

---

**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 weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

---

**AGENDA - CITY COUNCIL REGULAR MEETING  
TUESDAY, JANUARY 20, 2015**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

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

**IV. PROCLAMATION.**

10. St. Mary Catholic Central High School Volleyball Team Day – January 20, 2015.
11. Coach Diane Tueller Day – January 20, 2015.

**V. PRESENTATION.**

Presentation by Mark Jagodzinski, General Manager, Lake Erie Transit – Bus Service Millage.

**VI. COUNCIL ACTION.**

12. Communication for the Director of Economic & Community Development, submitting proposed Ordinance No. 15-001, an ordinance to amend several sections of Chapter 22, Boards, Commissions, Authorities and Committees, Article VI. Recreation Advisory Commission, of the Code of the City of Monroe.

Proposed Ordinance No. 15-001, up for its first reading and recommending that the second reading and public hearing be set for Monday February 2, 2015.

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

- A. Approval of the Minutes of the Regular Meeting held on Monday, January 5, 2015, the Minutes of the Work Session held on Saturday, January 10, 2015 and the Minutes of the Work Session held on Monday, January 12, 2015.
- B. Approval of payments to vendors in the amount of \$\_\_\_\_\_.  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

13. Appointments Resolution.

1. Communication from the Mayor's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

14. Annual Easter Egg Hunt.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe/Lenawee County AFL-CIO Central Labor Council and the United Way of Monroe County for permission to hold the Annual Easter Egg Hunt at Munson Park on March 28, 2015, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

15. Monroe County Detachment Marine Corps League Men's Softball Tournament Request.

1. Communication from the City Manager's Office, reporting back on a request from Steve Fernandez on behalf of the Monroe County Detachment Marine Corps League #147 for permission to hold a men's softball tournament / fundraiser for wounded veterans at Munson Park on April 24-26, 2015, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee reductions in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

16. City of Monroe's Flexible Benefit Plan (Section 125 Cafeteria Plan).

1. Communication from the Human Resources Director, submitting an amended agreement to the City's Flexible Spending account to update eligibility and waiting periods for the Affordable Care Act (ACA), as well as implement the carryover provision for the 2014-15 plan year, and recommending that Council adopt and approve the amended and restated Adoption Agreement for the City's Flexible Benefit Plan..
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

17. Navarre Library Window Replacement Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a change order for additional work to the Navarre Library, and recommending that Council authorize up to an additional \$4,000 in construction costs to Envision Builders for the above items subject to a corresponding transfer from previously-allocated architectural costs, and that the Director of

Engineering & Public Services be authorized to issue any necessary change orders to carry out the work.

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

18. Police Patrol Vehicle Purchase – Ford Explorer.

1. Communication from the Director of Engineering & Public Services, submitting a contract to purchase a 2015 Ford explorer to replace the 2011 Crown Victoria Police patrol vehicle, and recommending that Council award a contract to purchase one (1) 2015 Utility interceptor All Wheel Vehicle for a total price of \$27,595 from Signature Ford of Owosso, Michigan, and further recommending that the Director of Engineering & Public Services be authorized to prepare a purchase order for the above amount.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

19. CDBG Sub-recipient Agreement with Oaks of Righteousness for Warming Shelter.

1. Communication from the Director of Economic and Community Development, submitting a CDBG Sub-recipient Agreement with Oaks of Righteousness for assistance in funding its Warming Shelter, and recommending that Council approve the proposed CDBG sub-recipient agreement with the Oaks of Righteousness and authorize the City Manager to execute the agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

**VIII. COUNCIL COMMENTS.**

**IX. MAYOR COMMUNICATION.**

**X. CLERK-TREASURER COMMENTS.**

**XI. CITY MANAGER COMMENTS.**

**XII. CITIZEN COMMENTS.**

**XIII. ADJOURNMENT.**

CITY OF MONROE  
REGULAR COUNCIL MEETING  
MONDAY, JANUARY 5, 2015

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, January 5, 2015 at 7:30 p.m. in the City Hall Council Chambers.

Present: Council Member Hensley, Iacoangeli, Vining, Molenda, Rafko, Sisk and Mayor Clark.

Michelle J. LaVoy, City Clerk-Treasurer gave the invocation.

Mayor Clark led the pledge of allegiance to the flag.

Proclamation.

1. SMCC Football Day – January 5, 2015.

Mayor Clark congratulated the SMCC Football Team on winning the State Football Championship and thanked them for attending the meeting. He asked each of the team members to stand and give their name. The Mayor presented a Proclamation to the SMCC Football Team and to Jack Giarmo, Coach.

Jack Giarmo, Coach thanked Mayor and Council, on behalf of the Team for the Proclamation and invitation to the Council Meeting.

Communication.

2. Communication from the Director of Economic & Community Development in reply to the communication received from Garry Knapp, Chairman, Recreation Advisory Commission, dated October 23, 2014, agenda item #214.

Following discussion, it was moved by Council Member Iacoangeli and seconded by Council Member Hensley to accept the communication from the Director of Economic & Community Development with the following stipulations: upon issuance of an RFP for the three park master plans, the RFP will also include, that subject to City Council approval of the FY 2015-2016 Budget, master plans for two additional parks may be added to the contract of the selected firm, and that the RAC be included in the interview process.

Following discussion about the motion, a vote was taken on the motion.

Ayes: 7 Nays: 0

Motion carried.

3. Communication from the River Raisin National Battlefield Park Foundation, regarding a Statement of Interest in the Sawyer Homestead.
9. Communication from the Sawyer Homestead Organization regarding their interest in the Sawyer House.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that both item 3 & 9, be accepted and referred to a committee that will be chaired by Mayor Pro Tem Molenda for review, evaluation and report back to Council.

Following discussion regarding a timeline for completion of the review/evaluation and completion of Sawyer House renovations, a vote was taken on the motion.

Ayes: 7 Nays: 0

Motion carried.

Consent Agenda. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and may be approved by one motion. Any item may be removed for separate discussion by a Council Member or citizen.)

- A. Approval of the Minutes of the Regular Meeting held on Monday, December 15, 2014 and the Minutes of the Special Meeting held on Monday, December 15, 2014.
- B. Approval of payments to vendors in the amount of \$273,116.06.  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
4. Saint Mary's Gardens Subdivision Area Storm Water Study – Professional Services.
  1. Communication from the Director of Engineering & Public Services, reporting back on RFP's for the Saint Mary's Gardens Subdivision Area Storm Water Study, and recommending that a professional services award be made to the Spicer Group, Inc. for the above work for the base amount of \$15,296, and that the Director of Engineering & Public Services be authorized to execute any necessary agreement documents on behalf of the City and expend up to \$20,000 for work activities under this contract.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
5. North Monroe Street Streetscape – Elm to Willow – Professional Services.
  1. Communication from the Director of Engineering & Public Services, submitting a professional services contract for the North Monroe Street Streetscape from Elm to Willow, and recommending that a professional services award be made to the Mannik & Smith Group, Inc., for the above work for the base amount of \$23,900, and that the Director of Engineering & Public Services be authorized to execute any necessary agreement documents on behalf of the City and expend up to \$33,000 for work activities under this contract in total.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
6. Public Services Department Pressure Washer Replacement.
  1. Communication from the Director of Engineering & Public Services, reporting back on quotes for the replacement of the fixed pressure washing unit at the Public Services Department Jones Avenue Facility, and recommending that a purchase order be awarded to Baker's Ace Hardware for the purchase of a new Hotsy 900/1400 Series hot water pressure washer in the amount of \$5,855.55, and that the competitive bidding process be waived for this purchase.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
7. Teamsters Local 214 Collective Bargaining Agreement.
  1. Communication from the Human Resources Director, submitting an agreement with Teamsters Local 214 to extend the current collective bargaining agreement dated January 1, 2012 through December 31, 2014

for an additional year, and recommending that Mayor and Council approve the attached extension of the Teamsters Local 214 Collective Bargaining Agreement.

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

8. Recreation Mobile Device Application.

1. Communication from the Director of Economic and Community Development submitting an Agreement for the "Mousetrap Mobile" Recreation Mobile Device Application with the Michigan Recreation and Parks Association (MRPA) and Mousetrap Group, LLC and recommending that Council approve entering into the Statement of Work with the Michigan Recreation and Parks Association and the Mousetrap Group, LLC; and authorize the City Manager to execute tie Agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Molenda and seconded by Council Member Sisk that item 4, 6 and 7 be approved as presented and that item 5 and 8 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

5. The communication from the Director of Engineering & Public Services, submitting a professional services contract for the North Monroe Street Streetscape from Elm to Willow, and recommending that a professional services award be made to the Mannik & Smith Group, Inc., for the above work for the base amount of \$23,900, and that the Director of Engineering & Public Services be authorized to execute any necessary agreement documents on behalf of the City and expend up to \$33,000 for work activities under this contract in total.

Council Member Iacoangeli noted that because the North Monroe Street Streetscape is one of the gateways into downtown area he would like to make a motion with a couple of conditions because he is concerned about the design.

It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that item 5 be accepted, placed on file and the recommendation be carried out with the condition that Mannik & Smith's Landscape Architect, Wendy Fry be the lead designer on the project and that the Historic District Commission have an opportunity to review the plans prior to the grade inspection because this area is a national registered site.

Following discussion, a vote was taken on the motion.

Ayes: 7 Nays: 0

Motion carried.

8. The communication from the Director of Economic and Community Development submitting an Agreement for the "Mousetrap Mobile" Recreation Mobile Device Application with the Michigan Recreation and Parks Association (MRPA) and Mousetrap Group, LLC and recommending that Council approve entering into the Statement of Work with the Michigan Recreation and Parks Association and the Mousetrap Group, LLC; and authorize the City Manager to execute tie Agreement.

Council Member Iacoangeli explained that this Recreation Mobile Device will provide coaches, players and parents the ability to get instant text messages from the Recreation Department relative to scheduling changes, weather related cancellations, notices for registration, etc. He said that anything that is Recreation related can be sent out in a text message. He thanked Loretta LaPointe, Recreation Manager, the Recreation Advisory Commission and

Dan Swallow, Director of Economic & Community Development for overseeing and guiding this process through and said he thinks it will be a great service for the community.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that item 8 be accepted, placed on file and the recommendation be carried out.

Following comments, a vote was taken on the motion.

Ayes: 7 Nays: 0

Motion carried.

#### Council Comments.

Council Member Hensley commented about the annual Eagle Tour on January 31 hosted by and held at the DTE Energy, Monroe Power Plant.

