : Monroe County

CONTRACT DESCRIPTION :
 Runway 3/21 Drainage Improvements at Monroe Custer Airport,
 city of Monroe, Monroe County.

PROJECT(S) : B-26-0067-1211

VENDOR RANKING :

RANK	VENDOR NO./NAME	TOTAL BID	% OF LOW BID	% OF EST
0	-EST- ENGINEER'S ESTIMATE	\$ 232,530.00	138.2856%	100.0000%
1	06551 Salenbien Trucking and Excavating, Inc.	\$ 168,152.00	100.0000%	72.3141%
2	08183 L.J. Construction, Inc.	\$ 192,779.00	114.6457%	82.9050%
3	07181 Springline Excavating, LLC	\$ 197,110.00	117.2213%	84.7676%
4	08319 Commerce Construction & Landscaping, Inc.	\$ 209,567.50	124.6298%	90.1249%
5	07167 Genesis Construction Services, Inc.	\$ 223,443.83	132.8821%	96.0925%
6	06862 Erie Construction, LLC	\$ 224,441.00	133.4751%	96.5213%
7	07114 Carlo Construction, Inc.	\$ 226,215.80	134.5305%	97.2846%
8	00616 Mead Bros. Excavating Inc.	\$ 227,970.00	135.5738%	98.0390%
9	00891 Florence Cement Company	\$ 235,366.00	139.9722%	101.2196%
10	02920 Pamar Enterprises, Inc.	\$ 245,260.00	145.8561%	105.4746%
11	01682 C & D Hughes, Inc.	\$ 299,430.00	178.0710%	128.7705%

LINE NO / ITEM CODE / ALT ITEM DESCRIPTION	QUANTITY	(0) -EST- ENGINEER'S ESTIMATE		(1) 06551 Salenbien Trucking and Excav		(2) 08183 L.J. Construction, Inc.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SECTION 0001 Federal, State, Local							
0010 1000400 Mobilization and General Conditions	1.000 LS	20000.00000	20000.00	18000.00000	18000.00	20000.00000	20000.00
0020 1000410 Safety and Security	1.000 LS	5000.00000	5000.00	2400.00000	2400.00	6000.00000	6000.00
0030 7010535 Concrete Culvert & Sewer Pipe 12", Reinforced, C76, Class III	310.000 Lft	40.00000	12400.00	28.00000	8680.00	27.00000	8370.00
0040 7010536 Concrete Culvert & Sewer Pipe 15", Reinforced, C76, Class III	55.000 Lft	50.00000	2750.00	32.00000	1760.00	55.00000	3025.00
0050 7017050 Misc. Precast Concrete End Section for 15" Pipe, Inc. Rip Rap	1.000 Ea	1500.00000	1500.00	800.00000	800.00	1300.00000	1300.00
0060 7017050 Misc. Precast Concrete End Section for 6" Pipe	2.000 Ea	1000.00000	2000.00	600.00000	1200.00	200.00000	400.00
0070 7057001 Misc. 6" Underdrain with Porous Underdrain Backfill and Cleanouts as Specified	10800.000 Lft	15.00000	162000.00	11.00000	118800.00	10.88000	117504.00

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

PAGE : 014 -2

TABULATION OF BIDS

CALL ORDER : 014
 LETTING DATE : 02/03/12 10:30 A.M.

CONTRACT ID : 58418-115375
 REGION : UNIVERSITY

COUNTIES : Monroe County

LINE NO / ITEM CODE / ALT ITEM DESCRIPTION	QUANTITY	(0) -EST- ENGINEER'S ESTIMATE		(1) 06551 Salenbien Trucking and Excav		(2) 08183 L.J. Construction, Inc.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0080 7510595 Drainage Structure Cover, Design as Specified, in Place	1.000 Ea	500.00000	500.00	800.00000	800.00	500.00000	500.00
0090 7517050 Misc. Catch Basin 4' Diam, as specified	1.000 Ea	2000.00000	2000.00	1000.00000	1000.00	1200.00000	1200.00
0100 7517050 Misc. Reconstruct Existing Catch Basin	6.000 Ea	1000.00000	6000.00	600.00000	3600.00	550.00000	3300.00
0110 8007001 Misc. Silt Fence	340.000 Lft	2.00000	680.00	1.00000	340.00	2.00000	680.00
0120 8007050 Misc. Catch Basin Low Point Filter	7.000 Ea	100.00000	700.00	250.00000	1750.00	200.00000	1400.00
0130 9017012 Misc. Drilled Seeding (Mixture B) with Hydromulch (Wood Fiber), Inc. Fertilizer	3.000 Acre	2000.00000	6000.00	3000.00000	9000.00	2000.00000	6000.00
0140 9050510 Topsoiling From On-Site Cut or Stockpil	2200.000 cyd	5.00000	11000.00	0.01000	22.00	10.50000	23100.00
SECTION TOTALS		\$	232,530.00	\$	168,152.00	\$	192,779.00
CONTRACT TOTALS		\$	232,530.00	\$	168,152.00	\$	192,779.00

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

PAGE : 014 -3

TABULATION OF BIDS

CALL ORDER : 014
 LETTING DATE : 02/03/12 10:30 A.M.

CONTRACT ID : 58418-115375
 REGION : UNIVERSITY

COUNTIES : Monroe County

LINE NO / ITEM CODE / ALT ITEM DESCRIPTION	QUANTITY	(3) 07181 Springline Excavating, LLC		(4) 08319 Commerce Construction & Land		(5) 07167 Genesis Construction Services	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SECTION 0001 Federal, State, Local							
0010 1000400 Mobilization and General Conditions	1.000 LS	13500.00000	13500.00	22150.00000	22150.00	22000.00000	22000.00
0020 1000410 Safety and Security	1.000 LS	15500.00000	15500.00	20850.00000	20850.00	19000.00000	19000.00
0030 7010535 Concrete Culvert & Sewer Pipe 12", Reinforced, C76, Class III	310.000 Lft	25.00000	7750.00	39.75000	12322.50	29.64000	9188.40
0040 7010536 Concrete Culvert & Sewer Pipe 15", Reinforced, C76, Class III	55.000 Lft	28.00000	1540.00	42.00000	2310.00	39.66000	2181.30
0050 7017050 Misc. Precast Concrete End Section for 15" Pipe, Inc. Rip Rap	1.000 Ea	500.00000	500.00	1000.00000	1000.00	1499.11000	1499.11
0060 7017050 Misc. Precast Concrete End Section for 6" Pipe	2.000 Ea	170.00000	340.00	500.00000	1000.00	93.64000	187.28
0070 7057001 Misc. 6" Underdrain with Porous Underdrain Backfill and Cleanouts as Specified	10800.000 Lft	12.80000	138240.00	10.25000	110700.00	13.18000	142344.00
0080 7510595 Drainage Structure Cover, Design as Specified, in Place	1.000 Ea	800.00000	800.00	2000.00000	2000.00	388.44000	388.44
0090 7517050 Misc. Catch Basin 4' Diam, as specified	1.000 Ea	950.00000	950.00	2500.00000	2500.00	1227.55000	1227.55
0100 7517050 Misc. Reconstruct Existing Catch Basin	6.000 Ea	950.00000	5700.00	600.00000	3600.00	700.70000	4204.20
0110 8007001 Misc. Silt Fence	340.000 Lft	2.25000	765.00	1.50000	510.00	1.50000	510.00
0120 8007050 Misc. Catch Basin Low Point Filter	7.000 Ea	175.00000	1225.00	75.00000	525.00	150.15000	1051.05
0130 9017012 Misc. Drilled Seeding (Mixture B) with Hydromulch (Wood Fiber), Inc. Fertilizer	3.000 Acre	1490.00000	4470.00	3800.00000	11400.00	2887.50000	8662.50
0140 9050510 Topsoiling From On-Site Cut or Stockpil	2200.000 Cyd	2.65000	5830.00	8.50000	18700.00	5.00000	11000.00
SECTION TOTALS		\$	197,110.00	\$	209,567.50	\$	223,443.83
CONTRACT TOTALS		\$	197,110.00	\$	209,567.50	\$	223,443.83

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

PAGE : 014 -4

TABULATION OF BIDS

CALL ORDER : 014
 LETTING DATE : 02/03/12 10:30 A.M.

CONTRACT ID : 58418-115375
 REGION : UNIVERSITY

COUNTIES : Monroe County

LINE NO / ITEM CODE / ALT ITEM DESCRIPTION	QUANTITY	(6) 06862 Erie Construction, LLC		(7) 07114 Carlo Construction, Inc.		(8) 00616 Mead Bros. Excavating Inc.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SECTION 0001 Federal, State, Local							
0010 1000400 Mobilization and General Conditions	1.000 LS	31984.61000	31984.61	28008.35000	28008.35	13500.00000	13500.00
0020 1000410 Safety and Security	1.000 LS	4320.00000	4320.00	11788.30000	11788.30	2000.00000	2000.00
0030 7010535 Concrete Culvert & Sewer Pipe 12", Reinforced, C76, Class III	310.000 Lft	31.44000	9746.40	46.20000	14322.00	30.00000	9300.00
0040 7010536 Concrete Culvert & Sewer Pipe 15", Reinforced, C76, Class III	55.000 Lft	105.50000	5802.50	60.21000	3311.55	40.00000	2200.00
0050 7017050 Misc. Precast Concrete End Section for 15" Pipe, Inc. Rip Rap	1.000 Ea	738.84000	738.84	1186.40000	1186.40	600.00000	600.00
0060 7017050 Misc. Precast Concrete End Section for 6" Pipe	2.000 Ea	2560.00000	5120.00	750.50000	1501.00	200.00000	400.00
0070 7057001 Misc. 6" Underdrain with Porous Underdrain Backfill and Cleanouts as Specified	10800.000 Lft	12.58000	135864.00	12.15000	131220.00	16.70000	180360.00
0080 7510595 Drainage Structure Cover, Design as Specified, in Place	1.000 Ea	473.15000	473.15	628.85000	628.85	600.00000	600.00
0090 7517050 Misc. Catch Basin 4' Diam, as specified	1.000 Ea	904.54000	904.54	1253.00000	1253.00	2000.00000	2000.00
0100 7517050 Misc. Reconstruct Existing Catch Basin	6.000 Ea	1280.00000	7680.00	777.70000	4666.20	400.00000	2400.00
0110 8007001 Misc. Silt Fence	340.000 Lft	2.88000	979.20	4.75000	1615.00	1.50000	510.00
0120 8007050 Misc. Catch Basin Low Point Filter	7.000 Ea	135.68000	949.76	116.45000	815.15	100.00000	700.00
0130 9017012 Misc. Drilled Seeding (Mixture B) with Hydromulch (Wood Fiber), Inc. Fertilizer	3.000 Acre	3744.00000	11232.00	2070.00000	6210.00	3000.00000	9000.00
0140 9050510 Topsoiling From On-Site Cut or Stockpil	2200.000 Cyd	3.93000	8646.00	8.95000	19690.00	2.00000	4400.00
SECTION TOTALS		\$	224,441.00	\$	226,215.80	\$	227,970.00
CONTRACT TOTALS		\$	224,441.00	\$	226,215.80	\$	227,970.00

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

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TABULATION OF BIDS

CALL ORDER : 014
 LETTING DATE : 02/03/12 10:30 A.M.

CONTRACT ID : 58418-115375
 REGION : UNIVERSITY

COUNTIES : Monroe County

LINE NO / ITEM CODE / ALT ITEM DESCRIPTION	QUANTITY	(9) 00891 Florence Cement Company		(10) 02920 Pamar Enterprises, Inc.		(11) 01682 C & D Hughes, Inc.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SECTION 0001 Federal, State, Local							
0010 1000400 Mobilization and General Conditions	1.000 Ls	47300.00000	47300.00	45000.00000	45000.00	35000.00000	35000.00
0020 1000410 Safety and Security	1.000 Ls	2170.00000	2170.00	10000.00000	10000.00	15000.00000	15000.00
0030 7010535 Concrete Culvert & Sewer Pipe 12", Reinforced, C76, Class III	310.000 Lft	24.00000	7440.00	33.00000	10230.00	50.00000	15500.00
0040 7010536 Concrete Culvert & Sewer Pipe 15", Reinforced, C76, Class III	55.000 Lft	51.00000	2805.00	37.00000	2035.00	60.00000	3300.00
0050 7017050 Misc. Precast Concrete End Section for 15" Pipe, Inc. Rip Rap	1.000 Ea	715.00000	715.00	500.00000	500.00	1000.00000	1000.00
0060 7017050 Misc. Precast Concrete End Section for 6" Pipe	2.000 Ea	365.00000	730.00	175.00000	350.00	200.00000	400.00
0070 7057001 Misc. 6" Underdrain with Porous Underdrain Backfill and Cleanouts as Specified	10800.000 Lft	13.10000	141480.00	12.25000	132300.00	18.00000	194400.00
0080 7510595 Drainage Structure Cover, Design as Specified, in Place	1.000 Ea	400.00000	400.00	650.00000	650.00	1000.00000	1000.00
0090 7517050 Misc. Catch Basin 4' Diam, as specified	1.000 Ea	2650.00000	2650.00	2500.00000	2500.00	2000.00000	2000.00
0100 7517050 Misc. Reconstruct Existing Catch Basin	6.000 Ea	235.00000	1410.00	1750.00000	10500.00	600.00000	3600.00
0110 8007001 Misc. Silt Fence	340.000 Lft	2.40000	816.00	2.00000	680.00	2.00000	680.00
0120 8007050 Misc. Catch Basin Low Point Filter	7.000 Ea	140.00000	980.00	95.00000	665.00	150.00000	1050.00
0130 9017012 Misc. Drilled Seeding (Mixture B) with Hydromulch (Wood Fiber), Inc. Fertilizer	3.000 Acre	1490.00000	4470.00	3350.00000	10050.00	1500.00000	4500.00
0140 9050510 Topsoiling From On-Site Cut or Stockpil	2200.000 Cyd	10.00000	22000.00	9.00000	19800.00	10.00000	22000.00
SECTION TOTALS		\$	235,366.00	\$	245,260.00	\$	299,430.00
CONTRACT TOTALS		\$	235,366.00	\$	245,260.00	\$	299,430.00

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

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LOW BID ITEM ANALYSIS

CALL ORDER : 014
 LETTING DATE : 02/03/12

CONTRACT ID : 58418-115375

COUNTIES : Monroe County

CONTRACT TIME : 30 Calendar Days

PROJECT(S) : B-26-0067-1211

CONTRACT DESCRIPTION :
 Runway 3/21 Drainage Improvements at Monroe Custer Airport,
 city of Monroe, Monroe County.

RANK	VENDOR	VENDOR NAME	TOTAL BID	APPARENT RANK	% OF EST	% OF LOW BID
1	06551	Salenbien Trucking and Excavating, Inc.	\$ 168,152.00	1	72.3141	100.0000
2	08183	L.J. Construction, Inc.	\$ 192,779.00	2	82.9050	114.6457
3	07181	Springline Excavating, LLC	\$ 197,110.00	3	84.7676	117.2213
4	08319	Commerce Construction & Landscaping, Inc	\$ 209,567.50	4	90.1249	124.6298
5	07167	Genesis Construction Services, Inc.	\$ 223,443.83	5	96.0925	132.8821
6	06862	Erie Construction, LLC	\$ 224,441.00	6	96.5213	133.4751
7	07114	Carlo Construction, Inc.	\$ 226,215.80	7	97.2846	134.5305
8	00616	Mead Bros. Excavating Inc.	\$ 227,970.00	8	98.0390	135.5738
9	-EST-	ENGINEER'S ESTIMATE	\$ 232,530.00	9	100.0000	138.2856
10	00891	Florence Cement Company	\$ 235,366.00	10	101.2196	139.9722
11	02920	Pamar Enterprises, Inc.	\$ 245,260.00	11	105.4746	145.8561
12	01682	C & D Hughes, Inc.	\$ 299,430.00	12	128.7705	178.0710

LINE	ITEM/DESCRIPTION	QUANTITY	ESTIMATED PRICE	BID PRICE/ UNITS	ESTIMATED AMOUNT	BID AMOUNT	BID EST %	OVERRUN/ UNDERRUN
SECTION NO. 0001 Federal, State, Local								
0010	1000400	1.000	20,000.00000	18,000.00000	20,000.00	18,000.00000	90.0000	-2,000.00
	Mobilization and General Conditions			LS				
0020	1000410	1.000	5,000.00000	2,400.00000	5,000.00	2,400.00000	48.0000	-2,600.00
	Safety and Security			LS				
0030	7010535	310.000	40.00000	28.00000	12,400.00	8,680.00000	70.0000	-3,720.00
	Concrete Culvert & Sewer Pipe 12",Reinforced, C76, Class III			Lft				
0040	7010536	55.000	50.00000	32.00000	2,750.00	1,760.00000	64.0000	-990.00
	Concrete Culvert & Sewer Pipe 15",Reinforced, C76, Class III			Lft				
0050	7017050	1.000	1,500.00000	800.00000	1,500.00	800.00000	53.3333	-700.00
	Misc.			Ea				
0060	7017050	2.000	1,000.00000	600.00000	2,000.00	1,200.00000	60.0000	-800.00
	Misc.			Ea				
0070	7057001	10,800.000	15.00000	11.00000	162,000.00	118,800.00000	73.3333	-43,200.00
	Misc.			Lft				
0080	7510595	1.000	500.00000	800.00000	500.00	800.00000	160.0000	300.00
	Drainage Structure Cover, Design as Specified, in Place			Ea				