Council Member Iacoangeli commented about Paul LaMarre, Executive Director of the Port of Monroe and the Port Authority, the Ordinance revision request from the Recreation Advisory Commission and the Neighborhood Enterprise Zone.

Council Member Molenda commented about the snow removal policy.

Council Member Rafko commented about the homeless shelter at the Oaks of Righteousness Christian Church.

Council Member Sisk commented about the communications from the Sawyer Homestead.

#### Mayor Comments.

Mayor Clark commented about the Communications regarding the Sawyer Homestead that are listed on the agenda, he congratulated SMCC Football Team again, also commented on the Stain Glass Church Tour and about Boards and Commissions. He spoke about a couple of Council Work Sessions on the calendar and Martin Luther King Day.

#### Clerk-Treasurer Comments.

Michelle J. LaVoy, Clerk-Treasurer announced that her daughter Grace is at the meeting because she has a keen interest in government and encouraged parents to bring their children also.

#### City Manager's Comments.

George Brown, City Manager comment on snow, ice and clearance policies and gave directions on how to navigate the City's website, [www.monroemi.gov](http://www.monroemi.gov) to access information from that policy.

#### Citizen Comments.

Adam Yeager, 1833 South Custer Road commented about the ice on the sidewalks.

Chris Kull, 519 Godfroy Avenue commented about the Stain Glass Church Tour and thanked the HDC for hosting it.

Jeanne Micka, 47 East Elm Avenue commented about the committee that was formed to review the future of the Sawyer Homestead.

Adjournment.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that the meeting adjourn at 8:23 p.m. until the Regular Meeting on Monday, January 20, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

---

Michelle J. LaVoy  
City Clerk-Treasurer

---

Robert E. Clark  
Mayor

**CITY OF MONROE  
COUNCIL WORK SESSION  
SATURDAY, JANUARY 10, 2015**

Work Session of the City Council of the City of Monroe, Michigan held on Saturday, January 10, 2015 at 9:07 a.m. in the Third Floor Conference Room.

Present: Council Member Hensley, Iacoangeli, Vining, Molenda, Rafko, Sisk and Mayor Clark.

Also Present: George Brown, City Manager  
Paula Wethington, Monroe Evening News

Mayor Clark noted the purpose of the Work Session is to review and discuss Initiative, Projects and Related Funding Needs for 2015. He said the objective is for each Council Member to express their thoughts and have input on the list of projects and priorities. A work sheet, menu of priorities and spreadsheets with the expanded description of each project, were provided for reference.

George Brown, City Manager explained that the Department Heads have started working on their budget and that part of today's input will help with prioritization during the budget process.

Following discussion, Mayor Clark declared the meeting adjourned at 11:53 a.m.

---

Michelle J. LaVoy  
Clerk-Treasurer

---

Robert E. Clark  
Mayor

**CITY OF MONROE  
COUNCIL WORK SESSION  
MONDAY, JANUARY 12, 2015**

Joint Work Session of the City Council of the City of Monroe, Michigan and the Citizens Planning Commission, held on Monday, January 12, 2015 at 6:03 p.m. in the City Council Chambers.

Present: Council Member Hensley, Vining, Molenda, Rafko and Mayor Clark.

Excused: Council Member Iacoangeli and Sisk.

Also Present: George Brown, City Manager  
Chairman Miller, Citizens Planning Commission  
Vice-Chair Smith, Citizens Planning Commission  
Commissioner Lamour, *(arrived 6:06)* Citizens Planning Commission  
Commissioner Roberts, Citizens Planning Commission  
Commissioner Swartz, Citizens Planning Commission  
Excused: Commissioner Robinson, Citizens Planning Commission  
Absent: Commissioner LaRoy and Secretary Caldwell, Citizens Planning Commission  
Patrick Lewis, Director of Engineering & Public Services  
Dan Swallow, Director of Economic & Community Development  
Jeffrey Green, City Planner and Historic Preservation Officer  
Loretta LaPointe, Recreation Manager  
Keith Woodcock, Building Official  
Robert Wight, Fire Chief  
Ed Sell, Finance Director  
Chief Moore, *(arrived 6:34 p.m.)* Police Chief/Public Safety Director  
Barry LaRoy, Director of Water & Wastewater Utilities  
Lou Lombardo, Manager, Monroe Multi-Sports Complex

Presentations were given by Patrick Lewis, Director of Engineering & Public Services, Lou Lombardo, Manager, Monroe Multi-Sports Complex, Keith Woodcock, Building Official, Robert Wight, Fire Chief, Dan Swallow, Director of Economic & Community Development, and Barry LaRoy, Director of Water & Wastewater Utilities during the Annual Work Session to address capital expenses for the coming year.

Following discussion, Mayor Clark declared the meeting adjourned at 8:06 p.m.

---

Michelle J. LaVoy  
Clerk-Treasurer

---

Robert E. Clark  
Mayor

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
000006640	906 TECHNOLOGIES LLC	LLC			
	15420	KASPERSKY ANTIVIRUS SOFTWARE PC & SERVER	4,260.65		
TOTAL FOR: 906 TECHNOLOGIES LLC			<u>4,260.65</u>		
000000023	ACR BUSINESS SYSTEMS LLC	LLC			
	S20241	FULL FLEX COPIER MAINTENANCE AGREEMENT	56.00		
TOTAL FOR: ACR BUSINESS SYSTEMS LLC			<u>56.00</u>		
000004814	AMERICAN SANITATION & SEWER INC	INC			
	13015	PORTABLE TOILET CUSTER AIRPORT JAN 2015	70.00		
TOTAL FOR: AMERICAN SANITATION & SEWER INC			<u>70.00</u>		
000000038	AUDIO ALERT-MONROE	MONROE			
	3349	ALARM MONITORING 1ST QUARTER 2015	75.00		
TOTAL FOR: AUDIO ALERT-MONROE			<u>75.00</u>		
000000106	B&L OFFICE MACHINES	MACHINES			
	12063	TONER REFILL	34.95		
TOTAL FOR: B&L OFFICE MACHINES			<u>34.95</u>		
MISC	BAYVIEW LOAN SERVICING	SERVICING			
	01/08/2015	49-00475-000 (BLACK, LARRY & SUE)	130.98		
TOTAL FOR: BAYVIEW LOAN SERVICING			<u>130.98</u>		
000005169	BENTLEY SYSTEMS INC	INC			
	47654101	WATERCAD STANDALONE 2000 PIPES	488.50		
TOTAL FOR: BENTLEY SYSTEMS INC			<u>488.50</u>		
000006547	CHEMTRADE CHEMICALS COPORATION	COPORATION			
	90691450	LIQUID ALUMINUM SULFATE PURCHASE	3,280.19		
TOTAL FOR: CHEMTRADE CHEMICALS COPORATION			<u>3,280.19</u>		
000000204	CINTAS CORPORATION 306	CORPORATION 306			
	306248040	SHOP TOWEL FOLDED RED	73.04		
	306248041	BLACK MATS	222.10		
	306259703	SHOP TOWELS FOLDED RED	73.04		
	306259704	BLACK MATS	222.10		
	306265467	SHOP TOWELS FOLDED RED	73.04		
	306265468	BLACK MATS	222.10		
TOTAL FOR: CINTAS CORPORATION 306			<u>885.42</u>		
000000286	CLASSIC SOUNDS	SOUNDS			
	1/6/15	DJ DADDY DAUGHTER DANCE FEB 7TH	250.00		
TOTAL FOR: CLASSIC SOUNDS			<u>250.00</u>		
000006310	COLASANTI CONSTRUCTION SERVICES INC	CONSTRUCTION SERVICES INC			

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
1124		OZONE SYSTEM MODIFICAITONS PER 12/23/13 COUNCIL	8,433.00		
TOTAL FOR: COLASANTI CONSTRUCTION SERVICES INC			8,433.00		
0000005701	COMPLUS DATA INNOVATIONS INC				
28869		PARKING TICKET COLLECTION FEES DECEMBER 2014	679.35		
TOTAL FOR: COMPLUS DATA INNOVATIONS INC			679.35		
0000000299	CONSUMERS ENERGY				
201181445056		1000 0023 0449 6544 E ALBAIN 12/9 - 1/12/15	383.52		
201537384202		1000 2952 1166 15075 S DIXIE 12/7 - 1/8/15	236.56		
201537385062		1000 6043 7702 14946 S DIXIE 12/7 - 1/10/15	37.98		
203584263282		1000 2947 2964 5537 E DARTMOOR 12/7 - 1/10/15	32.95		
203940216134	1214	1000 2644 0816 15756 KEEGAN 12/4 - 1/7/15	77.37		
205809096970		1000 2976 1499 5450 POPLAR 12/7 - 1/10/15	53.35		
TOTAL FOR: CONSUMERS ENERGY			821.73		
MISC	CORELOGIC				
01/08/2015		69-01213-070	132.41		
TOTAL FOR: CORELOGIC			132.41		
MISC	CORELOGIC				
01/08/2015		19-00052-000	256.81		
TOTAL FOR: CORELOGIC			256.81		
MISC	CORELOGIC REAL ESTATE TAX				
01/08/2015			269.79		
TOTAL FOR: CORELOGIC REAL ESTATE TAX			269.79		
MISC	CORELOGIC REAL ESTATE TAX SERVICE				
01/08/2015		19-00274-005	878.18		
01/08/2015		39-00561-000	1,062.22		
01/08/2015		49-00968-000	616.27		
01/08/2015		49-00973-000	387.42		
01/08/2015		59-01043-000	912.82		
01/08/2015		39-00299-000	213.74		
01/08/2015		69-00270-034	30.68		
01/08/2015		69-00270-041	154.08		
01/08/2015		69-00807-000	24.36		
01/08/2015		59-00573-000	864.67		
01/08/2015		59-01210-000	314.48		
01/08/2015		69-00270-092	778.20		
01/08/2015		69-00544-072	1,398.13		
01/08/2015		49-00978-000	220.71		
01/08/2015		19-00051000	705.91		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
TOTAL FOR: CORELOGIC REAL ESTATE TAX SERVICE			8,561.87		
000006606	CROSS RENOVATION INC 12/31/14 EST# 2	ALCC Phase 2 Building Improvements per 10/6/14 City Council	29,966.76		
TOTAL FOR: CROSS RENOVATION INC			29,966.76		
000006494	CRYSTAL FLASH 797366	FIRE DPET VEHICLE FUEL 11-16 - 11/30/14	1,086.28		
	799792	FIRE DEPT VEHICLE FUEL 12/1- 12/15/14	750.12		
	801544	ASSESSOR VEHICLE FUEL 12/16 - 12/31/14	13.04		
	801545	BUILDING DEPT VEHICLE FUEL 12/16 - 12/31/14	87.61		
	801546	D P S VEHICLE FUEL 12/16 - 12/31/14	1,369.47		
	801547	ENGINEERING VEHICLE FUEL 12/16 - 12/31/14	89.11		
	801548	FIRE DEPT VEHICLE FUEL 12/16 - 12/31/14	678.12		
	801549	POLICE VEHICLE FUEL 12/16 - 12/31/14	2,842.43		
	801550	WASTEWATER VEHICLE FUEL 12/16 - 12/31/14	582.37		
	801551	WATER VEHICLE FUEL 12/16 - 12/31/14	924.85		
	802188	PS DSL SUPPLEMENT & STARTING FLUID	163.22		
TOTAL FOR: CRYSTAL FLASH			8,586.62		
000000325	CULLIGAN OF IDA 92113	WATER SERVICE 222 JONES AVE	43.25		
TOTAL FOR: CULLIGAN OF IDA			43.25		
00000359A	DTE ENERGY 3190-6 1214	0000-3190-6 2205 E FRONT 11/19 - 12/17/14	44,472.42	48352	01/15/2015
TOTAL FOR: DTE ENERGY			44,472.42		
000000429	EMPCO INC 3478	TAILORED EXAM V768 PARKING ENFORCEMENT OFFICER	511.00		
TOTAL FOR: EMPCO INC			511.00		
000006499	ENVISION BUILDERS INC 12/31/14 EST# 2	Navarre Library Window Replacement per 10/6/14 City Council	43,200.00		
TOTAL FOR: ENVISION BUILDERS INC			43,200.00		
000000453	ETNA SUPPLY S101248860.001	BONNET O-RING FOR 6,8 & 12" VALVES	458.90		
TOTAL FOR: ETNA SUPPLY			458.90		
00000463B	FIFTH THIRD BANK 12/29/14	CREDIT CARD TRANSACTIONS FOR DECEMBER 2014	78,688.26		
TOTAL FOR: FIFTH THIRD BANK			78,688.26		
00000484A	FRENCHTOWN WATER DEPT HAR1285001 1114	HAR1-002850-0000-01 2850 HARBORVIEW 12/16/14	176.87	48353	01/15/2015