MICHIGAN DEPARTMENT OF TRANSPORTATION

DATE : 02/08/12

PAGE : 014 -2

LOW BID ITEM ANALYSIS

CALL ORDER : 014
 LETTING DATE : 02/03/12

CONTRACT ID : 58418-115375

COUNTIES : Monroe County

LINE	ITEM/ DESCRIPTION	QUANTITY	ESTIMATED PRICE	BID PRICE/ UNITS	ESTIMATED AMOUNT	BID AMOUNT	BID EST %	OVERRUN/ UNDERRUN
0090	7517050	1.000	2,000.00000	1,000.00000		1,000.00000	50.0000	
	Misc.			Ea	2,000.00			-1,000.00
0100	7517050	6.000	1,000.00000	600.00000	6,000.00	3,600.00000	60.0000	-2,400.00
	Misc.			Ea				
0110	8007001	340.000	2.00000	1.00000	680.00	340.00000	50.0000	-340.00
	Misc.			Lft				
0120	8007050	7.000	100.00000	250.00000	700.00	1,750.00000	250.0000	1,050.00
	Misc.			Ea				
0130	9017012	3.000	2,000.00000	3,000.00000	6,000.00	9,000.00000	150.0000	3,000.00
	Misc.			Acre				
0140	9050510	2,200.000	5.00000	0.01000	11,000.00	22.00000	0.2000	-10,978.00
	Topsoiling From On-Site Cut or Stockpile			Cyd				
SECTION 0001 SUBTOTAL					232,530.00	168,152.00	72.3141	-64,378.00
CONTRACT TOTAL FOR CALCULATED LOW BIDDERS BID ITEMS					232,530.00	168,152.00	72.3141	-64,378.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Rental Housing Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid rental housing invoices. Also attached is a resolution in accordance with Chapter 550, Rental Properties, of the Code of the City of Monroe, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing, those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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: C. Evans 

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Chapter 550, Rental Properties, of the Code of the City of Monroe
2 establishes the standards for the maintenances of sanitary and safe residential rental structures,
3 and requires City Council, by resolution, to fix and determine the fees and charges for the
4 periodic inspections; and

5 **WHEREAS**, invoices were prepared and sent to the last known owners, as reflected by
6 the current tax roll, for the inspection fees; and

7 **WHEREAS**, pursuant to Section 550-7, Inspection fees, any unpaid inspection fees shall
8 become a lien on the property; and

9 **WHEREAS**, the attached is a listing of persons who have failed to make payment on
10 said invoices, and the cost of such payment shall be charged upon the premises as a special
11 assessment to be levied on the 2012 tax roll; and

12 **WHEREAS**, such special assessment shall be subject to review and confirmation, after
13 proper notice is given.

14 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16,
15 2012 at 7:30 p.m. during the regular City Council meeting to review and hear objections in
16 determining the propriety of said special assessment upon the 2012 tax roll; and

17 **BE IT FURTHER RESOLVED**, that the Clerk-Treasurer be directed to give notice of
18 such public hearing and review by City Council as required by the City of Monroe Charter; and

19 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council
20 it shall be a lien upon the premises and the same shall be collected in the same manner as other
21 City taxes.

22 Dated: April 2, 2012

2012 Delinquent Rental Inspections - 3/23/12

<u>Name</u>	<u>Mailing address</u>	<u>City</u>	<u>Invoice</u>	<u>Amount</u>	<u>Parcel #</u>
KOPKE, JONATHON S	51 E LORAIN ST	MONROE MI 48162	CR102487	300.00	69-01296-000
FEDERAL NAT'L MORTGAGE ASSOC	425 PHILLIPS BLVD	TRENTON NJ 08618	CR112494	300.00	29-00404-021
BALDWIN, JOHN L JR	12136 EGGERT	DUNDEE MI 48131	CR112505	300.00	29-00368-001
BALDWIN, JOHN L JR	12136 EGGERT	DUNDEE MI 48131	CR112506	300.00	29-00368-001
JSC HOLDINGS COMPANY, LLC	135 OAK ST	TOLEDO OH 43460	CR112543	300.00	29-00112-000
JSC HOLDINGS COMPANY, LLC	135 OAK ST	TOLEDO OH 43460	CR112544	300.00	29-00112-000
LAROY, JACOB & CHRISTINA	865 FIX RD	MONROE MI 48162	CR112547	300.00	29-00437-000
HUDSON, JORDAN A	1026 E SECOND ST	MONROE MI 48161	CR112565	300.00	49-01137-000
ROGERS, HILLARY S	57 HOOVER AVE #2	BLOOMFIELD NJ 07003-5227	CR112566	300.00	49-01192-000
MURPHY, GEORGE F & CHERYL L (TR)	2501 S FLAGLER DR	WEST PALM BEACH FL 33401	CR112592	300.00	19-00980-000
DICARLO, VITO & BERNADINE	935 CHERRY ST	MONROE MI 48161	CR112606	300.00	49-00929-000
H50840 WINCHESTER TRUST	PO BOX 102	NEW BALTIMORE MI 48047	CR112610	300.00	49-01206-000
H50840 WINCHESTER TRUST	PO BOX 102	NEW BALTIMORE MI 48047	CR112611	300.00	49-01206-000
TORO, AARON & HILARY	31344 HANDSOMER DR	FLAT ROCK MI 48134	CR112625	300.00	69-00916-000
WELCH, RICHARD & LAVONDA	13725 LAPLAISANCE RD	MONROE MI 48161	CR112670	300.00	39-00363-000
KOPKE, TODD	711 W FRONT ST	MONROE MI 48161	CR112759	300.00	19-00750-000
MI SEVEN LLC	1125 PIERCE AVE	COLUMBIA SC 29201	CR112787	300.00	49-01416-000
KNAPP, BETH A	326 N MACOMB ST	MONROE MI 48162	CR112836	300.00	59-01719-000
DUNN, WILLIAM & DORIS	1245 N RAISINVILLE RD	MONROE MI 48162	CR112847	300.00	69-01299-000
GERWECK, JOHN C	5416 TEAKWOOD	MONROE MI 48161	CR112948	300.00	69-00333-294
CITY OF FAITH CHRISTIAN CENTER	1030 E SECOND ST	MONROE MI 48161	CR113207	300.00	49-01138-000
FARRIS, ROBERT & SHERRY	417 HUMPHREY ST	MONROE MI 48161	CR113211	300.00	49-01149-000
FARRIS, ROBERT & SHERRY	417 HUMPHREY ST	MONROE, MI 48161	CR113212	300.00	49-01149-000
FARRIS, ROBERT & SHERRY	417 HUMPHREY ST	MONROE MI 48161	CR113213	300.00	49-01188-000
SASS, DAVID RICHARD	3501 MEADOWCREST ST	MONROE MI 48162	CR113223	300.00	59-01901-001
SACKS, JOSHUA & BETH	16 CENTRAL AVENUE	PITTSBURGH PA 15238	CR113178	310.00	59-01787-010
STOTZ, BENJAMIN	7354 ALBAIN RD	IDA MI 48140	CR113152	300.00	69-00526-000
HARPER, SUSAN	452 N MONROE ST	MONROE MI 48162	CR113146	225.00	69-01326-000
OVERSTREET, TRACY	124 WADSWORTH ST	MONROE, MI 48161	CR113115	300.00	49-00170-000
MCBEE, JEFFREY D	2767 N TELEGRAPH	MONROE MI 48162	CR113055	300.00	69-00445-000
MWA, LLC	13696 SHADY LANE DR	MONROE MI 48161	CR113018	300.00	19-00051-000
CHAFFIN, SCOT E & MCBEE, JESSI	447 N MONROE ST	MONROE MI 48162	CR113005	300.00	69-01382-000
CHAFFIN, SCOT E & MCBEE, JESSI	447 N MONROE ST.	MONROE MI 48162	CR113006	300.00	69-01382-000
HEIDEN, GERALD M & DEBORAH A	13697 DIXON RD	DUNDEE MI 48131	CR112957	300.00	19-00065-000
HEIDEN, GERALD M & DEBORAH A	13697 DIXON RD	DUNDEE MI 48131	CR112961	300.00	19-00065-000
HEIDEN, GERALD M & DEBORAH A	13697 DIXON RD	DUNDEE MI 48131	CR112950	300.00	69-01225-000

\$10,735.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Blight Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid blight removal invoices. Also attached is a resolution in accordance with Chapter 210, Blight, of the Code of the City of Monroe, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

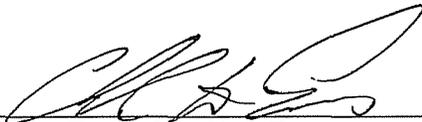
APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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	\$

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

Budget Approval: _____

FACT SHEET PREPARED BY: C. Evans 

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Chapter 210, Blight, of the Code of the City of Monroe establishes
2 regulations for the preventing, eliminating and removing blight and/or blighted conditions within
3 the City of Monroe; and

4 **WHEREAS**, certain persons failed to comply with these regulations, and the Department
5 of Public Services was directed to remediate the blighted condition(s); and

6 **WHEREAS**, the Department of Public Services submitted an account of the expenses
7 incurred, and invoices were sent to the last known owners, as reflected by the current tax roll, for
8 the costs of such work plus a ten (10) percent penalty; and

9 **WHEREAS**, the attached is a listing of persons who have failed to make payment on
10 said invoices, and the cost of such payment shall be charged upon the premises as a special
11 assessment to be levied on the 2012 tax roll; and

12 **WHEREAS**, such special assessment shall be subject to review and confirmation, after
13 proper notice is given.

14 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16,
15 2012 at 7:30 p.m. during the regular meeting of the City Council to review and hear objections in
16 determining the propriety of said special assessment upon the 2012 tax roll; and

17 **BE IT FURTHER RESOLVED**, that the Clerk/Treasurer be directed to give notice of
18 such public hearing and review by City Council as required by Charter; and

19 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council
20 it shall be a lien upon the premises and the same shall be collected in the same manner as other
21 City taxes.

22 Dated: April 2, 2012

2012 Delq. Blight & Board-up Invoices - 20 of 3/23/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
MCCORMICK, EDWARD J JR & PATRIC	734 N MONROE ST	MONROE	0000157560	69-01348-001	433.97
FARRIS, ROBERT & SHERRY	1130 E FOURTH ST	MONROE	0000157586	49-01209-000	192.79
DICARLO, VITO & BERNADINE	935 CHERRY ST	MONROE	0000157903	49-00316-000	3,373.63
QUALITY PROPERTIES ASSET MGMT CO	402 MASON RUN BLVD V	MONROE	0000157907	59-01788-047	1,307.50
ABBOTT, HENRY JR & RHONDA	1017 E FOURTH ST	MONROE	0000157908	49-01204-000	66.71
FARRIS, ROBERT & SHERRY	314 EASTCHESTER ST	MONROE	0000157910	49-01188-000	302.70
GOINS, HERBERT/JENNINGS, BETTY	1008 E SECOND ST	MONROE	0000157913	49-01133-000	925.65
BAKER, BARBARA J	924 CALGARY DR	MONROE	0000158315	69-00544-120	401.10
DETROIT/TOLEDO SHORELINE RR	1225 E FIRST ST V	MONROE	0000158316	49-01506-004	1,625.68
JONES, HEATHER & DONALD	522 W SIXTH ST	MONROE	0000158319	19-00482-000	583.75
CAVIN, JIMMIE	321 KENTUCKY AVE	MONROE	0000158863	49-01202-000	954.64
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158864	49-01102-000	233.22
HSBC BANK USA	319 S ROESSLER ST	MONROE	0000158874	19-00408-000	608.89
ANSEL, NORMAN R	1002 E FIFTH ST	MONROE	0000158876	49-01244-000	1,240.89
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158878	49-01102-000	135.54
FEDERAL NATIONAL MORTGAGE ASSOC	1444 OAK ST	MONROE	0000158879	49-00490-000	4,686.48
BUSSELL, MICHELE A	712 W FRONT ST	MONROE	0000158881	19-00232-000	1,506.23
HRIVNAK, TIFFANY & LINDSAY, JOSH	316 HALF ST	MONROE	0000158882	49-00743-000	269.99
COPPING, MARK & ZAGORSKI, MARIA	402 WASHINGTON ST	MONROE	0000158883	29-00134-000	557.96
BRINSON, CHARLIE LEE	329 ALMYRA AVE	MONROE	0000158884	49-01430-000	1,856.83
KUDERIK, KYLE A	203 MAPLE BLVD	MONROE	0000158885	59-01382-000	617.68
HEIDEN, GERALD M & DEBORAH A	720 W SEVENTH ST	MONROE	0000158931	19-00065-000	199.13
FEDERAL NATIONAL MORTGAGE ASSOC	1444 OAK ST	MONROE	0000158933	49-00490-000	1,367.13
BAILS, STEVEN D	911 E SECOND ST	MONROE	0000159020	49-00068-000	296.11
HEIDEN, GERALD M & DEBORAH A	720 W SEVENTH ST	MONROE	0000159021	19-00065-000	296.36
BAC HOME LOAN SERVICING	814 E THIRD ST	MONROE	0000159115	49-00827-000	505.11

2012 Delq. Blight & Board-up Invoices

2/2

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
DUSSEAU, RICHARD A & KIMBERLY	99 WINCHESTER ST	MONROE	0000159185	49-01098-000	111.05
OVERBY, VINCENT M & DEBORAH E	1839 S CUSTER RD	MONROE	0000159186	19-00932-000	1,329.19
HUDSON, JORDAN A	1026 E SECOND ST	MONROE	0000159248	49-01137-000	277.09
HEIDEN, DEBORAH & GERALD	628 HUMPHREY ST	MONROE	0000159450	49-00666-000	668.36
DICARLO, VITO & BERNADINE	735 JEROME ST	MONROE	0000159659	49-00987-000	362.27
FIVE STAR ALLEGIANCE GROUP, LLC	209 WINCHESTER ST	MONROE	0000159661	49-01139-000	1,035.41
CREATIVE LAND DESIGN, INC	474 MASON RUN BLVD V	MONROE	0000157585	59-01788-059	191.42
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000157904	59-01416-000	160.31
GRODI, ROBERT C & SUSAN L FAVOT	528 WINCHESTER ST	MONROE	0000157911	49-01265-000	118.06
CARROLL, KITTY R	317 CASS ST	MONROE	0000157915	29-00219-000	122.89
JONES, HEATHER & DONALD	522 W SIXTH ST	MONROE	0000158314	19-00482-000	210.27
VALMASSEI, ULA	475 N MONROE ST	MONROE	0000158317	69-01388-000	354.98
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158318	59-01416-000	301.40
BAC HOME LOAN SERVICING	814 E THIRD ST	MONROE	0000158862	49-00827-000	311.40
GRODI, ROBERT C & SUSAN L FAVOT	528 WINCHESTER ST	MONROE	0000158875	49-01265-000	148.32
HRIVNAK, TIFFANY & LINDSAY, JOSH	316 HALF ST	MONROE	0000158877	49-00743-000	186.30
JONES, HEATHER & DONALD	522 W SIXTH ST	MONROE	0000158934	19-00482-000	313.14
BEVERLY CATTO	110 S MONROE ST	MONROE	0000158993	29-00177-000	1,344.72
					32,092.25



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Snow Removal Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid snow removal invoices. Also attached is a resolution in accordance with Section 625-36, Removal of snow and ice from sidewalks, of the Code of the City of Monroe, as well as Charter Section C-253, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing, those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

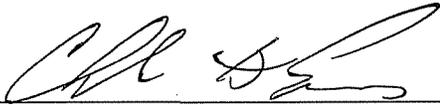
APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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: C. Evans

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Section 625-36, Removal of snow and ice from sidewalks, of the Code of the
2 City of Monroe, as well as Charter Section C-253, establishes the regulations for the removal of
3 snow, ice, filth and dirt from sidewalks; and

4 **WHEREAS**, certain persons failed to comply with these regulations, and it was necessary for
5 the City of Monroe to remove such snow, ice, filth and dirt from sidewalks of their property; and

6 **WHEREAS**, the Department of Public Services submitted an account of the expenses
7 incurred, and invoices sent to the last known owners, as reflected by the current tax roll, for the costs
8 of such work plus a ten (10) percent penalty; and

9 **WHEREAS**, the attached is a listing of persons who have failed to make payment on said
10 invoices, and the cost of such payment shall be charged upon the premises as a special assessment to
11 be levied on the 2012 tax roll; and

12 **WHEREAS**, such special assessment shall be subject to review and confirmation, after
13 proper notice is given.

14 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16, 2012
15 at 7:30 p.m. during the regular City Council meeting to review and hear objections in determining
16 the propriety of said special assessment upon the 2012 tax roll; and

17 **BE IT FURTHER RESOLVED**, that the Clerk-Treasurer be directed to give notice of such
18 public hearing and review by City Council as required by the City of Monroe Charter; and

19 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council it
20 shall be a lien upon the premises and the same shall be collected in the same manner as other City
21 taxes.

22 Dated: April 2, 2012

2012 Delinquent Snow Removal Invoices - no of 3/22/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
BEVERLY CATTO	110 S MONROE ST	MONROE	0000157561	29-00177-000	231.70
OLEY, PATRICIA A & RAYMOND P	216 E THIRD ST	MONROE	0000157588	39-00315-000	191.47
WHITE, PATRICIA	1437 PETERS ST	MONROE	0000157596	49-00497-000	182.64
HUNLEY, TAMMY A & REAU, LINDSAY	667 DANE DR	MONROE	0000157599	69-00333-198	182.64
KURIWCHAK, JOHN & MARY	215 AVE DE LAFAYETTE	MONROE	0000157601	69-00073-111	243.41
					1,031.86



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Demolition Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid demolition invoices. Also attached is a resolution as prescribed by Chapter 525, Article I, International Property Maintenance Code, of the Code of the City of Monroe, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing, those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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	\$

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

Budget Approval: _____

FACT SHEET PREPARED BY: C. Evans 

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Chapter 525, Article I, International Property Maintenance Code, of the Code of the
2 City of Monroe, adopts the "International Property Maintenance Code" as the Property Maintenance Code
3 of the City of Monroe, which establishes the regulations for the maintenance of all property, buildings and
4 *structures; and*

5
6 **WHEREAS**, certain structures have been demolished or removed in accordance with these
7 regulations, and invoices were prepared and sent to the last known owners, as reflected by the current tax
8 roll, for the costs of such demolition or removal; and

9
10 **WHEREAS**, pursuant to Section 110.3 such cost for demolition or removal shall be a lien upon the
11 real estate; and

12
13 **WHEREAS**, the attached is a listing of persons who have failed to make payment on said invoices,
14 and the cost of such payment shall be charged upon the premises as a special assessment to be levied on
15 the 2012 tax roll; and

16
17 **WHEREAS**, such special assessment shall be subject to review and confirmation, after proper
18 notice is given.

19

20

21

22 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16, 2012 at 7:30
23 p.m. during the regular City Council meeting to review and hear objections in determining the propriety of
24 said special assessment upon the 2012 tax roll; and

25

26 **BE IT FURTHER RESOLVED**, that the Clerk-Treasurer be directed to give notice of such public
27 hearing and review by City Council as required by the City of Monroe Charter; and

28

29 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council it shall be a
30 lien upon the premises and the same shall be collected in the same manner as other City taxes.

31

32

33 Dated: April 2, 2012

34

2012 Delinquent Demolition Invoices - as of 3/21/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
JOHNSON, ROBERT & HELEN	118 ALMYRA AVE	MONROE	0000158079	49-00047-000	8,446.41
CARROLL, KITTY R	317 CASS ST	MONROE	0000158327	29-00219-000	9,126.00
WICKENHEISER, JOHN	629 W FRONT ST	MONROE	0000159396	19-00744-000	11,985.00
					29,557.41



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Weed & Grass Cutting Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid weed and grass cutting invoices. Also attached is a resolution in accordance with Chapter 712, Weed, Trees and Refuse, of the Code of the City of Monroe, as well as Charter Sections C-389 and C-390, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing, those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

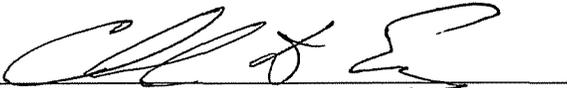
APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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	\$

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

Budget Approval: _____

FACT SHEET PREPARED BY: C. Evans

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Chapter 712, Weed, Trees and Refuse, of the Code of the City of Monroe, as well
2 as Charter Sections C-389 and C-390, establishes the regulations for the destruction or cutting of trees,
3 weeds, shrubs or plants, and the procedure for the collection of expenses incurred by the City for the
4 destruction or cutting of trees, weeds, shrubs or plants; and

5 **WHEREAS**, certain persons failed to comply with these regulations on or before the annual date
6 set by Mayor and Council, with notice of the 2011 annual date being published in the Monroe Evening
7 News on April 5, 2011, and it was necessary for the City of Monroe to destroy or cut such weeds,
8 grasses, or plants on their property; and

9 **WHEREAS**, the Department of Public Services submitted an account of the expenses incurred,
10 and invoices were sent to the last known owners, as reflected by the current tax roll, for the costs of such
11 work plus a ten (10) percent penalty; and

12 **WHEREAS**, the attached is a listing of persons who have failed to make payment on said
13 invoices, and the cost of such payment shall be charged upon the premises as a special assessment to be
14 levied on the 2012 tax roll; and

15 **WHEREAS**, such special assessment shall be subject to review and confirmation, after proper
16 notice is given.

17 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16, 2012 at
18 7:30 p.m. during the regular City Council meeting to review and hear objections in determining the
19 propriety of said special assessment upon the 2012 tax roll; and

20 **BE IT FURTHER RESOLVED**, that the Clerk-Treasurer be directed to give notice of such
21 public hearing and review by City Council as required by Charter; and

22 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council it shall
23 be a lien upon the premises and the same shall be collected in the same manner as other City taxes.

24 Dated: April 2, 2012

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
PARKS, CLIFFORD	1035 LAPLAISANCE ST V	MONROE	0000157969	49-01454-002	131.89
KOCH, ERIC	334 RICHARDS DR	MONROE	0000157973	69-00333-118	84.21
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000157974	49-01110-000	68.10
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000157975	49-01109-000	68.10
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000157986	49-01112-000	68.10
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000157987	49-01111-000	68.10
FRANKLIN ST CHURCH OF CHRIST	1007 FRANKLIN ST V	MONROE	0000158014	49-01081-000	84.21
CREDITUS LENDING 3 LP	802 E SECOND ST	MONROE	0000158017	49-00814-000	132.81
COCHRANE-LEE, DARLENE	1023 E SECOND ST V	MONROE	0000158024	49-01126-000	84.21
CAVIN, JIMMIE	321 KENTUCKY AVE	MONROE	0000158025	49-01202-000	84.21
WATKINS, EARNESTINE & RONALD	1411 OAK ST	MONROE	0000158027	49-00591-000	68.10
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000158032	59-01784-000	68.10
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158033	59-01416-000	84.21
COOPER, AARON P	834 WOLVERINE AVE	MONROE	0000158037	19-00619-000	68.10
PERNA, FRANK & CHRISTINA (ETAL)	989 WINSTON DR	MONROE	0000158038	19-00274-111	132.81
NEFF MONROE LLC	600 N TELEGRAPH RD	MONROE	0000158039	69-00709-000	100.41
KECK, GARY & CATHERINE	920 MAPLE BLVD	MONROE	0000158043	59-01607-000	84.21
FLYNN, JOHN & SHARON	915 E FOURTH ST	MONROE	0000158050	49-00087-000	100.41
VICARI, TONINO & FLORENCE, RENEE	17 W THIRD ST V	MONROE	0000158057	29-00224-000	68.10
KALOURIA, RAJWANT	1520 ROSE ST	MONROE	0000158060	59-00426-000	68.10
TOEPPE, KELLIE M	516 W SIXTH ST	MONROE	0000158061	19-00483-000	181.32
JONES, HEATHER & DONALD	522 W SIXTH ST	MONROE	0000158062	19-00482-000	100.41
CARROLL, KITTY R	317 CASS ST	MONROE	0000158063	29-00219-000	100.41
YORK, DAVID RAYMOND	229 HARRISON ST	MONROE	0000158064	29-00318-000	84.21
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158065	19-00785-000	100.41
FRANKLIN ST CHURCH OF CHRIST	1009 FRANKLIN ST	MONROE	0000158068	49-01080-000	100.41

2012 Delinquent Weed & Grass Invoices

2/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
MONROE TRANSFER, LLC	1204 E THIRD ST	MONROE	0000158069	49-01513-000	208.32
BANK OF AMERICA	536 BENTLEY DR	MONROE	0000158070	69-00902-000	148.92
KOCH, ANDREW A	401 HUBER DR	MONROE	0000158073	69-01044-000	106.45
KEMPLEN, REBECCA & HAROLD	1002 E SIXTH ST	MONROE	0000158075	49-01330-000	116.61
GRODI, ROBERT C & SUSAN L FAVOT	528 WINCHESTER ST	MONROE	0000158077	49-01265-000	68.10
BAC HOME LOANS SERVICING L P	519 E SIXTH ST	MONROE	0000158078	39-00365-000	84.21
BAILS, STEVEN D & LISA M	530 E SIXTH ST	MONROE	0000158098	39-00448-000	55.86
POMERVILLE, RYAN	326 CASS ST	MONROE	0000158099	29-00266-004	99.49
LICHY, GARY R JR & LAURA M	150 BAPTISTE AVE	MONROE	0000158101	59-01787-038	83.44
DICARLO, VITO & BERNADINE	735 JEROME ST	MONROE	0000158106	49-00987-000	99.49
HOPINGS, MARK & CHRISTINA	737 HUBBLE ST	MONROE	0000158112	29-00404-061	99.49
QUALITY PROPERTIES ASSET MGMT CO	402 LAPOINTE AVE	MONROE	0000158113	59-01788-023	46.08
QUALITY PROPERTIES ASSET MGMT CO	406 LAPOINTE AVE	MONROE	0000158114	59-01788-024	46.08
QUALITY PROPERTIES ASSET MGMT CO	410 LAPOINTE AVE V	MONROE	0000158115	59-01788-025	46.08
QUALITY PROPERTIES ASSET MGMT CO	434 LAPOINTE AVE V	MONROE	0000158116	59-01788-031	46.08
QUALITY PROPERTIES ASSET MGMT CO	438 LAPOINTE AVE V	MONROE	0000158117	59-01788-032	46.08
QUALITY PROPERTIES ASSET MGMT CO	442 LAPOINTE AVE V	MONROE	0000158118	59-01788-033	46.08
QUALITY PROPERTIES ASSET MGMT CO	401 MASON RUN BLVD V	MONROE	0000158119	59-01788-046	46.08
QUALITY PROPERTIES ASSET MGMT CO	407 MASON RUN BLVD V	MONROE	0000158120	59-01788-045	46.08
QUALITY PROPERTIES ASSET MGMT CO	411 MASON RUN BLVD V	MONROE	0000158121	59-01788-044	46.08
QUALITY PROPERTIES ASSET MGMT CO	419 MASON RUN BLVD V	MONROE	0000158122	59-01788-042	46.08
QUALITY PROPERTIES ASSET MGMT CO	429 MASON RUN BLVD V	MONROE	0000158125	59-01788-040	46.08
QUALITY PROPERTIES ASSET MGMT CO	433 MASON RUN BLVD V	MONROE	0000158126	59-01788-039	46.08
QUALITY PROPERTIES ASSET MGMT CO	402 MASON RUN BLVD V	MONROE	0000158127	59-01788-047	46.08
QUALITY PROPERTIES ASSET MGMT CO	408 MASON RUN BLVD V	MONROE	0000158128	59-01788-048	46.08
QUALITY PROPERTIES ASSET MGMT CO	414 MASON RUN BLVD V	MONROE	0000158129	59-01788-049	46.08

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
QUALITY PROPERTIES ASSET MGMT CO	420 MASON RUN BLVD V	MONROE	0000158130	59-01788-050	46.08
QUALITY PROPERTIES ASSET MGMT CO	432 MASON RUN BLVD V	MONROE	0000158131	59-01788-052	46.08
QUALITY PROPERTIES ASSET MGMT CO	438 MASON RUN BLVD V	MONROE	0000158132	59-01788-053	46.08
QUALITY PROPERTIES ASSET MGMT CO	444 MASON RUN BLVD V	MONROE	0000158133	59-01788-054	46.08
QUALITY PROPERTIES ASSET MGMT CO	456 MASON RUN BLVD V	MONROE	0000158134	59-01788-056	46.08
QUALITY PROPERTIES ASSET MGMT CO	462 MASON RUN BLVD V	MONROE	0000158135	59-01788-057	46.08
QUALITY PROPERTIES ASSET MGMT CO	468 MASON RUN BLVD V	MONROE	0000158136	59-01788-058	46.08
CREATIVE LAND DESIGN, INC	474 MASON RUN BLVD V	MONROE	0000158137	59-01788-059	46.08
QUALITY PROPERTIES ASSET MGMT CO	480 MASON RUN BLVD V	MONROE	0000158138	59-01788-060	46.08
BANK OF AMERICA	701 BACON ST	MONROE	0000158139	19-00290-000	99.49
EVANS, ELLIOTT	1115 W FRONT ST	MONROE	0000158143	19-00904-000	131.59
PARKS, CLIFFORD	1035 LAPLAISANCE ST V	MONROE	0000158161	49-01454-002	130.68
ROGERS, HILLARY S	317 KENTUCKY AVE	MONROE	0000158164	49-01192-000	83.44
TREDWAY, ANDREW & BRITTNI WRIGHT	1025 LAPLAISANCE ST	MONROE	0000158167	49-01454-001	163.69
DAY, SUZANNE	439 THEODORE DR	MONROE	0000158168	69-00333-127	99.49
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158172	19-00785-000	67.47
OWINGS, MICHAEL	820 SMITH ST	MONROE	0000158173	29-00038-003	99.49
NELS, HOBBY	737 SMITH ST	MONROE	0000158174	29-00032-000	67.47
WEST ELM PROPERTIES, LLC	1151 W ELM AVE	MONROE	0000158176	69-01507-000	775.74
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000158179	49-01112-000	67.47
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000158180	49-01111-000	67.47
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000158181	49-01110-000	67.47
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000158182	49-01109-000	67.47
CURRENCE, WILLIAM R II	804 E NINTH ST	MONROE	0000158186	49-00950-000	83.44
LWBR LLC	1321 E THIRD ST	MONROE	0000158189	49-00031-000	99.49
COCHRANE-LEE, DARLENE	1023 E SECOND ST V	MONROE	0000158190	49-01126-000	67.47

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
FRANKLIN ST CHURCH OF CHRIST	1009 FRANKLIN ST	MONROE	0000158192	49-01080-000	67.47
FRANKLIN ST CHURCH OF CHRIST	1007 FRANKLIN ST V	MONROE	0000158193	49-01081-000	51.34
EOFF, JOHN & ELLEN	511 S ROESSLER ST	MONROE	0000158195	19-00395-000	99.49
KLINGENSMITH, MICHAEL S	616 HUBBLE ST	MONROE	0000158196	29-00060-072	83.44
KLINGENSMITH, MICHAEL S	620 HUBBLE ST	MONROE	0000158197	29-00060-083	67.47
BANK OF AMERICA NA	916 N MONROE ST	MONROE	0000158198	69-01356-000	179.66
CREDITUS LENDING 3 LP	802 E SECOND ST	MONROE	0000158199	49-00814-000	99.49
BROWN, MARY L	1443 HAGANS ST	MONROE	0000158202	49-00525-000	67.47
CBM PROPERTIES, LLC	1300 WOOD ST	MONROE	0000158203	49-01523-003	99.49
BANK OF AMERICA	536 BENTLEY DR	MONROE	0000158224	69-00902-000	99.49
FOX, CHERYL M	418 WINCHESTER ST	MONROE	0000158226	49-01222-000	83.44
CAPBELL, JASON	523 WINCHESTER ST	MONROE	0000158227	49-01258-000	67.47
JETT, JANET	220 ALMYRA AVE V	MONROE	0000158229	49-00057-000	83.44
DROUILLARD, MARC	1225 E THIRD ST	MONROE	0000158230	49-01501-000	195.71
DEUTSCHE BANK TRUST CO AMERICAS	511 DONNALEE DR	MONROE	0000158232	69-00333-276	99.49
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158234	49-01102-000	83.44
GOINS, HERBERT/JENNINGS, BETTY	1008 E SECOND ST	MONROE	0000158235	49-01133-000	67.47
BAC HOME LOAN SERVICING	814 E THIRD ST	MONROE	0000158238	49-00827-000	131.59
FULLER, ADAM & JIMMA	709 E THIRD ST	MONROE	0000158239	49-00717-000	67.47
CHAN, YAT	118 W FIFTH ST	MONROE	0000158241	29-00308-000	83.44
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158242	59-01416-000	83.44
MAYA UNLIMITED	1118 E THIRD ST V	MONROE	0000158288	49-01176-000	38.70
CITIMORTGAGE, INC	433 E SECOND ST	MONROE	0000158342	39-00386-000	193.90
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000158343	59-01784-000	66.84
KINNEAR, JAMES & JULIE	423 W FIFTH ST	MONROE	0000158344	29-00060-056	66.84
POMERVILLE, RYAN	326 CASS ST	MONROE	0000158347	29-00266-004	98.57