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	PTE1637501 1114	PTE1-006375-0000-01 6375 PAP 9/16 - 12/15/14	497.38	48353	01/15/2015
	SUN2106001 1114	SUN2-001060-0000-01 1060 SUNSET 9/15 - 12/16/14	175.02	48353	01/15/2015
TOTAL FOR: FRENCHTOWN WATER DEPT			849.27		
0000000485	FRIENDLY FORD INC 290249	REPLACE EXHAUST FORD F450	1,594.32		
TOTAL FOR: FRIENDLY FORD INC			1,594.32		
0000006062	GBS INC GOVERNMENTAL BUSINESS SYS 15-21317	TEST DECK - 1 PER PRECINT/SPLIT 11-4-14 ELECTION	560.00		
TOTAL FOR: GBS INC GOVERNMENTAL BUSINESS SYS			560.00		
0000006390	GEOGRAPHIC INFORMATION SERVICES INC 3761	AMAZON CLOUD DECEMBER 2014 AND ONE TIME FEE	801.05		
TOTAL FOR: GEOGRAPHIC INFORMATION SERVICES INC			801.05		
MISC	GOD WORKS 1/5/14	MEMORIAL CONTRIBUTIONS LESLIE KNIGHT	50.00		
TOTAL FOR: GOD WORKS			50.00		
0000000531	GRAND TRUNK WESTERN RAILROAD INC 9500142752	U.G. SEWER CROSSING BASE RENT - OPERATING	42.00		
TOTAL FOR: GRAND TRUNK WESTERN RAILROAD INC			42.00		
0000000575	MICHAEL L HAMMOND ARCHITECT 1435-A-HOE	PLAN REVIEW @ BAGHOUSE BUILDING	650.00		
TOTAL FOR: MICHAEL L HAMMOND ARCHITECT			650.00		
0000000591	HERKIMER RADIO SERVICE 81109	RADIO SERVICE AGREEMENT JULY 2014 - 2015	356.54		
TOTAL FOR: HERKIMER RADIO SERVICE			356.54		
0000000696	JCI JONES CHEMICALS INC 642634	SODIUM HYPOCHLORITE PURCHASE	3,069.56		
TOTAL FOR: JCI JONES CHEMICALS INC			3,069.56		
0000004260	JONES & HENRY ENGINEERS LTD 65259	WATER SYSTEM RELIABILITY STUDY & GENERAL PLAN	1,326.42		
TOTAL FOR: JONES & HENRY ENGINEERS LTD			1,326.42		
0000003551	KCI GRAPHICS PRINING & MAILING C6810	CITY ASSESSOR OFFICE #10 REGULAR ENVELOPES (1,000)	84.00		
TOTAL FOR: KCI GRAPHICS PRINING & MAILING			84.00		
0000000730	KUHLMAN CORP 955673	1-1/2"&2"Comp.Corporations,6",12",24"Pit Extensions,1"FIP	111.00		

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	957260	1-1/2"&2"COMP.CORPORATIONS,6",12",24"PIT EXTENSIONS,1"FIP	3,041.00		
	958307	1-1/2"&2"Comp.Corporations,6",12",24"Pit Extensions,1"FIP	1,625.00		
	958308	20"Hy-Max Coup.20"x 12",20"x 20",20"x 20"x 1"Stainless St	4,991.00		
TOTAL FOR: KUHLMAN CORP			9,768.00		
0000006357	LAKESHORE ENERGY SERVICES LLC	200-1412-2056 1214 LAKESHORE ENERGY ALLOCATION DECEMBER 2014	20,757.60		
TOTAL FOR: LAKESHORE ENERGY SERVICES LLC			20,757.60		
0000000738	LAMOUR PRINTING CO				
	L 14-1795	8000 EVERY DOOR DIRECT MAILING 11 X 17 FOLDED 4/4	1,300.00		
	L 14-1928	500 FLYERS - 30 POSTERS CHURCH TOUR 2015	115.00		
	L 14-1984	#10 WINDOW ENVELOPES BUILDING DEPT	184.50		
TOTAL FOR: LAMOUR PRINTING CO			1,599.50		
MISC	LERETA				
	01/08/2015	39-00434-000 (RUARK, JOHN)	306.56		
	01/08/2015	49-00033-000 (EDWARDS, LACEY)	22.00		
TOTAL FOR: LERETA			328.56		
0000006586	LINDE NORTH AMERICA INC				
	51190984	LIQUID OXYGEN PURCHASE	677.65		
TOTAL FOR: LINDE NORTH AMERICA INC			677.65		
0000000930	MICHIGAN GAS UTILITIES				
	4506115-7 1214	MICHIGAN GAS ALLOCATION DECEMBER 2014	6,348.79		
TOTAL FOR: MICHIGAN GAS UTILITIES			6,348.79		
0000001581	MICHIGAN METER TECHNOLOGY GRP INC				
	12584	BOLT & WASHER SST-302	92.00		
	93301	METER ADAPTER PAIR 5/8 X 3/4 TO 1" SPUD SIZE	849.51		
	93382	3" Neptune E-Coder-I Turbine Meter	1,087.00		
TOTAL FOR: MICHIGAN METER TECHNOLOGY GRP INC			2,028.51		
0000005744	STATE OF MICHIGAN				
	1/15/15	STATE ED MONROE SCHOOLS IFT/OPT	54,410.49		
TOTAL FOR: STATE OF MICHIGAN			54,410.49		
0000001159	MIKE'S SEWER SERVICE				
	12/23/14	SERVICE ALLEY SEWER ON MAPLE BLVD	175.00		
TOTAL FOR: MIKE'S SEWER SERVICE			175.00		
0000000847	MONROE COUNTY COMMUNITY CREDIT UNIO				
	MCCCU021	COLLECTION SERVICES FOR DECEMBER 2014	3,426.00		
TOTAL FOR: MONROE COUNTY COMMUNITY CREDIT UNIO			3,426.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000000849	MONROE COUNTY FINANCE DEPARTMENT 2715	2015 1ST QTR IT SERVICES	47,499.83		
TOTAL FOR: MONROE COUNTY FINANCE DEPARTMENT			<u>47,499.83</u>		
0000005684	COUNTY OF MONROE 1214-576-02	PRINTING BUSINESS CARDS SMILEY, POREMBA & WRIGHT	58.75		
TOTAL FOR: COUNTY OF MONROE PRINTING			<u>58.75</u>		
0000000874	MONROE PLUMBING & HEATING CO 1086324	MMSC Heating Boiler Replacement	14,854.00		
TOTAL FOR: MONROE PLUMBING & HEATING CO			<u>14,854.00</u>		
0000000877	MONROE PUBLISHING CO 38	DECEMBER 2014 DISPLAY ADVERTISING	732.60		
TOTAL FOR: MONROE PUBLISHING CO			<u>732.60</u>		
000000838B	CITY OF MONROE CUST356101 11/14 DIXI1507501 1114	CUST-003561-0000-01 3561 S CUSTER 9/8-12/8/14 DIXI-015075-0000-01 15075 S DIXIE 9/17-12/17/14	35.40 15.54		
TOTAL FOR: CITY OF MONROE			<u>50.94</u>		
0000006555	MONROESIGNS.COM 2015-1155	Fabrication of Signs for the Worrell Park and Trailway	4,860.00		
TOTAL FOR: MONROESIGNS.COM			<u>4,860.00</u>		
0000006110	RON NOEL LAWN SERVICE 12	SALT AT 317 E FIRST	50.00		
TOTAL FOR: RON NOEL LAWN SERVICE			<u>50.00</u>		
0000000957	NORFOLK SOUTHERN CORPORATION 90163664 90163665 90163666 90163667	OPERATION FLASHERS & CONTROLS @ FIRST ST OPERATION FLASHERS & GATE @ NOBLE AVE OPERATION OF FLASHERS @ EAST FOURTH ST MAINTENCE FLASHERS @ ELM ST EAST CROSSING	580.00 750.00 520.00 750.00		
TOTAL FOR: NORFOLK SOUTHERN CORPORATION			<u>2,600.00</u>		
0000000981	ORKIN EXTERMINATING CO INC D-2613470	DECEMBER SHCEDULED SERVICE 222 JONES	198.57		
TOTAL FOR: ORKIN EXTERMINATING CO INC			<u>198.57</u>		
0000006000	PAETEC 58064148	PAETEC MONTHLY PHONE BILL 12/8 - 1/7/15	1,999.22		
TOTAL FOR: PAETEC			<u>1,999.22</u>		
0000004633	RICK PIERCE				

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	2014-004	VERIFY PROGRAMMING & CONTROL PUMP # 7	156.73		
TOTAL FOR: RICK PIERCE			156.73		
0000002353	PORT OF MONROE				
	249	ADMINSTRATIVE & SUPPORT BRA SERVICES & COPIES	3,450.37		
TOTAL FOR: PORT OF MONROE			3,450.37		
MISC	PREMIERE REAL ESTATE INVESTMENTS				
	01/08/2015	69-01501-116 (PREMIERE R/E)	4,725.99		
TOTAL FOR: PREMIERE REAL ESTATE INVESTMENTS			4,725.99		
0000001062	READY HELLER & READY LLP				
	TDR-0661-07 0215	MONTHLY RETAINER FOR SERVICES FEBRUARY 2015	11,500.00		
TOTAL FOR: READY HELLER & READY LLP			11,500.00		
0000005090	REDSTONE ARCHITECTS				
	8089	SCHEMATIC DESIGN FOR REPLACEMENT OF CENTRAL FIRE STATION	10,589.72		
TOTAL FOR: REDSTONE ARCHITECTS			10,589.72		
0000005476	SERVICE EXPRESS INC				
	190326	SERVER MAINTENANCE AGREEMENT 2015-16	1,872.00		
TOTAL FOR: SERVICE EXPRESS INC			1,872.00		
0000006644	SHOUT				
	7/23/15	SHOUT CONCERT IN THE PARK JULY 2015	200.00		
TOTAL FOR: SHOUT			200.00		
MISC	SMITH, MARY LOU & SCOTT W				
	01/13/2015	OVERPAYMENT OF WINTER TAXES	372.74		
TOTAL FOR: SMITH, MARY LOU & SCOTT W			372.74		
0000005798	SOUTHEASTERN SECURITY CONSULTANTS				
	17380	TLC BACKGROUND SEARCHES	52.50		
TOTAL FOR: SOUTHEASTERN SECURITY CONSULTANTS			52.50		
0000006119	ST REGIS CULVERT INC				
	99026	UNDERBODY PLOW BLADES FOR STERLING TRUCKS	4,341.00		
TOTAL FOR: ST REGIS CULVERT INC			4,341.00		
0000004895	STONECO OF MICHIGAN-DENNISTON				
	845479	STONE FOR SURFACE MAINTENANCE MAJOR	197.56		
	845901	STONE FOR BACKFILL	311.69		
TOTAL FOR: STONECO OF MICHIGAN-DENNISTON			509.25		
MISC	THE HUNTINGTON NATIONAL BANK				
	01/08/2015	OVERPAYMENT 19-00052-000	18.67		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: THE HUNTINGTON NATIONAL BANK			18.67		
0000006164	THOMPSON PLUMBING & HEATING INC 14724	MUNTERS UNIT REPAIRS APPROVED 11/17/14	26,025.00		
TOTAL FOR: THOMPSON PLUMBING & HEATING INC			26,025.00		
0000001261	TOLEDO ELEVATOR & MACHINE CO INC 7916	ROUTINE ELEVATOR INSPECTION DEC 22 WATER TREATMENT	106.70		
	7917	ROUTINE ELEVATOR INSPECTION SERVICE	130.00		
TOTAL FOR: TOLEDO ELEVATOR & MACHINE CO INC			236.70		
0000001289	UNITED STATES POSTAL SERVICE 1/5/15	FIRST CLASS MAILING PERMIT #401 PRESORT WATER DEPARTMENT	5,500.00		
TOTAL FOR: UNITED STATES POSTAL SERVICE			5,500.00		
0000005778	URS CORPORATION 6117594	PROFESSIONAL SERVICES - OZONE SYSTEM MODIFICATION	5,023.08		
TOTAL FOR: URS CORPORATION			5,023.08		
0000001308	VOSS LIGHTING 20136604-00	40 WATT T12-6 U BENT FLOURESCENT	97.68		
	2136604-01	40 WATT T12-6 U BENT FLOURESCENT	97.68		
TOTAL FOR: VOSS LIGHTING			195.36		
0000001346	WHITAKER, DARRICK 1/2/15	MILEAGE ELECTRICAL INSPECTIONS DECEMBER 2014	61.60		
TOTAL FOR: WHITAKER, DARRICK			61.60		
TOTAL - ALL VENDORS			491,251.74		

**Balance Detail Report**  
**City Of Monroe**  
**01/15/2015 08:17**

**Account: 041200050 : ██████████ Checking - Payroll - USD**      **Report On: Previous Day Data**  
**Start Date: 12/30/2014 00:00**      **Transaction Groups: ACH Debit**  
**End Date: 01/14/2015 23:59**      **ZBA Display: Both Credit and Debit**  
**Sorted By: Account Number, Date, Credit/Debit**  
**Orientation: Portrait**

**Bank ABA# : Fifth Third Bank (Northwestern Ohio) - ██████████**

**Account : ██████████ Checking - Payroll - USD**

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
12/31/2014	ACH Debit Received		100109155914		91.76
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 123114 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100106525424		212.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00644896089				
01/02/2015	ACH Debit Received		100104236746		2,067.36
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236742		2,438.16
	Description: CITYOFMONR 9653 NWRS 457 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236740		4,679.76
	Description: CITYOFMONR 9653 RHS 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236739		4,901.10
	Description: CITYOFMONR 9653 RHCF 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236744		5,093.07
	Description: CITYOFMONR 9653 DUES 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236745		9,781.20
	Description: CITYOFMONR 9653 ICMA 457 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236743		75,979.74
	Description: CITYOFMONR 9653 PENSION 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236731		240,919.23
	Description: CITYOFMONR 9653 PAYROLL 3860046380 010215 OFFSET TRANSACTION				
01/05/2015	ACH Debit Received		100106434112		8,043.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010515				
01/05/2015	ACH Debit Received		100106434166		135,100.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010515				
01/06/2015	ACH Debit Received		100102561181		80.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010615				
01/06/2015	ACH Debit Received		100102561199		900.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010615				
01/07/2015	ACH Debit Received		100109292787		85,564.35
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 010715 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943134		3,406.44
	Description: CITYOFMONR 9653 ICMA 457 3860046380 010815 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943135		9,453.75
	Description: CITYOFMONR 9653 PENSION 3860046380 010815 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943133		48,006.28
	Description: CITYOFMONR 9653 PAYROLL 3860046380 010815 OFFSET TRANSACTION				
01/09/2015	ACH Debit Received		100104034057		21,095.38

	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010915		
01/12/2015	ACH Debit Received	100107102085	53,400.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 011215		
01/14/2015	ACH Debit Received	100107505574	31,834.35
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 011415 OFFSET TRANSACTION		

	<b>Credits</b>	<b>Debits</b>
Total Amount	0.00	743,047.24
Total Number of Items	0	21

**Confidential**

**Balance Detail Report**  
**City Of Monroe**  
**01/15/2015 08:16**

Account: [REDACTED] - Checking - General - Report On: Previous Day Data  
 USD  
 Start Date: 12/30/2014 00:00 Transaction Groups: ACH Debit  
 End Date: 01/14/2015 23:59 ZBA Display: Both Credit and Debit  
 Sorted By: Account Number, Date, Credit/Debit  
 Orientation: Portrait

**Bank ABA# : Fifth Third Bank (Northwestern Ohio) - [REDACTED]**

**Account : [REDACTED] - Checking - General - USD**

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
01/02/2015	ACH Debit Received		100100474023		383,885.00
	Description: BCBS Michigan ASC 007006055 CITY OF MONROE 010215				
01/02/2015	ACH Debit Received		100104236658		985,697.92
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 010215 OFFSET TRANSACTION				
01/05/2015	ACH Debit Received		100100064503		19.42
	Description: AMERICAN EXPRESS PAYMENT DATE 15005 AXP DISCNT 3211780184 CITY OF MONR3211780184 010515				
01/05/2015	ACH Debit Received		100108041706		153.70
	Description: GLOBAL PAYMENTS BANKCARD PROCESSING GLOBAL STL 601101434472831 CITY OF MONROE 010515				
			<b>Credits</b>	<b>Debits</b>	
Total Amount			0.00	1,369,756.04	
Total Number of Items			0	4	

**Confidential**

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000006640	906 TECHNOLOGIES LLC 15420	KASPERSKY ANTIVIRUS SOFTWARE PC & SERVER	4,260.65		
TOTAL FOR: 906 TECHNOLOGIES LLC			4,260.65		
0000000023	ACR BUSINESS SYSTEMS LLC S20241	FULL FLEX COPIER MAINTENANCE AGREEMENT	56.00		
TOTAL FOR: ACR BUSINESS SYSTEMS LLC			56.00		
0000004814	AMERICAN SANITATION & SEWER INC 13015	PORTABLE TOILET CUSTER AIRPORT JAN 2015	70.00		
TOTAL FOR: AMERICAN SANITATION & SEWER INC			70.00		
0000000038	AUDIO ALERT-MONROE 3349	ALARM MONITORING 1ST QUARTER 2015	75.00		
TOTAL FOR: AUDIO ALERT-MONROE			75.00		
0000000106	B&L OFFICE MACHINES 12063	TONER REFILL	34.95		
TOTAL FOR: B&L OFFICE MACHINES			34.95		
MISC	BAYVIEW LOAN SERVICING 01/08/2015	49-00475-000 (BLACK, LARRY & SUE)	130.98		
TOTAL FOR: BAYVIEW LOAN SERVICING			130.98		
0000005169	BENTLEY SYSTEMS INC 47654101	WATERCAD STANDALONE 2000 PIPES	488.50		
TOTAL FOR: BENTLEY SYSTEMS INC			488.50		
0000006547	CHEMTRADE CHEMICALS COPRORATION 90691450	LIQUID ALUMINUM SULFATE PURCHASE	3,280.19		
TOTAL FOR: CHEMTRADE CHEMICALS COPRORATION			3,280.19		
0000000204	CINTAS CORPORATION 306				
	306248040	SHOP TOWEL FOLDED RED	73.04		
	306248041	BLACK MATS	222.10		
	306259703	SHOP TOWELS FOLDED RED	73.04		
	306259704	BLACK MATS	222.10		
	306265467	SHOP TOWELS FOLDED RED	73.04		
	306265468	BLACK MATS	222.10		
TOTAL FOR: CINTAS CORPORATION 306			885.42		
0000000286	CLASSIC SOUNDS 1/6/15	DJ DADDY DAUGHTER DANCE FEB 7TH	250.00		
TOTAL FOR: CLASSIC SOUNDS			250.00		
0000006310	COLASANTI CONSTRUCTION SERVICES INC				