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
NEFF MONROE LLC	600 N TELEGRAPH RD	MONROE	0000158359	69-00709-000	82.67
BANK OF AMERICA	701 BACON ST	MONROE	0000158368	19-00290-000	97.13
ERIN DEVELOPMENT	300 DETROIT AVE	MONROE	0000158370	59-00417-020	146.20
QUALITY PROPERTIES ASSET MGMT CO	401 MASON RUN BLVD V	MONROE	0000158379	59-01788-046	44.74
QUALITY PROPERTIES ASSET MGMT CO	407 MASON RUN BLVD V	MONROE	0000158380	59-01788-045	44.74
QUALITY PROPERTIES ASSET MGMT CO	411 MASON RUN BLVD V	MONROE	0000158381	59-01788-044	44.74
QUALITY PROPERTIES ASSET MGMT CO	419 MASON RUN BLVD V	MONROE	0000158382	59-01788-042	44.74
QUALITY PROPERTIES ASSET MGMT CO	429 MASON RUN BLVD V	MONROE	0000158383	59-01788-040	44.74
QUALITY PROPERTIES ASSET MGMT CO	433 MASON RUN BLVD V	MONROE	0000158384	59-01788-039	44.74
QUALITY PROPERTIES ASSET MGMT CO	402 MASON RUN BLVD V	MONROE	0000158385	59-01788-047	44.74
QUALITY PROPERTIES ASSET MGMT CO	408 MASON RUN BLVD V	MONROE	0000158386	59-01788-048	44.74
QUALITY PROPERTIES ASSET MGMT CO	414 MASON RUN BLVD V	MONROE	0000158387	59-01788-049	44.74
QUALITY PROPERTIES ASSET MGMT CO	420 MASON RUN BLVD V	MONROE	0000158388	59-01788-050	44.74
QUALITY PROPERTIES ASSET MGMT CO	432 MASON RUN BLVD V	MONROE	0000158389	59-01788-052	44.74
QUALITY PROPERTIES ASSET MGMT CO	438 MASON RUN BLVD V	MONROE	0000158390	59-01788-053	44.74
QUALITY PROPERTIES ASSET MGMT CO	444 MASON RUN BLVD V	MONROE	0000158391	59-01788-054	44.74
QUALITY PROPERTIES ASSET MGMT CO	456 MASON RUN BLVD V	MONROE	0000158392	59-01788-056	44.74
QUALITY PROPERTIES ASSET MGMT CO	462 MASON RUN BLVD V	MONROE	0000158393	59-01788-057	44.74
QUALITY PROPERTIES ASSET MGMT CO	468 MASON RUN BLVD V	MONROE	0000158394	59-01788-058	44.74
CREATIVE LAND DESIGN, INC	474 MASON RUN BLVD V	MONROE	0000158395	59-01788-059	44.74
QUALITY PROPERTIES ASSET MGMT CO	480 MASON RUN BLVD V	MONROE	0000158396	59-01788-060	44.74
QUALITY PROPERTIES ASSET MGMT CO	402 LAPOINTE AVE	MONROE	0000158397	59-01788-023	44.74
QUALITY PROPERTIES ASSET MGMT CO	406 LAPOINTE AVE	MONROE	0000158398	59-01788-024	44.74
QUALITY PROPERTIES ASSET MGMT CO	410 LAPOINTE AVE V	MONROE	0000158399	59-01788-025	44.74
QUALITY PROPERTIES ASSET MGMT CO	434 LAPOINTE AVE V	MONROE	0000158400	59-01788-031	44.74
QUALITY PROPERTIES ASSET MGMT CO	438 LAPOINTE AVE V	MONROE	0000158401	59-01788-032	44.74

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
QUALITY PROPERTIES ASSET MGMT CO	442 LAPOINTE AVE V	MONROE	0000158402	59-01788-033	44.74
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158404	19-00785-000	66.84
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000158405	49-01109-000	50.25
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000158406	49-01110-000	50.25
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000158407	49-01111-000	50.25
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000158408	49-01112-000	50.25
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158409	49-01102-000	66.84
CREDITUS LENDING 3 LP	802 E SECOND ST	MONROE	0000158410	49-00814-000	98.57
GOINS, HERBERT/JENNINGS, BETTY	1008 E SECOND ST	MONROE	0000158411	49-01133-000	66.84
1109, LLC	1107 E THIRD ST	MONROE	0000158416	49-01167-000	66.84
LWBR LLC	1321 E THIRD ST	MONROE	0000158417	49-00031-000	82.67
FLYNN, JOHN & SHARON	915 E FOURTH ST	MONROE	0000158418	49-00087-000	98.57
MOHAMED, FAWZY A	1160 MICHIGAN AVE	MONROE	0000158419	59-00883-000	114.47
EVANS, ELLIOTT	1115 W FRONT ST	MONROE	0000158420	19-00904-000	82.67
NEW FAITH TEMPLE CHURCH	1247 E FIRST ST	MONROE	0000158424	49-01509-000	54.79
ITTEL, WILLIAM & ELIZABETH	322 SHADOWLAWN PL	MONROE	0000158426	69-00470-000	98.57
CAVIN, JIMMIE	321 KENTUCKY AVE	MONROE	0000158509	49-01202-000	82.67
ROGERS, HILLARY S	317 KENTUCKY AVE	MONROE	0000158510	49-01192-000	82.67
JONES, HEATHER & DONALD	522 W SIXTH ST	MONROE	0000158513	19-00482-000	130.37
FRANKLIN ST CHURCH OF CHRIST	1007 FRANKLIN ST V	MONROE	0000158514	49-01081-000	130.37
BROWN, MARY L	1443 HAGANS ST	MONROE	0000158515	49-00525-000	114.47
FRANKLIN ST CHURCH OF CHRIST	1009 FRANKLIN ST	MONROE	0000158516	49-01080-000	130.37
DROUILLARD, MARC	1225 E THIRD ST	MONROE	0000158518	49-01501-000	87.97
MONROE TRANSFER, LLC	1204 E THIRD ST	MONROE	0000158519	49-01513-000	146.20
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158520	59-01416-000	82.67
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000158521	49-01109-000	58.17

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000158522	49-01110-000	58.17
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000158523	49-01111-000	58.17
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000158525	49-01112-000	58.17
NEW FAITH TEMPLE CHURCH	1247 E FIRST ST	MONROE	0000158526	49-01509-000	114.47
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000158527	59-01784-000	98.57
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158528	49-01102-000	82.67
ANSEL, NORMAN R	502 CONANT AVE	MONROE	0000158530	49-00455-000	98.57
VINSON, BOBBY	528 CONANT AVE	MONROE	0000158532	49-00459-000	66.84
ROSE, JEFFREY SCOTT	503 NORWOOD DR	MONROE	0000158533	49-00146-000	98.57
BANK OF AMERICA	701 BACON ST	MONROE	0000158534	19-00290-000	82.67
COCHRANE-LEE, DARLENE	1023 E SECOND ST V	MONROE	0000158536	49-01126-000	82.67
NEFF MONROE LLC	600 N TELEGRAPH RD	MONROE	0000158537	69-00709-000	98.57
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158539	19-00785-000	82.67
LWBR LLC	1321 E THIRD ST	MONROE	0000158540	49-00031-000	98.57
CAPBELL, JASON	523 WINCHESTER ST	MONROE	0000158541	49-01258-000	66.84
FOX, CHERYL M	418 WINCHESTER ST	MONROE	0000158542	49-01222-000	98.57
KEMPLEN, REBECCA & HAROLD	1002 E SIXTH ST	MONROE	0000158543	49-01330-000	66.84
VEGA, JOHNNY M	1011 E SIXTH ST	MONROE	0000158544	49-01263-000	66.84
MONTAGUE, LAWRENCE & ANNA	501 NORWOOD DR V	MONROE	0000158547	49-00145-000	82.67
FLETCHER, JAMES & WANDA	1833 BAYVIEW DR	MONROE	0000158548	49-00184-000	82.67
BAC HOME LOANS SERVICING LP	121 MICHIGAN AVE	MONROE	0000158549	59-01420-002	98.57
CREDITUS LENDING 3 LP	802 E SECOND ST	MONROE	0000158581	49-00814-000	97.65
FEDERAL NATIONAL MORTGAGE ASSOC	1444 OAK ST	MONROE	0000158584	49-00490-000	207.84
EVANS, ELLIOTT	1115 W FRONT ST	MONROE	0000158585	19-00904-000	129.15
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000158586	59-01784-000	81.90
QUALITY PROPERTIES ASSET MGMT CO	402 LAPOINTE AVE	MONROE	0000158588	59-01788-023	37.38

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
QUALITY PROPERTIES ASSET MGMT CO	406 LAPOINTE AVE	MONROE	0000158589	59-01788-024	37.38
QUALITY PROPERTIES ASSET MGMT CO	410 LAPOINTE AVE V	MONROE	0000158590	59-01788-025	37.38
QUALITY PROPERTIES ASSET MGMT CO	434 LAPOINTE AVE V	MONROE	0000158591	59-01788-031	37.38
QUALITY PROPERTIES ASSET MGMT CO	438 LAPOINTE AVE V	MONROE	0000158592	59-01788-032	37.38
QUALITY PROPERTIES ASSET MGMT CO	442 LAPOINTE AVE V	MONROE	0000158593	59-01788-033	37.38
QUALITY PROPERTIES ASSET MGMT CO	401 MASON RUN BLVD V	MONROE	0000158594	59-01788-046	37.38
QUALITY PROPERTIES ASSET MGMT CO	407 MASON RUN BLVD V	MONROE	0000158595	59-01788-045	37.38
QUALITY PROPERTIES ASSET MGMT CO	411 MASON RUN BLVD V	MONROE	0000158596	59-01788-044	37.38
QUALITY PROPERTIES ASSET MGMT CO	419 MASON RUN BLVD V	MONROE	0000158597	59-01788-042	37.38
QUALITY PROPERTIES ASSET MGMT CO	429 MASON RUN BLVD V	MONROE	0000158598	59-01788-040	37.38
QUALITY PROPERTIES ASSET MGMT CO	433 MASON RUN BLVD V	MONROE	0000158599	59-01788-039	37.38
QUALITY PROPERTIES ASSET MGMT CO	402 MASON RUN BLVD V	MONROE	0000158600	59-01788-047	37.38
QUALITY PROPERTIES ASSET MGMT CO	408 MASON RUN BLVD V	MONROE	0000158601	59-01788-048	37.38
QUALITY PROPERTIES ASSET MGMT CO	414 MASON RUN BLVD V	MONROE	0000158602	59-01788-049	37.38
QUALITY PROPERTIES ASSET MGMT CO	420 MASON RUN BLVD V	MONROE	0000158603	59-01788-050	37.38
QUALITY PROPERTIES ASSET MGMT CO	432 MASON RUN BLVD V	MONROE	0000158604	59-01788-052	37.38
QUALITY PROPERTIES ASSET MGMT CO	438 MASON RUN BLVD V	MONROE	0000158605	59-01788-053	37.38
QUALITY PROPERTIES ASSET MGMT CO	444 MASON RUN BLVD V	MONROE	0000158606	59-01788-054	37.38
QUALITY PROPERTIES ASSET MGMT CO	456 MASON RUN BLVD V	MONROE	0000158607	59-01788-056	37.38
QUALITY PROPERTIES ASSET MGMT CO	462 MASON RUN BLVD V	MONROE	0000158608	59-01788-057	37.38
QUALITY PROPERTIES ASSET MGMT CO	468 MASON RUN BLVD V	MONROE	0000158609	59-01788-058	37.38
CREATIVE LAND DESIGN, INC	474 MASON RUN BLVD V	MONROE	0000158610	59-01788-059	37.38
QUALITY PROPERTIES ASSET MGMT CO	480 MASON RUN BLVD V	MONROE	0000158611	59-01788-060	37.38
DEUTSCHE BANK NATIONAL TRUST CO	502 SCOTT ST	MONROE	0000158700	39-00302-000	97.65
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158702	59-01416-000	97.65
EVANS, DAKOTA & SHANON	1619 PETERS ST	MONROE	0000158703	49-00271-000	81.90

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<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
NEFF MONROE LLC	600 N TELEGRAPH RD	MONROE	0000158706	69-00709-000	97.65
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000158708	49-01109-000	41.94
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000158709	49-01110-000	41.94
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000158710	49-01111-000	41.94
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000158711	49-01112-000	41.94
BAC HOME LOANS SERVICING LP	121 MICHIGAN AVE	MONROE	0000158712	59-01420-002	113.40
BANK OF AMERICA	701 BACON ST	MONROE	0000158713	19-00290-000	81.90
TREDWAY, ANDREW & BRITNI WRIGHT	1025 LAPLAISANCE ST	MONROE	0000158716	49-01454-001	192.09
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158717	19-00785-000	66.21
HUDSON, JORDAN A	1026 E SECOND ST	MONROE	0000158718	49-01137-000	50.40
GOINS, HERBERT/JENNINGS, BETTY	1008 E SECOND ST	MONROE	0000158719	49-01133-000	66.21
FLYNN, JOHN & SHARON	915 E FOURTH ST	MONROE	0000158721	49-00087-000	97.65
FRANKLIN ST CHURCH OF CHRIST	1007 FRANKLIN ST V	MONROE	0000158722	49-01081-000	66.21
FRANKLIN ST CHURCH OF CHRIST	1009 FRANKLIN ST	MONROE	0000158723	49-01080-000	66.21
WICKENHEISER, JOHN D (ETAL)	1002 HUMPHREY ST V	MONROE	0000158725	49-01056-000	66.21
EVANS, ELLIOTT	1115 W FRONT ST	MONROE	0000158726	19-00904-000	97.65
COOPER, AARON P	834 WOLVERINE AVE	MONROE	0000158727	19-00619-000	66.21
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000158728	59-01416-000	66.21
CITIMORTGAGE, INC	433 E SECOND ST	MONROE	0000158730	39-00386-000	66.21
BROWN, DONALD FRANCIS	75 NAVARRE ST	MONROE	0000158731	49-00676-000	81.90
LWBR LLC	1321 E THIRD ST	MONROE	0000158732	49-00031-000	113.40
TREECE, JASON E & KRISTINA	443 ARBOR AVE	MONROE	0000158797	59-01311-000	65.58
FLETCHER, JAMES & WANDA	1833 BAYVIEW DR	MONROE	0000158798	49-00184-000	96.73
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000158802	59-01784-000	81.13
CAVIN, JIMMIE	321 KENTUCKY AVE	MONROE	0000158804	49-01202-000	65.58
JOHNSON, ROBERT & HELEN	118 ALMYRA AVE	MONROE	0000158805	49-00047-000	112.33

2012 Delinquent Weed & Grass Invoices

10/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
ALVAREZ, PEDRO S, BEATRIZ, & NOE	1369 MICHIGAN AVE	MONROE	0000158806	59-00938-000	174.68
ITTEL, WILLIAM & ELIZABETH	322 SHADOWLAWN PL	MONROE	0000158807	69-00470-000	65.58
STAHL, DOROTHY & HARRIS, SHERLEE	1257 RIVERVIEW AVE	MONROE	0000158808	59-00316-000	112.33
BROWN, DONALD FRANCIS	75 NAVARRE ST	MONROE	0000158811	49-00676-000	65.58
KOCH, ERIC	334 RICHARDS DR	MONROE	0000158812	69-00333-118	96.73
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000158813	19-00785-000	69.85
KINNEAR, JAMES & JULIE	423 W FIFTH ST	MONROE	0000158818	29-00060-056	65.58
WEST, GEORGE H & LORIE	24 W NOBLE AVE	MONROE	0000158858	69-01403-000	65.58
DEUTSCHE BANK NATIONAL TRUST CO	502 SCOTT ST	MONROE	0000158860	39-00302-000	65.58
BANK OF AMERICA	701 BACON ST	MONROE	0000158897	19-00290-000	81.13
CAPBELL, JASON	523 WINCHESTER ST	MONROE	0000158898	49-01258-000	65.58
CARMON, DELLA MAE	726 W FOURTH ST	MONROE	0000158899	19-00006-000	81.13
CARROLL, KITTY R	317 CASS ST	MONROE	0000158900	29-00219-000	81.13
CREDITUS LENDING 3 LP	802 E SECOND ST	MONROE	0000158901	49-00814-000	81.13
HARBOUR PORTFOLIO VII LP	1014 E FIRST ST	MONROE	0000158904	49-01102-000	65.58
MILLER, CARLA	118 JEROME ST	MONROE	0000158905	49-00697-000	65.58
KUDERIK, KYLE A	203 MAPLE BLVD	MONROE	0000158906	59-01382-000	65.58
QUALITY PROPERTIES ASSET MGMT CO	402 MASON RUN BLVD V	MONROE	0000159026	59-01788-047	37.95
QUALITY PROPERTIES ASSET MGMT CO	408 MASON RUN BLVD V	MONROE	0000159027	59-01788-048	37.95
QUALITY PROPERTIES ASSET MGMT CO	414 MASON RUN BLVD V	MONROE	0000159028	59-01788-049	37.95
QUALITY PROPERTIES ASSET MGMT CO	420 MASON RUN BLVD V	MONROE	0000159029	59-01788-050	37.95
QUALITY PROPERTIES ASSET MGMT CO	432 MASON RUN BLVD V	MONROE	0000159030	59-01788-052	37.95
QUALITY PROPERTIES ASSET MGMT CO	438 MASON RUN BLVD V	MONROE	0000159031	59-01788-053	37.95
QUALITY PROPERTIES ASSET MGMT CO	444 MASON RUN BLVD V	MONROE	0000159032	59-01788-054	37.95
QUALITY PROPERTIES ASSET MGMT CO	456 MASON RUN BLVD V	MONROE	0000159033	59-01788-056	37.95
QUALITY PROPERTIES ASSET MGMT CO	462 MASON RUN BLVD V	MONROE	0000159034	59-01788-057	37.95