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
1124		OZONE SYSTEM MODIFICAITONS PER 12/23/13 COUNCIL	8,433.00		
TOTAL FOR: COLASANTI CONSTRUCTION SERVICES INC			8,433.00		
0000005701	COMPLUS DATA INNOVATIONS INC				
28869		PARKING TICKET COLLECTION FEES DECEMBER 2014	679.35		
TOTAL FOR: COMPLUS DATA INNOVATIONS INC			679.35		
0000000299	CONSUMERS ENERGY				
201181445056		1000 0023 0449 6544 E ALBAIN 12/9 - 1/12/15	383.52		
201537384202		1000 2952 1166 15075 S DIXIE 12/7 - 1/8/15	236.56		
201537385062		1000 6043 7702 14946 S DIXIE 12/7 - 1/10/15	37.98		
203584263282		1000 2947 2964 5537 E DARTMOOR 12/7 - 1/10/15	32.95		
203940216134	1214	1000 2644 0816 15756 KEEGAN 12/4 - 1/7/15	77.37		
205809096970		1000 2976 1499 5450 POPLAR 12/7 - 1/10/15	53.35		
TOTAL FOR: CONSUMERS ENERGY			821.73		
MISC	CORELOGIC				
01/08/2015		69-01213-070	132.41		
TOTAL FOR: CORELOGIC			132.41		
MISC	CORELOGIC				
01/08/2015		19-00052-000	256.81		
TOTAL FOR: CORELOGIC			256.81		
MISC	CORELOGIC REAL ESTATE TAX				
01/08/2015			269.79		
TOTAL FOR: CORELOGIC REAL ESTATE TAX			269.79		
MISC	CORELOGIC REAL ESTATE TAX SERVICE				
01/08/2015		19-00274-005	878.18		
01/08/2015		39-00561-000	1,062.22		
01/08/2015		49-00968-000	616.27		
01/08/2015		49-00973-000	387.42		
01/08/2015		59-01043-000	912.82		
01/08/2015		39-00299-000	213.74		
01/08/2015		69-00270-034	30.68		
01/08/2015		69-00270-041	154.08		
01/08/2015		69-00807-000	24.36		
01/08/2015		59-00573-000	864.67		
01/08/2015		59-01210-000	314.48		
01/08/2015		69-00270-092	778.20		
01/08/2015		69-00544-072	1,398.13		
01/08/2015		49-00978-000	220.71		
01/08/2015		19-00051000	705.91		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: CORELOGIC REAL ESTATE TAX SERVICE			8,561.87		
0000006606	CROSS RENOVATION INC 12/31/14 EST# 2	ALCC Phase 2 Building Improvements per 10/6/14 City Council	29,966.76		
TOTAL FOR: CROSS RENOVATION INC			29,966.76		
0000006494	CRYSTAL FLASH 797366	FIRE DPET VEHICLE FUEL 11-16 - 11/30/14	1,086.28		
	799792	FIRE DEPT VEHICLE FUEL 12/1- 12/15/14	750.12		
	801544	ASSESSOR VEHICLE FUEL 12/16 - 12/31/14	13.04		
	801545	BUILDING DEPT VEHICLE FUEL 12/16 - 12/31/14	87.61		
	801546	D P S VEHICLE FUEL 12/16 - 12/31/14	1,369.47		
	801547	ENGINEERING VEHICLE FUEL 12/16 - 12/31/14	89.11		
	801548	FIRE DEPT VEHICLE FUEL 12/16 - 12/31/14	678.12		
	801549	POLICE VEHICLE FUEL 12/16 - 12/31/14	2,842.43		
	801550	WASTEWATER VEHICLE FUEL 12/16 - 12/31/14	582.37		
	801551	WATER VEHICLE FUEL 12/16 - 12/31/14	924.85		
	802188	PS DSL SUPPLEMENT & STARTING FLUID	163.22		
TOTAL FOR: CRYSTAL FLASH			8,586.62		
0000000325	CULLIGAN OF IDA 92113	WATER SERVICE 222 JONES AVE	43.25		
TOTAL FOR: CULLIGAN OF IDA			43.25		
000000359A	DTE ENERGY 3190-6 1214	0000-3190-6 2205 E FRONT 11/19 - 12/17/14	44,472.42	48352	01/15/2015
TOTAL FOR: DTE ENERGY			44,472.42		
0000000429	EMPCO INC 3478	TAILORED EXAM V768 PARKING ENFORCEMENT OFFICER	511.00		
TOTAL FOR: EMPCO INC			511.00		
0000006499	ENVISION BUILDERS INC 12/31/14 EST# 2	Navarre Library Window Replacement per 10/6/14 City Council	43,200.00		
TOTAL FOR: ENVISION BUILDERS INC			43,200.00		
0000000453	ETNA SUPPLY S101248860.001	BONNET O-RING FOR 6,8 & 12" VALVES	458.90		
TOTAL FOR: ETNA SUPPLY			458.90		
000000463B	FIFTH THIRD BANK 12/29/14	CREDIT CARD TRANSACTIONS FOR DECEMBER 2014	78,688.26		
TOTAL FOR: FIFTH THIRD BANK			78,688.26		
000000484A	FRENCHTOWN WATER DEPT HAR1285001 1114	HAR1-002850-0000-01 2850 HARBORVIEW 12/16/14	176.87	48353	01/15/2015

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	PTE1637501 1114	PTE1-006375-0000-01 6375 PAP 9/16 - 12/15/14	497.38	48353	01/15/2015
	SUN2106001 1114	SUN2-001060-0000-01 1060 SUNSET 9/15 - 12/16/14	175.02	48353	01/15/2015
TOTAL FOR: FRENCHTOWN WATER DEPT			<u>849.27</u>		
0000000485	FRIENDLY FORD INC 290249	REPLACE EXHAUST FORD F450	1,594.32		
TOTAL FOR: FRIENDLY FORD INC			<u>1,594.32</u>		
0000006062	GBS INC GOVERNMENTAL BUSINESS SYS 15-21317	TEST DECK - 1 PER PRECINT/SPLIT 11-4-14 ELECTION	560.00		
TOTAL FOR: GBS INC GOVERNMENTAL BUSINESS SYS			<u>560.00</u>		
0000006390	GEOGRAPHIC INFORMATION SERVICES INC 3761	AMAZON CLOUD DECEMBER 2014 AND ONE TIME FEE	801.05		
TOTAL FOR: GEOGRAPHIC INFORMATION SERVICES INC			<u>801.05</u>		
MISC	GOD WORKS 1/5/14	MEMORIAL CONTRIBUTIONS LESLIE KNIGHT	50.00		
TOTAL FOR: GOD WORKS			<u>50.00</u>		
0000000531	GRAND TRUNK WESTERN RAILROAD INC 9500142752	U.G. SEWER CROSSING BASE RENT - OPERATING	42.00		
TOTAL FOR: GRAND TRUNK WESTERN RAILROAD INC			<u>42.00</u>		
0000000575	MICHAEL L HAMMOND ARCHITECT 1435-A-HOE	PLAN REVIEW @ BAGHOUSE BUILDING	650.00		
TOTAL FOR: MICHAEL L HAMMOND ARCHITECT			<u>650.00</u>		
0000000591	HERKIMER RADIO SERVICE 81109	RADIO SERVICE AGREEMENT JULY 2014 - 2015	356.54		
TOTAL FOR: HERKIMER RADIO SERVICE			<u>356.54</u>		
0000000696	JCI JONES CHEMICALS INC 642634	SODIUM HYPOCHLORITE PURCHASE	3,069.56		
TOTAL FOR: JCI JONES CHEMICALS INC			<u>3,069.56</u>		
0000004260	JONES & HENRY ENGINEERS LTD 65259	WATER SYSTEM RELIABILITY STUDY & GENERAL PLAN	1,326.42		
TOTAL FOR: JONES & HENRY ENGINEERS LTD			<u>1,326.42</u>		
0000003551	KCI GRAPHICS PRINING & MAILING C6810	CITY ASSESSOR OFFICE #10 REGULAR ENVELOPES (1,000)	84.00		
TOTAL FOR: KCI GRAPHICS PRINING & MAILING			<u>84.00</u>		
0000000730	KUHLMAN CORP 955673	1-1/2"&2"Comp.Corporations,6",12",24"Pit Extensions,1"FIP	111.00		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
 EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	957260	1-1/2"&2"COMP.CORPORATIONS,6",12",24"PIT EXTENSIONS,1"FIP	3,041.00		
	958307	1-1/2"&2"Comp.Corporations,6",12",24"Pit Extensions,1"FIP	1,625.00		
	958308	20"Hy-Max Coup.20"x 12",20"x 20",20"x 20"x 1"Stainless St	4,991.00		
TOTAL FOR: KUHLMAN CORP			9,768.00		
0000006357	LAKESHORE ENERGY SERVICES LLC 200-1412-2056 1214	LAKESHORE ENERGY ALLOCATION DECEMBER 2014	20,757.60		
TOTAL FOR: LAKESHORE ENERGY SERVICES LLC			20,757.60		
0000000738	LAMOUR PRINTING CO L 14-1795	8000 EVERY DOOR DIRECT MAILING 11 X 17 FOLDED 4/4	1,300.00		
	L 14-1928	500 FLYERS - 30 POSTERS CHURCH TOUR 2015	115.00		
	L 14-1984	#10 WINDOW ENVELOPES BUILDING DEPT	184.50		
TOTAL FOR: LAMOUR PRINTING CO			1,599.50		
MISC	LERETA 01/08/2015	39-00434-000 (RUARK, JOHN)	306.56		
	01/08/2015	49-00033-000 (EDWARDS, LACEY)	22.00		
TOTAL FOR: LERETA			328.56		
0000006586	LINDE NORTH AMERICA INC 51190984	LIQUID OXYGEN PURCHASE	677.65		
TOTAL FOR: LINDE NORTH AMERICA INC			677.65		
0000000930	MICHIGAN GAS UTILITIES 4506115-7 1214	MICHIGAN GAS ALLOCATION DECEMBER 2014	6,348.79		
TOTAL FOR: MICHIGAN GAS UTILITIES			6,348.79		
0000001581	MICHIGAN METER TECHNOLOGY GRP INC 12584	BOLT & WASHER SST-302	92.00		
	93301	METER ADAPTER PAIR 5/8 X 3/4 TO 1" SPUD SIZE	849.51		
	93382	3" Neptune E-Coder-I Turbine Meter	1,087.00		
TOTAL FOR: MICHIGAN METER TECHNOLOGY GRP INC			2,028.51		
0000005744	STATE OF MICHIGAN 1/15/15	STATE ED MONROE SCHOOLS IFT/OPT	54,410.49		
TOTAL FOR: STATE OF MICHIGAN			54,410.49		
0000001159	MIKE'S SEWER SERVICE 12/23/14	SERVICE ALLEY SEWER ON MAPLE BLVD	175.00		
TOTAL FOR: MIKE'S SEWER SERVICE			175.00		
0000000847	MONROE COUNTY COMMUNITY CREDIT UNIO MCCCU021	COLLECTION SERVICES FOR DECEMBER 2014	3,426.00		
TOTAL FOR: MONROE COUNTY COMMUNITY CREDIT UNIO			3,426.00		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000000849	MONROE COUNTY FINANCE DEPARTMENT 2715	2015 1ST QTR IT SERVICES	47,499.83		
TOTAL FOR: MONROE COUNTY FINANCE DEPARTMENT			<u>47,499.83</u>		
0000005684	COUNTY OF MONROE PRINTING 1214-576-02	BUSINESS CARDS SMILEY, POREMBA & WRIGHT	58.75		
TOTAL FOR: COUNTY OF MONROE PRINTING			<u>58.75</u>		
0000000874	MONROE PLUMBING & HEATING CO 1086324	MMSC Heating Boiler Replacement	14,854.00		
TOTAL FOR: MONROE PLUMBING & HEATING CO			<u>14,854.00</u>		
0000000877	MONROE PUBLISHING CO 38	DECEMBER 2014 DISPLAY ADVERTISING	732.60		
TOTAL FOR: MONROE PUBLISHING CO			<u>732.60</u>		
000000838B	CITY OF MONROE CUST356101 11/14 DIXI1507501 1114	CUST-003561-0000-01 3561 S CUSTER 9/8-12/8/14 DIXI-015075-0000-01 15075 S DIXIE 9/17-12/17/14	35.40 15.54		
TOTAL FOR: CITY OF MONROE			<u>50.94</u>		
0000006555	MONROESIGNS.COM 2015-1155	Fabrication of Signs for the Worrell Park and Trailway	4,860.00		
TOTAL FOR: MONROESIGNS.COM			<u>4,860.00</u>		
0000006110	RON NOEL LAWN SERVICE 12	SALT AT 317 E FIRST	50.00		
TOTAL FOR: RON NOEL LAWN SERVICE			<u>50.00</u>		
0000000957	NORFOLK SOUTHERN CORPORATION 90163664 90163665 90163666 90163667	OPERATION FLASHERS & CONTROLS @ FIRST ST OPERATION FLASHERS & GATE @ NOBLE AVE OPERATION OF FLASHERS @ EAST FOURTH ST MAINTENCE FLASHERS @ ELM ST EAST CROSSING	580.00 750.00 520.00 750.00		
TOTAL FOR: NORFOLK SOUTHERN CORPORATION			<u>2,600.00</u>		
0000000981	ORKIN EXTERMINATING CO INC D-2613470	DECEMBER SHCEDULED SERVICE 222 JONES	198.57		
TOTAL FOR: ORKIN EXTERMINATING CO INC			<u>198.57</u>		
0000006000	PAETEC 58064148	PAETEC MONTHLY PHONE BILL 12/8 - 1/7/15	1,999.22		
TOTAL FOR: PAETEC			<u>1,999.22</u>		
0000004633	RICK PIERCE				

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	2014-004	VERIFY PROGRAMMING & CONTROL PUMP # 7	156.73		
TOTAL FOR: RICK PIERCE			<u>156.73</u>		
0000002353	PORT OF MONROE 249	ADMINSTRATIVE & SUPPORT BRA SERVICES & COPIES	3,450.37		
TOTAL FOR: PORT OF MONROE			<u>3,450.37</u>		
MISC	PREMIERE REAL ESTATE INVESTMENTS 01/08/2015	69-01501-116 (PREMIERE R/E)	4,725.99		
TOTAL FOR: PREMIERE REAL ESTATE INVESTMENTS			<u>4,725.99</u>		
0000001062	READY HELLER & READY LLP TDR-0661-07 0215	MONTHLY RETAINER FOR SERVICES FEBRUARY 2015	11,500.00		
TOTAL FOR: READY HELLER & READY LLP			<u>11,500.00</u>		
0000005090	REDSTONE ARCHITECTS 8089	SCHEMATIC DESIGN FOR REPLACEMENT OF CENTRAL FIRE STATION	10,589.72		
TOTAL FOR: REDSTONE ARCHITECTS			<u>10,589.72</u>		
0000005476	SERVICE EXPRESS INC 190326	SERVER MAINTENANCE AGREEMENT 2015-16	1,872.00		
TOTAL FOR: SERVICE EXPRESS INC			<u>1,872.00</u>		
0000006644	SHOUT 7/23/15	SHOUT CONCERT IN THE PARK JULY 2015	200.00		
TOTAL FOR: SHOUT			<u>200.00</u>		
MISC	SMITH, MARY LOU & SCOTT W 01/13/2015	OVERPAYMENT OF WINTER TAXES	372.74		
TOTAL FOR: SMITH, MARY LOU & SCOTT W			<u>372.74</u>		
0000005798	SOUTHEASTERN SECURITY CONSULTANTS 17380	TLC BACKGROUND SEARCHES	52.50		
TOTAL FOR: SOUTHEASTERN SECURITY CONSULTANTS			<u>52.50</u>		
0000006119	ST REGIS CULVERT INC 99026	UNDERBODY PLOW BLADES FOR STERLING TRUCKS	4,341.00		
TOTAL FOR: ST REGIS CULVERT INC			<u>4,341.00</u>		
0000004895	STONECO OF MICHIGAN-DENNISTON 845479	STONE FOR SURFACE MAINTENANCE MAJOR	197.56		
	845901	STONE FOR BACKFILL	311.69		
TOTAL FOR: STONECO OF MICHIGAN-DENNISTON			<u>509.25</u>		
MISC	THE HUNTINGTON NATIONAL BANK 01/08/2015	OVERPAYMENT 19-00052-000	18.67		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 01/06/2015 - 01/20/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: THE HUNTINGTON NATIONAL BANK			18.67		
0000006164	THOMPSON PLUMBING & HEATING INC 14724	MUNTERS UNIT REPAIRS APPROVED 11/17/14	26,025.00		
TOTAL FOR: THOMPSON PLUMBING & HEATING INC			26,025.00		
0000001261	TOLEDO ELEVATOR & MACHINE CO INC 7916	ROUTINE ELEVATOR INSPECTION DEC 22 WATER TREATMENT	106.70		
	7917	ROUTINE ELEVATOR INSPECTION SERVICE	130.00		
TOTAL FOR: TOLEDO ELEVATOR & MACHINE CO INC			236.70		
0000001289	UNITED STATES POSTAL SERVICE 1/5/15	FIRST CLASS MAILING PERMIT #401 PRESORT WATER DEPARTMENT	5,500.00		
TOTAL FOR: UNITED STATES POSTAL SERVICE			5,500.00		
0000005778	URS CORPORATION 6117594	PROFESSIONAL SERVICES - OZONE SYSTEM MODIFICATION	5,023.08		
TOTAL FOR: URS CORPORATION			5,023.08		
0000001308	VOSS LIGHTING 20136604-00	40 WATT T12-6 U BENT FLOURESCENT	97.68		
	2136604-01	40 WATT T12-6 U BENT FLOURESCENT	97.68		
TOTAL FOR: VOSS LIGHTING			195.36		
0000001346	WHITAKER, DARRICK 1/2/15	MILEAGE ELECTRICAL INSPECTIONS DECEMBER 2014	61.60		
TOTAL FOR: WHITAKER, DARRICK			61.60		
TOTAL - ALL VENDORS			491,251.74		

**Balance Detail Report**  
**City Of Monroe**  
**01/15/2015 08:17**

**Account: 041200050 : ██████████ Checking - Payroll - USD**      **Report On: Previous Day Data**  
**Start Date: 12/30/2014 00:00**      **Transaction Groups: ACH Debit**  
**End Date: 01/14/2015 23:59**      **ZBA Display: Both Credit and Debit**  
**Sorted By: Account Number, Date, Credit/Debit**  
**Orientation: Portrait**

**Bank ABA# : Fifth Third Bank (Northwestern Ohio) - ██████████**

**Account : ██████████ Checking - Payroll - USD**

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
12/31/2014	ACH Debit Received		100109155914		91.76
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 123114 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100106525424		212.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00644896089				
01/02/2015	ACH Debit Received		100104236746		2,067.36
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236742		2,438.16
	Description: CITYOFMONR 9653 NWRS 457 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236740		4,679.76
	Description: CITYOFMONR 9653 RHS 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236739		4,901.10
	Description: CITYOFMONR 9653 RHCF 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236744		5,093.07
	Description: CITYOFMONR 9653 DUES 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236745		9,781.20
	Description: CITYOFMONR 9653 ICMA 457 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236743		75,979.74
	Description: CITYOFMONR 9653 PENSION 3860046380 010215 OFFSET TRANSACTION				
01/02/2015	ACH Debit Received		100104236731		240,919.23
	Description: CITYOFMONR 9653 PAYROLL 3860046380 010215 OFFSET TRANSACTION				
01/05/2015	ACH Debit Received		100106434112		8,043.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010515				
01/05/2015	ACH Debit Received		100106434166		135,100.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010515				
01/06/2015	ACH Debit Received		100102561181		80.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010615				
01/06/2015	ACH Debit Received		100102561199		900.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010615				
01/07/2015	ACH Debit Received		100109292787		85,564.35
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 010715 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943134		3,406.44
	Description: CITYOFMONR 9653 ICMA 457 3860046380 010815 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943135		9,453.75
	Description: CITYOFMONR 9653 PENSION 3860046380 010815 OFFSET TRANSACTION				
01/08/2015	ACH Debit Received		100102943133		48,006.28
	Description: CITYOFMONR 9653 PAYROLL 3860046380 010815 OFFSET TRANSACTION				
01/09/2015	ACH Debit Received		100104034057		21,095.38