2012 Delinquent Weed & Grass Invoices

11/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
QUALITY PROPERTIES ASSET MGMT CO	468 MASON RUN BLVD V	MONROE	0000159035	59-01788-058	37.95
CREATIVE LAND DESIGN, INC	474 MASON RUN BLVD V	MONROE	0000159036	59-01788-059	37.95
QUALITY PROPERTIES ASSET MGMT CO	480 MASON RUN BLVD V	MONROE	0000159037	59-01788-060	37.95
QUALITY PROPERTIES ASSET MGMT CO	401 MASON RUN BLVD V	MONROE	0000159038	59-01788-046	37.95
QUALITY PROPERTIES ASSET MGMT CO	407 MASON RUN BLVD V	MONROE	0000159039	59-01788-045	37.95
QUALITY PROPERTIES ASSET MGMT CO	411 MASON RUN BLVD V	MONROE	0000159040	59-01788-044	37.95
QUALITY PROPERTIES ASSET MGMT CO	419 MASON RUN BLVD V	MONROE	0000159041	59-01788-042	37.95
QUALITY PROPERTIES ASSET MGMT CO	429 MASON RUN BLVD V	MONROE	0000159042	59-01788-040	37.95
QUALITY PROPERTIES ASSET MGMT CO	433 MASON RUN BLVD V	MONROE	0000159043	59-01788-039	37.95
QUALITY PROPERTIES ASSET MGMT CO	402 LAPOINTE AVE	MONROE	0000159044	59-01788-023	37.95
QUALITY PROPERTIES ASSET MGMT CO	406 LAPOINTE AVE	MONROE	0000159045	59-01788-024	37.95
QUALITY PROPERTIES ASSET MGMT CO	410 LAPOINTE AVE V	MONROE	0000159046	59-01788-025	37.95
QUALITY PROPERTIES ASSET MGMT CO	434 LAPOINTE AVE V	MONROE	0000159047	59-01788-031	37.95
QUALITY PROPERTIES ASSET MGMT CO	438 LAPOINTE AVE V	MONROE	0000159048	59-01788-032	37.95
QUALITY PROPERTIES ASSET MGMT CO	442 LAPOINTE AVE V	MONROE	0000159049	59-01788-033	37.95
PARKS, CLIFFORD	1035 LAPLAISANCE ST V	MONROE	0000159060	49-01454-002	146.44
LWBR LLC	1321 E THIRD ST	MONROE	0000159062	49-00031-000	95.81
CAMPBELL, JULIAN & PAULA	109 E NOBLE AVE	MONROE	0000159063	69-01237-000	34.05
HUDSON, JORDAN A	1026 E SECOND ST	MONROE	0000159064	49-01137-000	64.95
SHAFFER, CLAUDE & C COUSINO	803 E ELM AVE	MONROE	0000159065	59-01416-000	64.95
MONROE TRANSFER, LLC	1204 E THIRD ST	MONROE	0000159066	49-01513-000	111.26
MOHAMED, FAWZY A	1160 MICHIGAN AVE	MONROE	0000159067	59-00883-000	95.81
SOAVE, MICHAEL & OROZCO, JOSE	1110 E FIRST ST V	MONROE	0000159069	49-01109-000	64.95
SOAVE, MICHAEL & OROZCO, JOSE	1114 E FIRST ST V	MONROE	0000159070	49-01110-000	64.95
SOAVE, MICHAEL & OROZCO, JOSE	1124 E FIRST ST V	MONROE	0000159071	49-01111-000	64.95
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000159072	49-01112-000	64.95

2012 Delinquent Weed & Grass Invoices

12/12

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
HRIVNAK, TIFFANY & LINDSAY, JOSH	316 HALF ST	MONROE	0000159073	49-00743-000	56.34
MONROE BANK & TRUST	502 N ROESSLER ST V	MONROE	0000159075	69-00196-000	80.36
ENGEL, MICHELLE & BEADRIE, NICH	417 E ELM AVE	MONROE	0000159076	59-01784-000	80.36
WEST, GEORGE H & LORIE	24 W NOBLE AVE	MONROE	0000159077	69-01403-000	95.81
FLETCHER, JAMES & WANDA	1833 BAYVIEW DR	MONROE	0000159078	49-00184-000	126.71
CHAVIS, JOSEPH	701 STONE ST	MONROE	0000159079	19-00785-000	64.95
STAHL, DOROTHY & HARRIS, SHERLEE	1257 RIVERVIEW AVE	MONROE	0000159080	59-00316-000	64.95
JONES, TONI H	1239 E FIRST ST	MONROE	0000159081	49-01507-000	64.95
FRANKLIN ST CHURCH OF CHRIST	1007 FRANKLIN ST V	MONROE	0000159082	49-01081-000	49.46
FRANKLIN ST CHURCH OF CHRIST	1009 FRANKLIN ST	MONROE	0000159083	49-01080-000	80.36
WICKENHEISER, JOHN D (ETAL)	1132 FRANKLIN ST	MONROE	0000159085	49-01092-000	64.95
COCHRANE-LEE, DARLENE	1023 E SECOND ST V	MONROE	0000159086	49-01126-000	64.95
HUDSON, JORDAN A	1026 E SECOND ST	MONROE	0000159087	49-01137-000	64.95
NEW FAITH TEMPLE CHURCH	1247 E FIRST ST	MONROE	0000159089	49-01509-000	80.36
FLYNN, JOHN & SHARON	915 E FOURTH ST	MONROE	0000159096	49-00087-000	94.89
PETRAK, STEPHEN	730 N MONROE ST	MONROE	0000159098	69-01348-000	94.89
BYRD, FRANCES KAY	1008 E FIRST ST	MONROE	0000159099	49-01101-000	79.59
ITTEL, WILLIAM & ELIZABETH	322 SHADOWLAWN PL	MONROE	0000159321	69-00470-000	63.69
BANK OF AMERICA	536 BENTLEY DR	MONROE	0000159322	69-00902-000	200.00
OVERBY, VINCENT M & DEBORAH E	1839 S CUSTER RD	MONROE	0000159323	19-00932-000	63.69
OVERBY, VINCENT M & DEBORAH E	1839 S CUSTER RD	MONROE	0000159324	19-00932-000	66.20

23,201.86



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Delinquent Sidewalk Invoices

DISCUSSION: Attached you will find a list of those persons having unpaid sidewalk assessments. Also attached is a resolution in accordance with Chapter 625, Article V, Construction and Repair of Sidewalks, of the Code of the City of Monroe, as well as Charter Section C-253, asking for a public hearing to review such charges (after proper notice is given), and prior to these assessments becoming a lien upon the property. Subsequent to the public hearing, those charges confirmed by Council will be placed upon the Summer 2012 tax roll.

Recommendation: The attached resolution be adopted and a public hearing be set for Monday, April 16, 2012.

CITY MANAGER RECOMMENDATION:

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

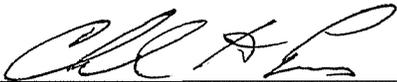
APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

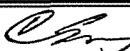
FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: C. Evans 

DATE: March 21, 2012

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: April 2, 2012

RESOLUTION

1 **WHEREAS**, Chapter 625, Article V, Construction and Repair of Sidewalks, of the Code of
2 the City of Monroe, as well as Charter Section C-253, establishes the regulations for the construction
3 and repair of sidewalks; and

4 **WHEREAS**, certain persons failed to comply with these regulations, and it was necessary for
5 the City of Monroe to construct or repair sidewalks on their property; and

6 **WHEREAS**, the City Engineer submitted an account of the expenses incurred, and invoices
7 sent to the last known owners, as reflected by the current tax roll, for the costs of such work plus a
8 ten (10) percent penalty; and

9 **WHEREAS**, the attached is a listing of persons who have failed to make payment on said
10 invoices, and the cost of such payment shall be charged upon the premises as a special assessment to
11 be levied on the 2012 tax roll; and

12 **WHEREAS**, such special assessment shall be subject to review and confirmation, after
13 proper notice is given.

14 **NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on April 16,
15 2012 at 7:30 p.m. during the regular City Council meeting to review and hear objections in
16 determining the propriety of said special assessment upon the 2012 tax roll; and

17 **BE IT FURTHER RESOLVED**, that the Clerk-Treasurer be directed to give notice of such
18 public hearing and review by City Council as required by the City of Monroe Charter; and

19 **BE IT FURTHER RESOLVED**, that if and when the tax is confirmed by City Council it
20 shall be a lien upon the premises and the same shall be collected in the same manner as other City
21 taxes.

22 Dated: April 2, 2012

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
DICKERSON, ELLA L (LC)	230 ALMYRA AVE	MONROE	0000159189	49-00061-000	76.14
CHEATHAM, BARBARA	404 ALMYRA AVE	MONROE	0000159191	49-01405-000	156.36
AGUILERA, MARTIN & MICHAELENE	520 ALMYRA AVE	MONROE	0000159194	49-00416-000	199.86
FALWELL, SHAWN	1610 BAYVIEW DR	MONROE	0000159195	49-00241-000	76.14
STATE OF MICHIGAN	502 CLARK ST	MONROE	0000159198	49-00515-000	283.61
STRINGER, STACI	526 CLARK ST	MONROE	0000159199	49-00522-000	175.12
JONES, HAROLD	615 CLARK ST	MONROE	0000159201	49-00552-000	333.53
ANSEL, NORMAN R	221 CONANT AVE	MONROE	0000159204	49-00098-000	36.17
ESTES, RICK	518 CONANT AVE	MONROE	0000159210	49-00458-000	76.14
VINSON, BOBBY	528 CONANT AVE	MONROE	0000159212	49-00459-000	83.34
ANSEL, NORMAN R	1002 E FIFTH ST	MONROE	0000159214	49-01244-000	277.72
BYRD, MARY B	1002 E FIRST ST	MONROE	0000159215	49-01100-000	76.14
LEATHERY, RAY & TERESA	1020 E FIRST ST	MONROE	0000159216	49-01103-000	339.73
SOAVE, MICHAEL & OROZCO, JOSE	1126 E FIRST ST V	MONROE	0000159219	49-01112-000	179.89
GRIMES, RUBY & SAMANTHA C	1260 E FIRST ST	MONROE	0000159222	49-00002-000	76.14
LINDSAY, CHARLOTTE M	1268 E FIRST ST	MONROE	0000159223	49-00004-000	76.14
CARMAN, DAVID M	1116 E FOURTH ST	MONROE	0000159228	49-01208-000	76.14
PRIDEMORE, LOLA	1122 E FRONT ST	MONROE	0000159235	49-01038-000	180.84
KILLION, WILLIAM TR	1125 E FRONT ST	MONROE	0000159236	49-01010-000	108.40
ANSEL, BRETT & SANDRA	1001 E SECOND ST	MONROE	0000159239	49-01131-000	236.06
KEMPLEN, REBECCA & HAROLD	1002 E SIXTH ST	MONROE	0000159243	49-01330-000	74.24
VEGA, JOHNNY M	1011 E SIXTH ST	MONROE	0000159244	49-01263-000	78.04
DENMAN, CASEY	1120 E THIRD ST V	MONROE	0000159253	49-01175-000	484.46
DENMAN, CASEY	1126 E THIRD ST V	MONROE	0000159254	49-01172-000	152.28
FARRIS, ROBERT SR & SHERRY	1130 E THIRD ST	MONROE	0000159255	49-01171-000	76.14
MONROE TRANSFER, LLC	1204 E THIRD ST	MONROE	0000159256	49-01513-000	3,244.81

2012 Delinquent Sidewalk Invoices

2/2

<u>Name</u>	<u>Property Address</u>	<u>City</u>	<u>Invoice No</u>	<u>Parcel Number</u>	<u>Total Due</u>
DROUILLARD, MARC	1225 E THIRD ST	MONROE	0000159257	49-01501-000	1,250.11
WICKENHEISER, JOHN D (ETAL)	92 EASTCHESTER ST	MONROE	0000159259	49-01092-001	175.12
WICKENHEISER, JOHN D (ETAL)	1132 FRANKLIN ST	MONROE	0000159267	49-01092-000	74.24
BROWN, MARY L	1443 HAGANS ST	MONROE	0000159270	49-00525-000	39.97
WICKENHEISER, JOHN D (ETAL)	1002 HUMPHREY ST V	MONROE	0000159271	49-01056-000	306.46
LINTON, JAMES WALKER	1021 HUMPHREY ST	MONROE	0000159275	49-01051-000	240.31
ROGERS, HILLARY S	317 KENTUCKY AVE	MONROE	0000159279	49-01192-000	150.23
FARRIS, ROBERT & SHERRY	325 KENTUCKY AVE	MONROE	0000159280	49-01203-000	704.28
MONTAGUE, LAWRENCE & ANNA	501 NORWOOD DR V	MONROE	0000159281	49-00145-000	79.22
ROSE, JEFFREY SCOTT	503 NORWOOD DR	MONROE	0000159282	49-00146-000	387.92
HALL, WILLIE LOIS	707 NORWOOD DR	MONROE	0000159283	49-00161-000	81.86
ANSEL, NORMAN R	1727 OAK ST	MONROE	0000159287	49-00115-000	127.18
FREELON, MARTIN L	1419 PETERS ST	MONROE	0000159290	49-00504-000	190.32
LAWSON, ROY & EVA	1427 PETERS ST	MONROE	0000159291	49-00501-000	120.90
WHITE, PATRICIA	1437 PETERS ST	MONROE	0000159293	49-00497-000	421.12
REAL ESTATE SOLUTIONS UNLIMITED	1636 PETERS ST	MONROE	0000159296	49-00256-000	76.14
CLARE, KATHLEEN	321 RAILROAD ST V	MONROE	0000159298	49-01412-000	54.95
HACKERT, JAY D	75 WINCHESTER ST V	MONROE	0000159303	49-01061-000	150.38
DUSSEAU, RICHARD & KIM	85 WINCHESTER ST V	MONROE	0000159306	49-01084-000	343.98
DUSSEAU, RICHARD A & KIMBERLY	99 WINCHESTER ST	MONROE	0000159308	49-01098-000	91.34
FARRIS, ROBERT & SHERRY	211 WINCHESTER ST	MONROE	0000159310	49-01149-000	159.53
ROSE, JARED B & KRISTIN R	311 WINCHESTER ST V	MONROE	0000159311	49-01189-000	236.03
WILSON, CHARLES & CYNTHIA	417 WINCHESTER ST	MONROE	0000159313	49-01223-000	127.51
CAPBELL, JASON	523 WINCHESTER ST	MONROE	0000159316	49-01258-000	444.69
ROBERTSON, MARIO & ALAINA	602 WINCHESTER ST	MONROE	0000159317	49-01335-000	228.42

13,495.79



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Development District Liquor Licenses for City of Monroe Downtown Development Authority District

DISCUSSION: Through the provisions of Public act 501 of 2006, the Michigan Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. These licenses are in addition to the number of population based “quota” licenses available under Section 531(1) of the Michigan Liquor Control Code of 1998. Businesses that are eligible for the Development District Liquor Licenses must be engaged in dining, entertainment, or recreation and open to the general public. The establishment must have a seating capacity of at least 25 people, and must have spent at least \$75,000 on renovations. The community must also document at least \$200,000 in public and private investment in the District over the past five years.

Prior to allocating these additional liquor licenses, the community must first submit a resolution designating the development area as a redevelopment project area, a map that outlines the development district, certification of the statutory provision under which the district is established, and an affidavit from the Assessor that states the total amount of public and private investment. Attached to this fact sheet are these required documents, that following City Council approval will be submitted to the Michigan Liquor Control Commission for review. Once this documentation is received and verified by the LCC, dining and entertainment establishments within the DDA District can apply for these additional licenses.

In order to obtain a Development District License, individual businesses that meet the above noted criteria must apply to the LCC. Following application to the LCC, the City must then pass a resolution which approves specific applicants at a specific location “above all others.” If approved, the applicant will be required to pay a \$20,000 enhanced license fee. These licenses are restricted in that they cannot be moved to another location. While the license can be transferred to a new owner, if a similar business is no longer operating at that location, the license must then be surrendered back to the State.

If approved, these licenses will provide a reasonably priced option for restaurants, bars, and similar businesses to obtain liquor licenses and grow their business. The Economic and Community Development office has already received a few inquiries regarding these licenses and we anticipate this will be a good incentive to attract new dining and entertainment businesses to the downtown.

IT IS RECOMMENDED that City Council approve the resolution establishing the Downtown Development Authority District as a redevelopment project area and authorize City staff to execute and submit all the necessary documentation for submittals to the Michigan Liquor Control Commission to authorize Development District Liquor Licenses.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: April 2, 2012

REASON FOR DEADLINE: The Economic and Community Development Department has received inquiries regarding this program.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Department of Economic and Community Development, Downtown Development Authority

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Economic and Community Development, Downtown Development Authority, Public Safety Department, City Manager's Office

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 0
Cost of This Project Approval	\$ 0
Related Annual Operating Cost	\$ 0*
Increased Revenue Expected/Year	\$ Unknown

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

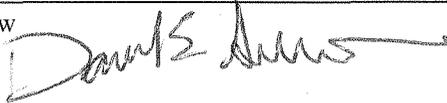
Budget Approval: _____

* Could result in minor increase in public safety calls, the cost of which should be offset by increased revenues from new businesses

FACT SHEET PREPARED BY: Daniel E. Swallow

DATE: 03/26/2012

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: April 2, 2012

REDEVELOPMENT LIQUOR LICENSES

Through the provisions of Public Act 501 of 2006, the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LLC may issue public on-premises licenses in addition to those quota licenses allowed in cities under section 531 (L) of the Michigan Liquor Control Code, Public Act 58 of 1998 as amended.