	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 010915		
01/12/2015	ACH Debit Received	100107102085	53,400.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 011215		
01/14/2015	ACH Debit Received	100107505574	31,834.35
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 011415 OFFSET TRANSACTION		

	<b>Credits</b>	<b>Debits</b>
Total Amount	0.00	743,047.24
Total Number of Items	0	21

**Confidential**

**Balance Detail Report**  
**City Of Monroe**  
**01/15/2015 08:16**

**Account:** ██████████-Checking - General - **Report On: Previous Day Data**  
**USD**  
**Start Date: 12/30/2014 00:00** **Transaction Groups: ACH Debit**  
**End Date: 01/14/2015 23:59** **ZBA Display: Both Credit and Debit**  
**Sorted By: Account Number, Date, Credit/Debit**  
**Orientation: Portrait**

**Bank ABA# : Fifth Third Bank (Northwestern Ohio) -** ██████████

**Account :** ██████████-Checking - General - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
01/02/2015	ACH Debit Received		100100474023		383,885.00
	Description: BCBS Michigan ASC 007006055 CITY OF MONROE 010215				
01/02/2015	ACH Debit Received		100104236658		985,697.92
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 010215 OFFSET TRANSACTION				
01/05/2015	ACH Debit Received		100100064503		19.42
	Description: AMERICAN EXPRESS PAYMENT DATE 15005 AXP DISCNT 3211780184 CITY OF MONR3211780184 010515				
01/05/2015	ACH Debit Received		100108041706		153.70
	Description: GLOBAL PAYMENTS BANKCARD PROCESSING GLOBAL STL 601101434472831 CITY OF MONROE 010515				
			<b>Credits</b>	<b>Debits</b>	
Total Amount			0.00	1,369,756.04	
Total Number of Items			0	4	

**Confidential**

**PROCLAMATION**

- WHEREAS,** it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to St. Mary Catholic Central High School's Volleyball Team; and
  
- WHEREAS,** on November 22, 2014, at the Kellogg Arena in Battle Creek, Michigan, St. Mary Catholic Central High School's Volleyball Team rewrote history once again by capturing the school's fifth state title by defeating Schoolcraft High School in 4 sets 23-25, 29-27, 25-20, and 25-22 for the Class C state title; and
  
- WHEREAS,** the SMCC Kestrels are the first Monroe County Region school to win 5 state volleyball titles in 2003, 2007, 2010, 2012, and 2014; and
  
- WHEREAS,** Coach Diane Tuller and Assistant Coach Karen O'Brien have instilled in their players the importance of teamwork, discipline, dedication, sportsmanships, and education; and
  
- WHEREAS,** the lady Kestrels Team members are Madeline Pietraniec, Meghan Rochowiak, Sydney McGinn, Rachel Long, Regan Hodgson, Shelby Lewis, Abigail Thompson, Sarah Nickelson, Alexandria Perna, Cassandra Haut, Skylar Iott, Nicole Pollzie, and Rose Kemmerling; and
  
- WHEREAS,** the team had motto: **DOASOA "Deserving of Another, Soaring as One"** and they adorned their uniform with the letters **"14TR"** and played their hearts out all season long to give Coach Tuller **"One For the Road"**; and
  
- WHEREAS,** the team's overall record for the season was 45-8-2, and they had 3 members earn Huron League All Academic Honors; and
  
- WHEREAS,** the lady Kestrels played the game like true champions and represented the City of Monroe with excellent team spirit and exemplary sportsmanship.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim January 20, 2015, as **"ST. MARY CATHOLIC CENTRAL HIGH SCHOOL VOLLEYBALL TEAM DAY"** in Monroe, and we commend the team and coaches, as well as the parents and families members, for their support and encouragement of these fine young athletes and we congratulate them on their outstanding achievements.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20<sup>th</sup> day of January 2015.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
John Iacoangeli, Precinct 2

\_\_\_\_\_  
Kellie M. Vining, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
Gloria Rafko, Precinct 5

\_\_\_\_\_  
William D. Sisk, Precinct 6

## PROCLAMATION

**WHEREAS,** it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to Diane Tueller; and

**WHEREAS,** Coach Tueller has been the varsity volleyball coach for St. Mary Catholic Central High School for the past 23 years. Diane first coached at St. Mary's Academy from 1976-1982, was head volleyball coach at Monroe County Community College when they had a team, before returning to SMCC in 1998; and

**WHEREAS,** during her tenure Coach Tueller made the SMCC Kestrels a consistent league power and State Champion 5 times, the 3<sup>rd</sup> most of any coach in Michigan history; and

**WHEREAS,** her overall coaching record with the Kestrels was 688-213-51; and

**WHEREAS,** Coach Tueller has had many accomplishments during her coaching career at SMCC including:

- 5 State Titles in 13 seasons – 2003, 2007, 2010, 2012, and 2014
- 12 Regional Championships
- 14 consecutive District Titles
- 14 Huron League Titles
- 10 State final four appearances
- And 2011 State Runner-up; and

**WHEREAS,** Diane was chosen Monroe County Region Coach of the Year in 2014 by the Monroe Evening News, 5 times throughout her career, was voted Volleyball Coach of the Year for the Michigan High School Coaches Association in 2011, and has been inducted into the Michigan Interscholastic Volleyball Coaches Association Hall of Fame; and

**WHEREAS,** Coach Tueller has instilled in her players the importance of teamwork, discipline, dedication, sportsmanship and education and her family, friends, and the entire community are proud of her personal accomplishments and we are extremely pleased and honored to have Diane as a citizen of the City and she is an exemplary role model all would do well to follow.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim January 20, 2015, as “**Coach Diane Tueller Day**” in Monroe, and we take this opportunity to commend Diane for her devotion and dedication to all of her current and former students and athletes and wish her the best of luck in all future endeavors.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20<sup>th</sup> day of January 2015.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
John Iacoangeli, Precinct 2

\_\_\_\_\_  
Kellie M. Vining, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
Gloria Rafko, Precinct 5

\_\_\_\_\_  
William D. Sisk, Precinct 6



## CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Ordinance 15-001, to Amend Several Sections of Chapter 22, Boards, Commissions, Authorities and Committees, Article VI, Recreation Advisory Commission, of the Code of the City of Monroe.

**DISCUSSION:** The Recreation Advisory Commission (RAC) was first formed as an entity that predominantly developed and amended rules for the various sports programming activities of the City, the most dominant of which was the adult softball league. More recently, the RAC has evolved into a more broad-based advisory body that has sought to provide City Council with input on how to improve recreation programming in the City as well as suggest ways the City could enhance its parks and recreation facilities. As with many advisory groups to the City Council, the RAC has also worked on the longer-term planning documents such as the 5-year Parks and Recreation Master Plan. This is a comprehensive document that helps guide City Council in their parks and recreation budgeting and facility maintenance decisions.

Despite these functional changes, the City's ordinance constituting the RAC (Chapter 22, Article VI) remained focused on its rule-making activities. Additionally, this ordinance Article contained several sections regarding the number and make-up of the group, and dismissal and reappointment procedures, which no longer reflected how the RAC was operating. Finally, the RAC felt adding "Parks" term in its title would more accurately reflect its growing role in reviewing and advising Council on parks and facility development, redevelopment and rehabilitation.

Attached you will find several proposed amendments to Chapter 22, Article VI of the Code of the City of Monroe that deals with the Recreation Advisory Commission.

**IT IS RECOMMENDED** that City Council approve the first reading of the ordinance 15-001 to amend several sections of Chapter 22, Boards, Commissions, Authorities and Committees, Article VI, Recreation Advisory Commission, of the Code of the City of Monroe; and schedule the second reading and public hearing for the February 2, 2015 City Council meeting.

**CITY MANAGER RECOMMENDATION:**

- For *[Signature]*  
 For, with revisions or conditions  
 Against  
 No Action Taken/Recommended

**APPROVAL DEADLINE:** None

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:**

**INITIATED BY:** Recreation Advisory Commission

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Recreation Advisory Commission, Recreation Department Staff, and City Council.

## 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	\$ 0

**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
<u>Other Funds</u>		

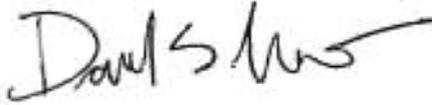
Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Dan Swallow, Director of Economic and Community Development **DATE:** 1/12/15

**REVIEWED BY:** George Brown, City Manager

**DATE:**

**COUNCIL MEETING DATE:** January 20, 2015



## ORDINANCE 15-001

1 An Ordinance to amend several sections of Chapter 22, Boards, Commissions,  
2 Authorities and Committees, Article VI, Monroe Recreation Advisory Commission, of the  
3 Code of the City of Monroe.

4 **THE CITY OF MONROE ORDAINS:**

5 **SECTION 1. AMENDMENT OF CHAPTER 22. BOARDS, COMMISSIONS,**  
6 **AUTHORITIES AND COMMITTEES**

7 Article VI. Monroe Parks and Recreation Advisory Commission

8 **§ 22-21. Composition; terms of office; removal.**

9 A. The Monroe Parks and Recreation Advisory Commission shall consist of not  
10 less than seven (7) and not more than nine (9) members, selected and  
11 appointed by the Mayor and Council. Members of the Commission shall be  
12 residents of the City. Appointments to the Commission, whenever possible, shall  
13 reflect the diversity of ~~participants in the City recreation programs.~~

14 **Reappointment to the Commission shall be based upon the individual's**  
15 **interest in City park facilities and recreation programs, rate of attendance**  
16 **and their participation in the deliberations of the Commission.**

17 B. Present members serving under repealed ordinances shall continue the terms  
18 for which they were appointed. As terms expire, members shall be appointed for  
19 terms of three years, except that the initial appointments under this article shall  
20 be staggered so that subsequent appointments shall not recur at the same time.  
21 Appointments shall expire on June 30 of the appropriate year. Members shall be  
22 eligible for reappointment. ~~Reappointment to the Commission shall be based~~  
23 ~~upon individual interest in City recreation programs, rate of absenteeism~~  
24 ~~and individual contribution.~~

25  
26 C. ~~Any member missing three consecutive meetings without a valid excuse~~  
27 ~~shall be removed. Notice of removal shall be sent to the individual. The~~  
28 ~~Chairperson of the Commission shall inform City Council when an~~  
29 ~~individual has accrued three consecutive unexcused absences. Council~~  
30 ~~shall, upon notification, appoint an appropriate replacement for the~~

31 ~~unexpired term of the removed individual.~~ Members may be removed by  
32 the City Council for excessive absences, neglect of duty or malfeasance in  
33 office.