WHO IS ELIGIBLE TO APPLY?

A business must be located in either a Business District listed below or in a City Redevelopment Area, as defined in Sec. 521a (2)(c).

- Tax Increment Finance Authority (TIFA) PA 450 of 1980
- Corridor Improvement Authority (CIA) PA 280 of 2006
- Downtown Development Authority (DDA) PA 197 of 1975
- Principal Shopping District (PSD) PA 120 of 1961

Applicants in these Businesses Districts must:

- Be a business engaged in dining, entertainment or recreation and open to the general public.
- Have a seating capacity of at least 25 people.
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.
- Show that the total amount of private and public investment in real and personal property in a District listed above was at least \$200,000 in the period covering the preceding five years.

The LCC may issue one license for each of the above (\$200,000) monetary thresholds reached and for each major fraction thereof after the initial threshold is reached.

The LCC may also issue Redevelopment Liquor Licenses to businesses located in a City Redevelopment Area (there may be more than one in a city).

Applicants in City Redevelopment Areas must:

- Be a business engaged in dining, entertainment or recreation.
- Be open to the general public at least 10 hours per day, five days per week.
- Have a seating capacity of at least 25 people.
- Adopt a resolution from the governing body of the city establishing the redevelopment project area.
- Provide a map which clearly reflects and outlines where the redevelopment project area is located within the local unit of government.
- Provide an affidavit from the assessor, as certified by the city clerk, stating the total amount of investment in real and personal property within the redevelopment project area of the city during the preceding three year time period. In the case of an applicant seeking a license under this section within the first license cycle after the effective date of this legislation December 29, 2006, the time period may be up to five years.
- Relative to a license issued in a City Redevelopment Project Area, the amount of commercial investment in the redevelopment project area within the city shall constitute not less than 25 percent of the total investment in real and personal property as evidenced by an affidavit of the city assessor.
- A resolution which approves a specific applicant (individual, corporation, limited liability company, limited partnership) at a specific location.

- Have total investment over the last three years (or last five years for an applicant applying during the first license cycle after the bill's effective date) in real and personal property in the redevelopment area of:
 - > At least \$50 million in cities having a population of 50,000 or more, or at least \$1 million per 1,000 people in cities of less than 50,000.

The LCC may issue a license when one of the above-mentioned monetary thresholds is met.

HOW TO APPLY

To be considered for the license by the LCC: The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to PA 501 of 2006. If the business is located in a City Redevelopment Project Area the resolution should indicate the license be issued under Section 521a (1)a of PA 501 of 2006. If the business is located in a DDA, TIFA, PSD, etc., the resolution should indicate the license be issued under Section 521a (1)b of PA 501 of 2006.

- The resolution and application ideally should be submitted at the same time.

Applications can be obtained from the LCC by downloading via the internet at www.michigan.gov/documents/cis/CIS_LCC_lc687_181912_7.pdf or by calling 517.322.1400.

All applicants will:

- 1) Need to demonstrate that they have attempted to purchase a readily available escrowed or quota on-premise license within the municipality that they want to operate, and that a license was not available.
- 2) Pay a \$20,000 fee for the license.

Upon receipt of the documentation from the local unit of government, the necessary application forms, other required documents and inspection fees, the application will be authorized for investigation.

The LCC will not transfer a license issued under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the LCC. The governing body of the local governmental unit may approve another applicant within the redevelopment project area or development district to replace a licensee who has surrendered the license to the LCC.

IMPORTANT NOTE

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the LCC that your request has been approved.

SUPPORTING STATUTE

Public Act 501 of 2006

For more information contact the MEDC Customer Assistance Center at 517.373.9808.

Resolution 12-010

WHEREAS, the City of Monroe Downtown Development Authority (DDA) was created by Ordinance 77-003 enacted by Monroe City Council on April 11, 1977 under the authority granted it by Act 197 of the Public Acts of 1975; and

WHEREAS, the Downtown Development Authority District (District #1) was created by Ordinance 77-003 and has been subsequently enlarged by Ordinance 90-013 (District #2), Ordinance 91-004 (District #3), Ordinance 94-015 (District #4), and Ordinance 02-012 (District #5); and these Ordinances were superseded by Ordinance 06-009, enacted by Monroe City Council on June 19, 2006, which includes the entire district description as outlined in Exhibit 1; and

WHEREAS, the current City of Monroe Downtown Development Authority Development Plan #4 was recommended by the Downtown Development Authority and subsequently adopted by Monroe City Council on June 18, 2007; and

WHEREAS, a stated purpose of the Development Plan is to “encourage and participate where feasible in the development of new private uses that clearly demonstrate the creation of new jobs, the attraction of new business and the generation of additional tax revenues”; and

WHEREAS, in order to allow cities to enhance the quality of life for their residents and visitors to their communities, the Michigan Liquor Control Commission may issue public on-premises licenses in addition to those quota licenses allowed in cities under the Michigan Liquor Control Code of 1998; and

WHEREAS, the City of Monroe Downtown Development Authority District is eligible for on-premises liquor licenses created by Act 501 of the Public Acts of 2006, being Section 521a(1)(b) of the Michigan Liquor Control Code of 1998, or Section 436.1521a(1)(b) of the Michigan Compiled Laws.

27 **NOW THEREFORE BE IT RESOLVED:**

28

29 (1) The City of Monroe hereby establishes the Monroe Downtown Development
30 Authority District as a Redevelopment Project Area; and

31

32 (2) Exhibit 1, a map of the Monroe Downtown Development Authority District established
33 under Ordinance 06-009, reflects and outlines where the development district or area
34 is located within the City of Monroe; and

35

36 (3) The development district or area is established under Section 521a(1)(b)(iii) of the
37 Michigan Liquor Control Code of 1998, being Section 436.1521a(1)(b)(iii) of the
38 Michigan Compiled Laws; and

39

40 (4) Exhibit 2, an affidavit from the City of Monroe Assessor, Sam Guich, certified by the
41 City Clerk Treasurer; establishes the total amount of public and private investment in
42 real and personal property within the qualified development district is \$15,578,936
43 over preceding 5 year time period.

44

45 **Exhibit 1**

46 Monroe Downtown Development Authority District/Redevelopment Project Area Map

47

48 **Exhibit 2**

49 Affidavit from City of Monroe Assessor Establishing the Total Amount of Public and Private
50 Investment in the Redevelopment Project Area

51

52

53 Motion:
54 Seconded By:

55
56 YEAS:
57 NAYS:

58
59 **RESOLUTION DECLARED ADOPTED**

60
61 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of
62 Michigan, do hereby certify that the foregoing is an exact copy of a Resolution adopted by the
63 City Council of said City, at a regular meeting thereof held on the ____th day of April 2012.

64
65
66
67 _____
68 Charles D. Evans
69 City Clerk-Treasurer

Exhibit 1
City of Monroe
Monroe Downtown Development Authority District
Redevelopment Project Area



- 8. I am providing this data in response to a request. The furnishing of this data by me is not intended to be, and should not be construed to be, advocacy for additional establishments at which liquor would be available.

FURTHER AFFIANT SAYETH NOT.

Date: September 26, 2011 Signed: Sam Guich
 Sam Guich, Assessor
 City of Monroe

On this 26th day of September, 2011, before me, a Notary Public, personally appeared Sam Guich, known to be the person whose name is subscribed, and he acknowledges that the contents herein are true of his own knowledge and belief except as to those matters stated to be upon information and belief, which matters he believes to be true.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Paula J. Smith
 Notary Public
 Monroe County, Michigan, acting in
 Monroe County, Michigan
 My commission expires: 7/19/2017

PAULA J. SMITH
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MONROE
My Commission Expires July 19, 2017
Acting in the County of Monroe

REAL PROPERTY SALES IN CITY OF MONROE DOWNTOWN DEVELOPMENT AUTHORITY
 FROM JANUARY 2007 TO SEPTEMBER 2011 (9-22-11)

PARCEL NUMBER	PROPERTY ADDRESS	SALE DATE	TERMS OF SALE	SALE PRICE
58-55-29-00071-101	10 E FRONT ST UNIT 1	1/29/2007	WARRANTY DEED	200,000
58-55-29-00112-000	601 S MONROE ST	3/2/2007	WARRANTY DEED	295,000
58-55-29-00171-000	54 S MONROE ST	3/15/2007	WARRANTY DEED	75,000
58-55-29-00177-000	110 S MONROE ST	7/10/2007	LAND CONTRACT	200,000
58-55-29-00180-000	206 S MONROE ST	10/25/2007	WARRANTY DEED	200,000
58-55-29-00329-000	120 HARRISON ST V	11/13/2007	WARRANTY DEED	31,000
58-55-29-00425-000	14 S MONROE ST	8/16/2010	WARRANTY DEED	67,500
58-55-29-00429-000	8 W FRONT ST	12/4/2009	WARRANTY DEED	280,000
58-55-29-00431-000	22 W FRONT ST V	5/30/2008	WARRANTY DEED	37,068
58-55-29-00437-000	50 W FRONT ST	12/27/2007	WARRANTY DEED	163,000
58-55-29-00441-000	78 W FRONT ST	11/23/2010	WARRANTY DEED	150,000
58-55-29-00488-000	802 S MONROE ST	9/27/2010	WARRANTY DEED	325,000
58-55-39-00172-000*	17, 19 WASHINGTON ST	7/31/2009	LAND CONTRACT	420,000
58-55-39-00241-000	118 E FRONT ST	8/30/2007	WARRANTY DEED	40,000
58-55-39-00254-000	212 E FIRST ST	8/21/2008	WARRANTY DEED	192,500
58-55-39-00585-000	131 E FRONT ST	6/27/2008	WARRANTY DEED	150,000
58-55-69-00505-000	311 N MONROE ST	12/11/2010	LAND CONTRACT	76,000
58-55-69-01307-000	106 N MONROE ST	3/27/2008	WARRANTY DEED	350,000
58-55-69-01308-000	118 N MONROE ST	3/6/2009	LAND CONTRACT	200,000
			TOTAL	3,452,068

*MULTIPLE PARCELS

REAL PROPERTY INVESTMENT (PRIVATE) BASED ON BUILDING PERMIT WORK COST FROM
 JANUARY 2007 TO SEPTEMBER 2011 IN CITY OF MONROE DOWNTOWN DEVELOPMENT
 AUTHORITY (9-22-11) PAGE 1/4

PARCEL NO.	PERMIT NO.	COST	PERMIT CATEGORY	DESCRIPTION
29-00511-000	PSI-12-0005	475	COM OR INDUST MISCE	FACE CHANGE ON MONUMENT SIGN FOR BLU WATER SPA PER SI
69-01304-000	PBD-12-0127	10,000	COM OR INDUST ALTER	TO REMOVE AND REPLACE FIRST FLOOR RESTROOM IN ACCORA
69-00514-000	PBD-12-0095	2,000	COM OR INDUST ALTER	To remove front sidewalk and replace with new ramp at south enc
39-00240-000	PSI-12-0002	25	COM OR INDUST MISCE	INSTALL 36 INCH HIGH x 9 SQ. FT. MAXIMUM SANDWICH BOAR
29-00099-000	PBD-12-0057	3,500	COM OR INDUST ALTER	REMOVE AND REPLACE FRONT CONCRETE LANDING, STAIR ASSE
69-00503-000	PBD-12-0008	4,500	COM OR INDUST MISCE	REMOVE AND REPLACE APPROX. 820 SQ. FT. OF PRIVATE DRIVE
29-00108-000	PSI-11-0040	2,000	COM OR INDUST MISCE	REPLACE EXTERIOR WALL SIGNAGE ON NORTH, WEST, AND SOL
29-00195-000	PBD-11-0694	2,900	COM OR INDUST ALTER	REMODEL INTERIOR OF EXISTING COMMERCIAL BUILDING PER !
29-00195-000	PSI-11-0036	450	COM OR INDUST MISCE	CHANGE OUT EXISTING SIGN FACE ON POLE MOUNTED SIGN PE
29-00195-000	PSI-11-0035	3,000	COM OR INDUST MISCE	INSTALL OF WALL SIGN PER SUBMITTED DOCUMENTS. ALL WOR
69-00505-000	PBD-11-0673	5,860	ROOF	REMOVE SLATE AND REPLACE (22 SQUARE) SHINGLE ROOF CO
69-01304-000	PBD-11-0638	10,000	COM OR INDUST ALTER	REMODEL RESTROOMS ON INTERIOR OF EXISTING COMMERCIAL
39-00167-000	PBD-11-0616	18,000	COM OR INDUST ALTER	REMODEL BATHROOMS ON INTERIOR OF EXISTING COMMERCIAL
69-01316-000	PBD-11-0630	4,750	ROOF	REMOVE AND REPLACE APPROX. 10 SQ. OF FLAT ROOF COVERIN
29-00195-000	PBD-11-0569	2,500	DEMOLITION	DEMOLISH INTERIOR OF SOUTH HALF OF EXISTING BUILDING A
29-00449-000	PBD-11-0572	15,000	COM OR INDUST ALTER	PHASE 1 OF WORKCONSTRUCT NEW SOUTH EXTERIOR WALL AS
29-00488-000	PSI-11-0031	3,587	COM OR INDUST MISCE	CHANGE OUT EXISTING SIGN FACE ON POLE MOUNTED SIGN PE
39-00225-000	PSI-11-0034	11,516	COM OR INDUST MISCE	To install three new signs at the entances to the Riverwalk per sul
29-00488-000	PBD-11-0515	10,000	COM OR INDUST ALTER	REMOVE AND REPLACE UNDERGROUND STORAGE TANKS. APPRI
29-00161-000	PSI-11-0025	200	COM OR INDUST MISCE	INSTALL 19 SQ. FT. OF WALL SIGN FOR I DO WEDDING RENTAL
29-00076-000	PBD-11-0431	1,100	COM OR INDUST ALTER	REMODEL INTERIOR OF EXISTING COMMERCIAL BUILDING PER !
29-00073-000	PSI-11-0028	600	COM OR INDUST MISCE	REPLACE BARREL PORTION OF AWNING FABRIC ON EXISTING SI
29-00183-000	PBD-11-0436	114,500	COM OR INDUST ADDITI	INSTALL SOLAR PANELS ON ROOF STRUCTURE PER SUBMITTED
39-00172-000	PSI-11-0027	75	COM OR INDUST MISCE	INSTALL APPROX. 10.3 SQ. FT. OF SIGN ON INTERIOR OF WIND
39-00172-000	PBD-11-0420	3,500	COM OR INDUST ALTER	COMPLETE INTERIOR RENOVATIONS OF EXISTING COMMERCIAL
39-00159-000	PBD-11-0398	1,900	WINDOWS	REMOVE AND REPLACE (6) WINDOWS IN EXISTING COMMERCIAL
69-00505-000	PBD-11-0412	20,000	COM OR INDUST ALTER	REMODEL INTERIOR OF EXISTING COMMERCIAL BUILDING PER !
29-00073-000	PBD-11-0409	500	COM OR INDUST ALTER	To construct two non load bearing partitions according to submitte
29-00071-000	PBD-11-0402	6,655	WINDOWS	REMOVE FRONT WINDOWS AND INSTALL NEW 2 " X 4 1/2 " BRO
29-00071-000	PSI-11-0024	985	COM OR INDUST MISCE	INSTALL NEW FABRIC COVER WITH SIGNAGE ON EXISTING AWN
29-00449-000	PBD-11-0386	9,000	COM OR INDUST ALTER	To remove front brick facade and to build new front supporting st
29-00079-000	PSI-11-0022	1,000	COM OR INDUST MISCE	INSTALL 22 INCH x 20 FT. WALL SIGN ON EAST ELEVATION OF E
69-00267-000	PZB-11-0078	500	SHED	CONSTRUCT 8 FT. x 10 FT. ACCESSORY BUILDING IN REAR YARD
29-00169-000	PBD-11-0382	17,645	COM OR INDUST ALTER	REMODEL INTERIOR OF EXISTING APARTMENT DWELLING PER S
29-00104-000	PSI-11-0021	990	COM OR INDUST MISCE	INSTALL 32 SQ. FT. OF OVAL WALL SIGN FOR DOVETAIL FAMILY
29-00236-000	PBD-11-0342	4,200	COM OR INDUST MISCE	INSTALL (3) NEW AWNINGS ON SECOND FLOOR PER SUBMITTE
29-00236-000	PSI-11-0019	3,122	COM OR INDUST MISCE	INSTALL 9 SQ. FT. OF SIGN ON EXISTING AWNING FRAME PER S
29-00050-000	PSI-11-0018	1,800	COM OR INDUST MISCE	INSTALL 2 FT. x 7 FT. WALL SIGN ON NORTH ELEVATION & CHAI
59-01846-000	PBD-11-0314	3,200	FENCE	INSTALL APPROX. 188 LINEAL FEET OF 6 FT. HIGH PRIVACY FEN
69-01304-000	PBD-11-0318	31,099	WINDOWS	REMOVE AND REPLACE (71) WINDOWS IN EXISTING COMMERCIAL
29-00403-000	PBD-11-0302	40,000	COM OR INDUST ADDITI	CONSTRUCT 490 SQ. FT. OF ONE STORY ADDITION OVER CRAW
59-01845-000	PBD-11-0190	39,000	ROOF	INSPECTION PROVIDED BY JOHN KOHLER / ARCHITECT ON EXIS
39-00225-000	PBD-11-0250	173,000	WINDOWS	City Hall Renovations that include to remove and reinstall brick ver
69-00267-000	PBD-11-0263	700	DECK - PATIO - OR POR	INSTALL GUARDRAILS AND HANDRAIL ON EXISTING REAR CONC
39-00160-000	PBD-11-0141	3,009	WINDOWS	REMOVE AND REPLACE (6) WINDOWS IN EXISTING COMMERCIAL
29-00425-000	PSI-11-0015	3,600	COM OR INDUST ALTER	INSTALL 20 SQ. FT. OF SIGN ON NEW AWNING PER SUBMITTED
29-00425-000	PBD-11-0227	2,300	COM OR INDUST ALTER	INSTALL NEW 24 FT. CANVAS AWNING AND FRAME ON FRONT O
69-01378-000	PBD-11-0269	13,500	ROOF	REMOVE AND REPLACE (22) SQ. OF ROOF COVERING ON EXIST
29-00108-000	PBD-11-0151	2,000	PAVING	To remove existing concrete island and install new asphalt pavem
29-00104-000	PBD-11-0196	23,100	COM OR INDUST ALTER	Interior build-out for doctors office (Dovetail Family Practice) acco
29-00190-001	PZB-11-0053	7,000	COM OR INDUST MISCE	REMOVE AND REPLACE ENTRANCE APPROACH ON MONROE STRE
29-00231-000	PBD-11-0176	5,400	COM OR INDUST ALTER	EXCAVATE BASEMENT WALLS, INSTALL WATERPROOFING MATEF
29-00046-000	PBD-11-0172	11,000	WINDOWS	REMOVE AND REPLACE (27) WINDOWS IN EXISTING DWELLING
29-00104-000	PSI-11-0008	700	COM OR INDUST MISCE	INSTALL 15 SQ. FT. OF WALL SIGN ONNORTH ELEVATION PER SI
29-00104-000	PBD-11-0126	16,500	COM OR INDUST ALTER	COMPLETE INTERIOR BUILDOUT OF 672 SQ. FT. OF EXISTING C

REAL PROPERTY INVESTMENT (PRIVATE) BASED ON BUILDING PERMIT WORK COST FROM
 JANUARY 2007 TO SEPTEMBER 2011 IN CITY OF MONROE DOWNTOWN DEVELOPMENT
 AUTHORITY (9-22-11) PAGE 2/4

PARCEL NO.	PERMIT NO.	COST	PERMIT CATEGORY	DESCRIPTION
28-02500-000	PSI-11-0007	350	COM OR INDUST MISCE	TO INSTALL 24" x 36" SANDWICH BOARD SIGN FOR DIAMOND D
29-00104-000	PBD-11-0028	14,400	COM OR INDUST NEW C	To do interior build out for new Wireless Giant per submitted archi
69-01308-000	PSI-11-0001	500	COM OR INDUST MISCE	LETTER EXISTING AWNING FOR CAKES BY STEPHANIE PER SUBM
29-00408-000	PBD-11-0011	250	COM OR INDUST MISCE	TO CONSTRUCT 90 INCHES OF NON-BEARING PARTITION WALL
29-00079-000	PBD-10-0512	448,000	COM OR INDUST ALTER	REMODEL FIRST FLOOR OF EXISTING COMMERCIAL BUILDING PI
59-01780-000	PBD-10-0715	780	SIDEWALK	REMOVE AND REPLACE EXTERIOR CONCRETE SIDEWALKS PER SI
29-00104-000	PBD-10-0734	17,500	COM OR INDUST NEW C	TO FINISH BUILD OUT FOR ATTORNEY'S OFFICE PER SUBMITTEI
39-00159-001	PSI-10-0040	600	COM OR INDUST MISCE	TO REMOVE AND REPLACE SIGN FACE FOR MAGNUM FORCE PER
29-00079-000	PBD-10-0707	10,000	DEMOLITION	TO DEMOLISH REAR SECTION OF STRUCTURE PER SUBMITTED I
29-00163-000	PSI-10-0036	100	COM OR INDUST MISCE	TO HANG 3 ' x 5' 8" BANNER FROM JUNE 3 TO JUNE 6, 2010.
29-00239-000	PSI-10-0031	700	COM OR INDUST MISCE	INSTALL 11.5 SQ. FT. OF WALL SIGN PER SUBMITTED DOCUMEN
29-00079-000	PBD-10-0526	22,796	COM OR INDUST ALTER	COMPLETE EXTERIOR RESTORATION OF COMMERCIAL BUILDING
29-00410-000	PBD-10-0488	550	COM OR INDUST ALTER	TO CONSTRUCT NEW LANDING AND STAIR ASSEMBLY PER SUBY
29-00141-000	PBD-10-0467	14,167	COM OR INDUST ALTER	INSTALL ADDITIONAL ANCHORAGE MATERIALS ON EXTERIOR FA
29-00436-000	PBD-10-0424	6,466	ROOF	REMOVE AND REPLACE APPROX 30 SQ. OF ROOF COVERING ON
29-00105-000	PSI-10-0023	4,000	COM OR INDUST MISCE	REPLACE 1 WALL SIGN ON SOUTH ELEVATION AND REPLACE PAI
29-00438-000	PBD-10-0462	8,000	COM OR INDUST ALTER	TO CONSTRUCT A NEW WALL AT SOUTH END OF BUILDING FOR
39-00241-000	PBD-10-0272	110,000	COM OR INDUST ALTER	REMODEL INTERIOR OF EXISTING COMMERCIAL BUILDING AND
69-00263-000	PSI-10-0009	10,000	COM OR INDUST MISCE	INSTALL WALL SIGN AND REPLACE FACE ON POLE SIGN PER SUE
69-01509-002	PBD-10-0348	950	DECK - PATIO - OR POR	REMOVE AND REPLACE FRONT CONCRETE STAIR ASSEMBLY PER
29-00100-000	PBD-10-0366	650	ROOF	REMOVE AND REPLACE (3) SQ. OF ROOF COVERING ON EXISTII
39-00223-000	PSI-10-0011	1,500	COM OR INDUST MISCE	INSTALL 35 SQ. FT. OF WALL SIGN (READY, HELLER & READY) O
29-00485-000	PBD-10-0307	1,500	COM OR INDUST ALTER	TO REMODEL EXISTING BATHROOM TO MAKE HANDI-CAP ACCES
29-00408-000	PSI-10-0014	100	COM OR INDUST MISCE	TO DISPLAY SANDWICH BOARD SIGN FOR CRAVINGS.
29-00091-000	PBD-10-0291	600	COM OR INDUST MISCE	REPAIR STEEL STAIR ASSEMBLY ON SOUTH SIDE OF EXISTING B
29-00183-000	PBD-10-0262	7,200	DRIVEWAY	REMOVE AND REPLACE (2) DRIVEWAY APPROACHS AND SIDEW
29-00404-033	PBD-10-0267	2,800	COM OR INDUST MISCE	TO INSTALL FOUNDATION ONLY FOR HOPPER/MIXER TOWER PE
29-00165-000	PBD-10-0173	500	ROOF	REPAIR ROOF COVERING ON EXISTING BUILDING AND INSTALL
29-00180-000	PBD-10-0127	1,500	COM OR INDUST MISCE	REMOVE AND REPLACE SKYLIGHTS IN EXISTING COMMERCIAL B
69-01316-000	PBD-10-0120	1,100	SIDING - ALUM - VINYL	INSTALL (8) SQUARE OF SIDING AND REQUIRED WEATHER BAF
59-01846-000	PBD-10-0046	16,000	COM OR INDUST MISCE	FILL IN AND REPAIR DAMAGED AREAS OF EXISTING PRIVATE PA
39-00232-000	PBD-09-0792	14,500	COM OR INDUST MISCE	TO MAKE REPAIRS TO PARKING LOT AS DESCRIBED ON APPLICA
29-00239-000	PBD-09-0627	100,000	COM OR INDUST ALTER	TO INSTALL NEW WINDOWS, BATHROOM, FIVE (5) OFFICES, NE
59-01845-000	PBD-09-0628	4,700	COM OR INDUST MISCE	REMOVE AND REPLACE CONCRETE LANDING, STAIR ASSEMBLY, ,
29-00239-000	PBD-09-0585	2,000	DEMOLITION	DEMOLISH INTERIOR OF 2 RESTROOMS ON SECOND FLOOR OF I
29-00511-000	PBD-09-0595	3,000	COM OR INDUST ALTER	TO CONSTRUCT PARTITION WALLS FOR BLU WATER SPA PER SU
69-01315-000	PBD-09-0497	1,500	ROOF	REMOVE AND REPLACE 3 SQ. OF TORCHDOWN ROOF COVERING
29-00419-000	PBD-09-0492	550	COM OR INDUST MISCE	REPAIR EXTERIOR BRICK WALL COVERING PER SUBMITTED DOC
69-01315-000	PBD-09-0472	10,000	ROOF	REMOVE EXISTING ROOF AND REPLACE WITH NEW TORCH DOW
29-00258-000	PBD-09-0415	2,165	WINDOWS	INSTALL (6) REPLACEMENT WINDOWS. EGRESS REQUIREMENT
29-00404-036	PBD-09-0424	2,056	WINDOWS	INSTALL (4) REPLACEMENT WINDOWS. EGRESS REQUIREMENT
29-00404-036	PBD-09-0376	10,410	ROOF	REMOVE AND REPLACE 24 SQ. OF ROOF COVERING ON EXISTINC
29-00416-000	PBD-09-0374	500	COM OR INDUST ALTER	CONSTRUCT INTERIOR PARTITIONS TO CREATE OFFICES PER SI
29-00420-000	PBD-09-0370	28,500	COM OR INDUST ALTER	TO CONSTRUCT NEW CONFERENCE ROOM AND REMODEL PER SI
29-00105-000	PBD-09-0389	15,000	ROOF	REMOVE AND REPLACE 13 SQUARE ROOF COVERING ON TIRE ST
29-00252-000	PBD-08-0672	15,000	COM OR INDUST ALTER	TO RECONSTRUCT FRONT ENTRANCE AND TO CONSTRUCT REAF
29-00071-000	PBD-09-0273	15,000	COM OR INDUST ALTER	TO CONSTRUCT A NEW BATHROOM, KITCHEN AND UTILITY ROC
29-00238-000	PBD-09-0287	2,000	COM OR INDUST MISCE	DEMO CHIMNEY AND REPLACE WITH CAP AND EPM ROOFING. SI
29-00079-000	PBD-09-0231	16,404	COM OR INDUST ALTER	TO REMOVE PAINT, TUCKPOINT AND INSTALL NEW BRICK PARA
29-00180-000	PBD-09-0284	12,900	WINDOWS	INSTALL APPROX. 58 WINDOWS ON FIRST FLOOR OF EXISTING I
29-00402-000	PBD-09-0262	5,180	PAVING	REMOVE AND REPLACE SECTION OF EXISTING ASPHALT PARKIN
29-00325-000	PBD-09-0184	2,500	COM OR INDUST ALTER	REMOVE ONE (1) NON-BEARING PARTITION AND INSTALL TWO (
29-00143-000	PBD-09-0210	750	FENCE	REPLACE APPROX. 34 LINEAL FEET OF 6 ' HIGH PRIVACY FENCE I
29-00437-000	PBD-09-0110	8,000	COM OR INDUST ALTER	TO RENOVATE FRONT FACADE, UPGRADE ACCESSIBLE ENTRANC
29-00105-000	PBD-09-0190	15,000	ROOF	TO REMOVE EXISTING ROOF MEMBRANE AND INSULATION SYST

REAL PROPERTY INVESTMENT (PRIVATE) BASED ON BUILDING PERMIT WORK COST FROM
 JANUARY 2007 TO SEPTEMBER 2011 IN CITY OF MONROE DOWNTOWN DEVELOPMENT
 AUTHORITY (9-22-11) PAGE 3/4

PARCEL NO.	PERMIT NO.	COST	PERMIT CATEGORY	DESCRIPTION
59-01845-000	PBD-09-0092	3,400	COM OR INDUST MISCE	REPLACE LANDINGS, STAIRS, AND RAMP PER SUBMITTED DOCUI
39-00254-000	PBD-09-0058	2,400	SIDEWALK	REMOVE AND REPLACE PRIVATE SIDEWALKS AND STAIR LANDIN
39-00256-000	PBD-09-0059	1,700	SIDEWALK	REMOVE AND REPLACE 312 SQ. FT. OF PUBLIC SIDEWALK ALON
29-00104-000	PBD-09-0046	670,000	COM OR INDUST NEW C	TO RECONSTRUCT THE EXISTING STRUCTURE PER SUBMITTED /
29-00105-000	PBD-08-0843	6,795	COM OR INDUST ALTER	REMOVE AND REPLACE PRIVATE DRIVEWAY AND PARKING AREA
29-00239-000	PBD-08-0599	25,000	COM OR INDUST ALTER	TO RENOVATE FIRST FLOOR ENTRANCE AND TO INSTALL BARRII
39-00167-000	PBD-08-0649	65,000	COM OR INDUST ALTER	TO CONSTRUCT (THREE) 3 OFFICES PER SUBMITTED DOCUMEN
29-00410-000	PBD-08-0847	12,000	COM OR INDUST ALTER	TO CONSTRUCT A NEW STAIR ASSEMBLY PER ARCHITECT DOCU
69-01307-000	PBD-08-0670	20,000	COM OR INDUST ALTER	TO REMODEL EXISTING REAL ESTATE OFFICE INTO VETERINARY
29-00177-000	PBD-08-0671	20,000	COM OR INDUST ALTER	TO CONSTRUCT MULTI-PURPOSE AREA, DRESSING/TOILET ROO
29-00438-000	PBD-08-0754	5,000	COM OR INDUST ALTER	TO REMOVE INTERIOR NONBEARING PARTION AND REPLACE WI
29-00248-000	PBD-08-0635	10,000	COM OR INDUST ALTER	TO CONSTRUCT NEW CLOSET AND RESTROOM PER SUBMITTED
29-00438-000	PBD-08-0739	8,000	COM OR INDUST ALTER	INSTALL DROP CEILING, INSTALL DRYWALL ON THREE WALLS &
29-00172-000	PBD-08-0727	8,400	COM OR INDUST MISCE	TO TUCK POINT AND SEAL THE BRICK PER SUBMITTED SPECIFIC
29-00404-029	PBD-08-0706	7,650	COM OR INDUST MISCE	REMOVE AND REPLACE CITY SIDEWALK, FIVE (5) SECTIONS OF I
29-00140-000	PBD-08-0703	4,400	ROOF	REMOVE AND REPLACE 20 SQUARE TORCH DOWN RUBBER ROOF
39-00179-000	PBD-08-0641	3,500	COM OR INDUST MISCE	REPLACE CONCRETE AT TWO (2) AUTOMATIC GATES IN EXISTIN
29-00247-000	PBD-08-0578	10,000	COM OR INDUST ALTER	RENOVATONS FOR VICTORIA DAY SPA AT 105 W FRONT PER API
29-00177-000	PBD-08-0596	17,000	COM OR INDUST MISCE	INTERIOR REMODELING & RENOVATIONS INCLUDING RESTROO
29-00168-000	PBD-08-0571	1,800	COM OR INDUST ALTER	REMOVE AND REPLACE DAMAGED FLOOR AREA IN REAR OF BUIL
29-00083-000	PBD-08-0579	2,500	COM OR INDUST ALTER	REMODEL INTERIOR TENANT SPACE FOR WELLNESS CENTER PH.
29-00090-000	PBD-08-0570	2,400	COM OR INDUST MISCE	INSTALL NEW ALUMINUM FRAME AND GLAZING ENTRY SYSTEM
29-00087-000	PBD-08-0511	50,000	COM OR INDUST ALTER	INTERIOR REMODELING PER APPROVED DRAWINGS. SEPARATE
29-00168-000	PBD-08-0548	1,800	COM OR INDUST MISCE	REMOVE EXISTING TEN (10) TILES ON BUILDING FRONT, ABOVE
29-00512-000	PBD-08-0489	9,100	COM OR INDUST MISCE	REMOVE BRICK AND AWNINGS ABOVE ALUMINUM WINDOWS. IN
29-00180-000	PBD-08-0482	9,300	WINDOWS	REMOVE AND REPLACE BASEMENT WINDOWS AND INSTALL (5)
29-00239-000	PBD-08-0506	1,000	DEMOLITION	TO DEMO WALLS FOR ADA RESTROOMS PER APPROVED ARCHITI
39-00236-000	PBD-08-0457	9,000	WINDOWS	REMOVE EXISTIHNG MASONRY IN-FILL. INSTALL NEW GLAZING I
29-00438-000	PBD-08-0496	3,000	COM OR INDUST MISCE	TO INSTALL A FOUR INCH THICK CONCRETE SLAB IN BASEMENT
29-00437-000	PBD-08-0470	4,000	RES MISCELLANEOUS	REMOVE AND INSTALL 20 SQUARE OF SIDING AND REQUIRED AI
29-00180-000	PBD-08-0452	10,000	COM OR INDUST ALTER	INTERIOR REMODELING OF THE FIRST FLOOR (MAIN LEVEL) TO
29-00247-000	PBD-08-0429	2,600	COM OR INDUST MISCE	INSTALL CANVAS AWNING AND METAL FRAME FOR 105 WEST FR
29-00248-000	PBD-08-0428	2,400	COM OR INDUST MISCE	INSTALL CANVAS AWNING AND METAL FRAME FOR 113 WEST FR
29-00180-000	PBD-08-0426	20,000	COM OR INDUST MISCE	DEMOLITION OF THE EXISTING EAST ENTRY STAIR AND STOOP
39-00250-000	PBD-08-0397	3,100	COM OR INDUST MISCE	RECOVER FABRIC AWNING APPROXIMATELY 60' - 0" WIDE, 5' - 0
29-00416-000	PBD-08-0015	1,100	COM OR INDUST MISCE	NO NEW CONSTRUCTION - PUTTING NEW FABRIC COVER ON EX
29-00178-000	PBD-08-0369	4,000	COM OR INDUST ALTER	CREATE OPENING IN EXISTING CONSTRUCTION PER APPROVED
29-00146-000	PBD-08-0336	7,860	COM OR INDUST MISCE	INSTALL ONE NEW FOOTING AND TWO OPENERS (ENTRANCE /
29-00180-000	PBD-08-0339	500	DEMOLITION	INTERIOR DEMOLITION - NONSTRUCTURAL ELEMENTS.
29-00404-029	PBD-08-0270	2,855	COM OR INDUST ALTER	CONSTRUCT NEW BARRIER FREE TOILET ROOM PER APPROVED
29-00420-000	PBD-08-0277	10,000	COM OR INDUST MISCE	TUCKPOINT CHIMNEY, BRICK MASONRY AND PATCH CONCRETE
29-00101-000	PBD-08-0301	8,850	COM OR INDUST MISCE	OVERLAY OF 1.5 INCHES ASPHALT OVER THE EXISTING PAVED L
29-00238-000	PZF-08-0057	1,995	FENCE	INSTALL 48 LINEAL FEET OF 36 INCH HIGH ALUMINUM PICKET F
39-00227-001	PBD-08-0199	41,800	COM OR INDUST ALTER	INTERIOR ALTERATIONS TO EXISTING AREA PER APPROVED ARC
69-00255-000	PBD-08-0217	3,500	COM OR INDUST MISCE	REMOVE AND REPLACE CONCRETE HANDICAP RAMP AND STEPS
29-00113-000	PBD-08-0216	1,300	DECK - PATIO - OR POR	REMOVE AND REPLACE FRONT PORCH INCLUDING STAIR ASSEM
69-00267-000	PBD-08-0205	3,800	SIDING - ALUM - VINYL	REMOVE EXISTING SIDING, INSTALL NEW VAPOR BARRIER AND
29-00415-000	PBD-08-0155	10,000	ROOF	CONSTRUCT A COVERED ROOF DECK ON THE SECOND FLOOR RI
29-00179-000	PBD-08-0113	68,000	COM OR INDUST MISCE	EXTERIOR RESTORATION PER APPROVED SPECIFICATIONS.
29-00420-000	PBD-08-0146	8,000	COM OR INDUST MISCE	RENOVATE EXISTING (2) TOILET ROOMS REMOVE EXISTING TOI
29-00247-000	PBD-08-0003	250,000	COM OR INDUST ALTER	PROPOSED RENOVATIONS PER APPROVED ARCHITECTURAL DOC
69-01313-000	PBD-08-0098	9,000	COM OR INDUST MISCE	REMOVAL OF EXISTING ROOF SUPPORT BEAM AND REPLACE WI
59-01845-000	PBD-08-0103	1,944	COM OR INDUST MISCE	FRAME AND POUR CONCRETE PAD ADJACENT TO MACOMB STRE
69-01315-000	PBD-08-0022	5,000	COM OR INDUST ALTER	INSTALL TWO (2) NEW BARRIER FREE TOILET ROOMS PER APP
29-00172-000	PBD-08-0018	7,500	COM OR INDUST ALTER	INSTALL TWO RESTROOMS ON SECOND FLOOR OF BUILDING PE

REAL PROPERTY INVESTMENT (PRIVATE) BASED ON BUILDING PERMIT WORK COST FROM
 JANUARY 2007 TO SEPTEMBER 2011 IN CITY OF MONROE DOWNTOWN DEVELOPMENT
 AUTHORITY (9-22-11) PAGE 4/4

PARCEL NO.	PERMIT NO.	COST	PERMIT CATEGORY	DESCRIPTION
59-01845-000	PZF-07-0109	2,000	FENCE	REMOVE 6' HIGH CHAINLINK FENCE AND INSTALL 21 LINEAL FE
29-00449-000	PBD-07-0850	10,000	COM OR INDUST MISCE	REMOVE DAMAGED DECKING AND RAILING SYSTEMS AS REQUIR
29-00190-000	PBD-07-0620	6,350	COM OR INDUST MISCE	REMOVE CONCRETE APPROACH, SIDEWALK AND GUTTER PAN. R
69-01316-000	PBD-07-0572	800	COM OR INDUST MISCE	REBLOCK ENTRANCE BETWEEN TWO BUILDINGS. EXISTING STEI
29-00142-000	PBD-07-0481	6,951	COM OR INDUST MISCE	INSTALL NEW 42' X 60' AREA OF ACOUSTICAL CEILING TILE SYS'
29-00101-000	PBD-07-0339	2,500	COM OR INDUST MISCE	INSTALL DRYVIT SYSTEM ON SOUTH SIDE OF BUILDING TO MAT
29-00245-000	PBD-07-0201	4,000	COM OR INDUST MISCE	INSTALL TWO FABRIC AWNINGS (1) NINE FOOT AND (1) TWE
29-00071-000	PBD-07-0455	110,000	COM OR INDUST ALTER	RENOVATE EXISTING SECOND AND THIRD FLOOR FOR RESIDEN'
29-00075-000	PBD-07-0457	4,500	COM OR INDUST ALTER	CONSTRUCT THREE INTERIOR OFFICE WALLS PER APPROVED DC
39-00167-000	PBD-07-0418	3,850	COM OR INDUST MISCE	INSTALL NEW VINYL AWNING AND FRAME WITH GRAPHICS PER
	TOTAL	3,294,817		

PERSONAL PROPERTY ACQUISITIONS (PRIVATE) IN CITY OF MONROE DOWNTOWN
DEVELOPMENT AUTHORITY, ASSESSMENT YEARS 2007 TO 2011, INCLUSIVE (9-22-11)

	2011	2010	2009	2008	2007	TOTAL
SCHEDULE A	87,456	18,540	149,073	42,739	148,942	
SCHEDULE B	125,319	56,897	168,417	60,432	81,701	
SCHEDULE D	125,107	57,418	137,639	89,178	365,722	
	337,882	132,855	455,129	192,349	596,365	1,714,580

Parcel Number	Schedule	NEW
2,011	Schedule B	0.00
	Schedule D	0.00
68-01060-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01120-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01390-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01602-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01670-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01671-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01801-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01832-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01848-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01899-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01918-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01919-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01922-000	Schedule A	0.00
2,011	Schedule B	0.00
	Schedule D	0.00
68-01971-000	Schedule A	0.00
2,011	Schedule B	2,701.00
	Schedule D	0.00
	Schedule A	87,456.00
	Schedule B	125,319.00
	Schedule D	125,107.00

Parcel Number	Schedule	NEW
68-01670-000 2,010	Schedule A	0.00
	Schedule B	4,452.00
	Schedule D	0.00
68-01671-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01801-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01848-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01899-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01918-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01919-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
68-01922-000 2,010	Schedule A	0.00
	Schedule B	0.00
	Schedule D	0.00
	Schedule A	18,540.00
	Schedule B	56,897.00
	Schedule D	57,418.00

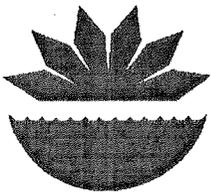
Parcel Number	Schedule	NEW
	Schedule D	0.00
68-00765-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01060-000	Schedule A	33,576.00
2,009	Schedule B	14,450.00
	Schedule D	0.00
68-01120-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01390-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01602-000	Schedule A	2,243.00
2,009	Schedule B	0.00
	Schedule D	1,400.00
68-01670-000	Schedule A	0.00
2,009	Schedule B	1,272.00
	Schedule D	2,550.00
68-01671-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01801-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01848-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01899-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01918-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01919-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
68-01922-000	Schedule A	0.00
2,009	Schedule B	0.00
	Schedule D	0.00
	Schedule A	149,073.40
	Schedule B	168,417.00
	Schedule D	137,639.00

Parcel Number	Schedule	NEW
2,008	Schedule B	0.00
	Schedule D	0.00
58-01237-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00040-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00185-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00265-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00267-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00485-000	Schedule A	0.00
2,008	Schedule B	3,163.00
	Schedule D	0.00
68-00750-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-00765-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01060-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01120-000	Schedule A	2,771.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01390-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01602-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01670-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01671-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01801-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
68-01848-000	Schedule A	0.00
2,008	Schedule B	0.00
	Schedule D	0.00
	Schedule A	42,739.00
	Schedule B	60,342.00
	Schedule D	89,178.00

Parcel Number	Schedule	NEW
2,007	Schedule B	0.00
	Schedule D	0.00
68-01801-000	Schedule A	34,023.00
2,007	Schedule B	0.00
	Schedule D	677.00
68-01848-000	Schedule A	0.00
2,007	Schedule B	0.00
	Schedule D	0.00
	Schedule A	148,942.00
	Schedule B	81,701.00
	Schedule D	365,722.00

FY07 - FY11 CAPITAL ASSET HISTORY FOR VARIOUS PROJECTS

<u>PROJECT</u>	<u>PROJECT DESCRIPTION</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>TOTAL</u>
02C19	DORSCH LIBRARY	399,683.46	69,268.96	71,152.63	-	-	540,105.05
02P02	W FRONT PARKING LOT	-	-	-	-	-	0.00
02P03	ST MARY PARKING LOT	-	-	-	-	-	0.00
03C01	CITY HALL FACADE REPAIR	-	-	-	-	-	0.00
03C14	CITY HALL AIR HANDLING SYSTEM	53,527.60	210,684.35	-	-	-	264,211.95
03C15	CITY HALL ROOF REPLACEMENT	29,547.00	179,742.54	-	-	-	209,289.54
04P01	FIRST/MONROE PKG LOT FENCE REPL	-	-	-	-	-	0.00
05C07	ADA PKG LOT MODIFICATION	-	-	-	-	-	0.00
05C08	ADA ST MARY PARK ACCESS	-	-	-	-	-	0.00
05C09	ADA RIVERWALK ACCESS RAMPS	-	-	-	-	-	0.00
06C17	ALTRUSA PARK	-	-	-	-	-	0.00
06C18	DOWNTOWN BUSINESS DISTRICT IMPROVEMENTS	-	-	242,864.68	-	-	242,864.68
	ANNUAL TOTALS	482,758.06	459,695.85	314,017.31	0.00	0.00	1,256,471.22



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Multifunction Color Copier Proposal Recommendation

DISCUSSION: The copier that serves the second floor of city hall and resides in the mailroom was originally placed in service in October 2004. It was purchased at that time for \$10,523. It has served the City well, but is getting on the older side for copiers and new technologies are available that could help reduce costs. In addition, the monthly maintenance cost for machine of that age is expensive at \$313.00 per month. In addition to the copier, we also have a fax machine in the 2nd floor mailroom that is approximately seven (7) years old. For those reasons, proposals were requested for a multifunction copier that would provide the same services as the current copier, plus add the ability for color copying and printing and faxing.

Proposals were requested based on specifications developed by the City. The proposals were due on Monday, February 13, 2012. Eleven proposals were received from eight different companies. A proposal tabulation is attached. In addition to the purchase price of the copier, the proposals included a price for ongoing service on the contract at a price per copy. The tabulation includes an estimated five year total cost that includes the purchase price of the copier plus an estimate of service cost, assuming 24,000 black & white prints per month and 1,000 color prints per month. Based on an initial review of the proposals and a review of the five year cost, we primarily focused on proposals from two companies, OCE/Canon and Goodremont's. We met with both companies to get a basic understanding of their proposals and the machines they were offering. We learned in our meetings that the paper capacity that was proposed on three machines would not be large enough for our use. That is the reason there is an adjusted 5 year cost on the proposal tabulation. We brought in a Sharp machine from Goodremont's to demo for a week and we visited Midway Products to review the machines offered by OCE/Canon. Both machines proposed by OCE/Canon were in use at that facility.

After our review process, it was felt that the machine we should recommend for purchase was the Canon C7055 from OCE/Canon. This was the machine that closest fit our original proposal specifications. The technology in place on the Canon machines seemed superior to the others in terms of how they duplex and the speed at which they make prints and copies. It is also felt that this machine has a longer duty cycle and it should last longer than the other machines considered.

As we discussed the features of the various copiers, we learned that the copiers have the ability to receive faxes from more than one fax line. In addition to the fax machine in the 2nd floor conference room, the City Manager has a fax machine for confidential faxes. For an additional cost of \$320.00 we can add the City Manager's fax to this machine and set it up so that the faxes are received into his e-mail. This would replace an older fax machine and potentially save on paper cost and other supplies cost. This cost will be added to the recommended purchase price.

The purchase price for this copier has been budgeted in the Information Systems Fund and the service contract is budgeted in the City Manager's budget. The copier will be charged back to the benefiting departments over a seven year period beginning in fiscal year 2014.

It is recommended that the Mayor and City Council approve a proposal from OCE/Canon for the purchase of a Canon C7055 at the purchase price of \$12,130 and a monthly service cost that will be fixed for the first five years of \$.0039 per black and white copy/print and \$.0550 color copy/print.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 4/13/2012

REASON FOR DEADLINE: Price hold period in proposal specifications

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 12,130
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ 1,783
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	Information Systems Fund	636-30.915-977.000	\$ 12,130
	Service Contract Cost (Est.)	101-10.172-934.000	\$ 1,783
			\$ N/A
			\$ N/A
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 3/27/2012

REVIEWED BY: 

DATE: 3-27-12

COUNCIL MEETING DATE: April 2, 2012

PROPOSAL TABULATION

	Bid Received From	Purchase Price	Trade-in	Net Purchase Price	Service Fees/Copy		Model Proposed	B&W Annual	Color Annual	Total Annual	Estimated Cost 5-Year Service	Total Cost 5 Year	Adjusted 5 Year Cost
					B&W	Color							
1	KerrAlbert Office Supply, Port Huron	\$ 8,170.00	\$ -	\$ 8,170.00	0.0090	0.0600	Sharp MX5110N	2,592.00	720.00	3,312.00	16,560.00	24,730.00	
2	Premier Business Products, Troy	18,999.00	2,000.00	16,999.00	0.0070	0.0300	Kyocera TASKalfa 5550ci	2,016.00	360.00	2,376.00	11,880.00	28,879.00	
3	OCE/Canon, Maumee, OH	11,810.00	-	11,810.00	0.0039	0.0550	Canon C7055	1,123.20	660.00	1,783.20	8,916.00	20,726.00	20,726.00
4	OCE/Canon, Maumee, OH	8,960.00	-	8,960.00	0.0039	0.0550	Canon C5051	1,123.20	660.00	1,783.20	8,916.00	17,876.00	18,645.00
5	MT Business Technologies, Holland, OH	9,292.00	500.00	8,792.00	0.0065	0.0490	Ricoh Aficio MP C5501	1,872.00	588.00	2,460.00	12,300.00	21,092.00	
6	Sterling Office Systems, Farmington Hills	9,999.00	298.00	9,701.00	0.0080	0.0505	Sharp MX5110N	2,304.00	606.00	2,910.00	14,550.00	24,251.00	
7	Goodremont's, Toledo, OH	8,174.00	-	8,174.00	0.0045	0.0450	Sharp MX5110N	1,296.00	540.00	1,836.00	9,180.00	17,354.00	18,004.00
8	Goodremont's, Toledo, OH	8,550.00	-	8,550.00	0.0045	0.0450	Lanier LD655e	1,296.00	540.00	1,836.00	9,180.00	17,730.00	18,335.00
9	J&J Digital Solutions, Taylor	12,565.00	500.00	12,065.00	0.0045	0.0450	Copystar CS5550ci	1,296.00	540.00	1,836.00	9,180.00	21,245.00	
10	University Office Technologies, Ann Arbor	7,380.00	-	7,380.00	0.0115	0.0600	Sharp MX4110N	3,312.00	720.00	4,032.00	20,160.00	27,540.00	
11	University Office Technologies, Ann Arbor	8,210.00	-	8,210.00	0.0115	0.0600	Sharp MX5110N	3,312.00	720.00	4,032.00	20,160.00	28,370.00	