34  
35 **§ 22-22. Functions and duties.**

36 The Monroe Parks and Recreation Advisory Commission shall carry out the following  
37 functions and perform the following duties:

38 A. It shall advise the Director of Parks and Recreation and make recommendations  
39 to the Mayor and City Council ~~and the Director as to City on the~~  
40 development and use of existing and proposed parks and recreation  
41 facilities and programs.

42 ~~B. It shall formulate and enforce rules governing department of participants~~  
43 ~~in City recreation programs. Said rules, when formulated, shall be~~  
44 ~~submitted to City Council for approval and promulgation through the~~  
45 ~~Department of Parks and Recreation.~~

46 B. It shall formulate and convey recommendations to Mayor and City Council  
47 regarding recreation programs and leisure services after determining  
48 community needs, taking into account such things as the community  
49 desires, participation rates, programs offered by other organizations and  
50 the resources needed and available to provide them. It shall: 1) evaluate  
51 existing programs, to recommend whether they should be maintained,  
52 expanded, reduced or eliminated; 2) recommend new programs; 3)  
53 evaluate the availability and suitability of recreation facilities; and 4)  
54 promote recreation programs and leisure services.

55 C. It shall formulate and convey recommendations to Mayor and City Council  
56 regarding the development, redevelopment, rehabilitation and  
57 management of park and recreation areas. It shall review and evaluate  
58 plans for present and future facilities to evaluate their consistency with the  
59 Parks and Recreation Master Plan. It shall consider and include estimates  
60 of the costs and other resource needs related to its recommendations,  
61 including their fiscal feasibility and impact, taking into account the  
62 priorities, budgets and capital improvement plans established by the  
63 Mayor and City Council for these and other City services and needs.

64 **D. It shall assist with the site master planning and programming for current**  
65 **and future park facilities, including, if requested, the selection of**  
66 **consultants and other professionals.**

67 **E. It shall review and make recommendations to the Director of Parks and**  
68 **Recreation, Mayor and City Council on rules and regulations for park,**  
69 **recreation and leisure service areas or facilities.**

70 **CE.** It shall serve as an appeals board for actions taken as a result of disciplinary  
71 rulings ~~of the~~ **by the** Director **of Parks and Recreation related to non-**  
72 **compliance with adopted rules and regulations for arising out of the City**  
73 **recreation programs Park and Recreation activities and facilities.** It shall  
74 **set up rules for handling the process of review and amend** the appeals  
75 **procedure** and shall be the final authority in the appeals procedure.

76 **G. It shall assist in the preparation and review of the Parks and Recreation**  
77 **Master Plan and make recommendations to the Mayor and City Council**  
78 **regarding its content, as it relates to programs, facilities and community**  
79 **surveys.**

80 **H. It shall review the annual budget and capital improvements program and**  
81 **provide the City Council with advice and recommendations related to their**  
82 **conformity with the short and long range objectives outlined in the Parks**  
83 **and Recreation Master Plan.**

84 **DI.** ~~It shall, if willing to do so, and upon request of the Director, without~~  
85 ~~obligation to the City for any financial contribution, advise the Director of~~  
86 ~~the Commission's recommendations for park development.~~

87 **EJ.** It may, in the performance of its duties and upon the approval of a request to the  
88 City Manager, draw upon the expertise and advice of the administrative staff of  
89 the City.

90  
91 **§ 22-23. Officers; meetings; quorum; records and reports.**

92 A. The **Monroe Parks and** Recreation Advisory Commission shall establish **rules**  
93 **bylaws** providing for the holding of its meetings and for the election of a  
94 Chairperson, Vice Chairperson and Secretary.

95 B. The Director of Parks and Recreation **or his/her designee** shall serve as  
96 Executive Secretary of the Commission.

- 97 C. All meetings of the Commission shall be open to the public, and any person or a  
98 representative of his or her choice shall be entitled to appear and be heard on  
99 any matter before the Commission before it reaches its decision. The  
100 Commission shall keep a record, which shall be open to public view, of its  
101 resolutions, proceedings and actions.
- 102 D. A majority of the members of the Commission shall constitute a quorum.
- 103 E. The Commission shall report as requested to the City Council on its activities  
104 and the results thereof.

105 **SECTION 2. REPEALER**

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

108 **SECTION 3. SAVINGS CLAUSE**

109 All proceedings pending and all rights and liabilities existing, acquired or incurred at  
110 the time this Ordinance takes effect are saved and may be consummated according to the  
111 law in force when they are/were commenced.

112 **SECTION 4. SEVERABILITY.**

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

116 **SECTION 5. EFFECTIVE DATE.**

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



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Appointments

**DISCUSSION:** The attached Resolution recommends appointment to various City Boards and Commissions whose terms have expired and/or where there is a vacancy.

**Therefore, it is recommended,** that City Council approve the proposed Resolution making appointments to various City Boards and Commissions.

**CITY MANAGER RECOMMENDATION:**

- For *[Signature]*  
 For, with revisions or conditions  
 Against  
 No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

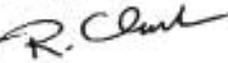
Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

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

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

**FACT SHEET PREPARED BY:** Mayor's Office

**DATE:** 1/5/15

**REVIEWED BY:** Robert E. Clark, Mayor 

**DATE:**

**COUNCIL MEETING DATE:** 1/20/15





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM THE MONROE/LENAWEE COUNTY AFL-CIO CENTRAL LABOR COUNCIL AND UNITED WAY OF MONROE COUNTY FOR PERMISSION TO HOLD THE ANNUAL EASTER EGG HUNT AT MUNSON PARK ON MARCH 28, 2015**

**DISCUSSION:** The City received a request from the Monroe/Lenawee County AFL-CIO Central Labor Council and the United Way of Monroe County for permission to hold the annual Easter Egg Hunt on March 28, 2015 from 9:00 a.m. – 1:00 p.m. Specifically the request is to hold the Easter Egg hunt within Munson Park on the ball fields, a mobile food pantry/distribution through MCOP & Gleaners in the parking lot, and with public safety vehicles on site.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to special event application, all insurance requirements are met, **receipt of deposit in full of estimated costs no later than 14 days prior to the event, and that the applicant must provide temporary toilet facilities in an adequate number to serve the estimated participants/spectators.**

The Police Department has no objections to the event and recommends that due to the large amount of children roaming the ball fields, as well as issues with parking, a supervisor and two officers are recommended to staff the egg event. The overall cost of staffing this event would be \$640.10.

The Department of Engineering and Public Services has no objections to this event. However, **applicant should be advised that the restrooms will not be open during the requested time period and they will need to supply portable toilets for the expected crowd.** The organizers will also need to take care of the trash needs at the event. An alternate site should be listed and conveyed to City staff in case of inclement weather. If electrical assistance is needed for any of the activities, this needs to be conveyed to staff as well.

The Recreation Department has no objections and recommends approval of the event subject to: 1. No use of the Scorekeepers building. There is an electrical outlet on the outside of the building which can be utilized. 2. Cost to rent the ball diamonds for the event would be \$60 for two hours, which has been figured at the non-profit discounted fee.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

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

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

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

Other Funds

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

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

**DATE:** 1/13/15

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 1/20/15



AFL-CIO Community Services and United Way Partnership

**Michael J. Smith**  
AFL-CIO Community Services Liaison  
United Way of Monroe County

Unions in  
Community Service/Action  
AFL-CIO

January 8, 2015

George Brown, Manager  
City of Monroe  
120 East First Street  
Monroe, MI 48161

Dear George:

Through the Monroe/Lenawee County AFL-CIO Central Labor Council and United Way of Monroe County partnership, we would like to hold the 8<sup>th</sup> Annual Community Easter Egg Hunt at Munson Park on Saturday, March 28, 2015 between the hours of 9:00 a.m. and 1:00 p.m.

It is therefore requested if permission could be granted for the use of the park on above mentioned date. We would arrive at the park around 9:00 a.m. for preparations. The clean up should be done by 1:00 p.m. We would like the use of the ball diamonds from 10:00am-12:00pm to hold the event.

Other activities going on at the event include:

- Mobile Food Pantry through MCOP & Gleaners feeding 350 families 1:00-3:00 p.m. in parking lot
- DJ
- Sheriff's Helicopter (Tentative), Police, Fire & Utility vehicles on site
- Youth support agency tables
- Salvation Army & Red Cross Canteen's serving hot chocolate
- Peg Harris Dance Troop performance

I have included a possible map of the event for your review. If this is feasible, and for the purpose of preparing publicity for the event, your speedy response would be greatly appreciated.

On behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council and United Way of Monroe County, we would like to express our most sincere gratitude for taking the time to consider our request.

If there are any questions and/or concerns, please do not hesitate to contact me at 734-242-1331.

In community service, I am

Sincerely,

MICHAEL J. SMITH  
AFL-CIO Community Services Liaison  
United Way of Monroe County

RECEIVED

JAN - 9 2015

CITY MANAGER'S OFFICE



RECEIVED

JAN 08 2015

CITY OF MONROE  
TEMPORARY USES, SALES, BUILDINGS;  
SEASONAL OR SPECIAL EVENTS  
APPLICATION

BUILDING DEPARTMENT  
City of Monroe, Louisiana

Name of Applicant (Organization): United Way Monroe County

Contact Person: Michael Smith

Address: 216 N. Monroe St

Phone: 734-242-1331 Fax: \_\_\_\_\_

Dates Requested: 3/28/2015

Location Requested:  City Park  Private Property  Public Property

PROJECT LOCATION (Address): Monroe Park

PROPERTY OWNER INFORMATION

Name: City of Monroe

Address: 2600 Nuster Rd 48162

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

EVENT DESCRIPTION:

9th Annual Easter Egg Hunt

TYPE OF BUSINESS ON SITE: Non-Profit

Application Fee \$ 150.00

\$20.00 wk \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

**SIGNATURES** (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

JAN - 9 2015

OWNER: \_\_\_\_\_

DATE: CITY MANAGER'S OFFICE

APPLICANT: [Signature]

DATE: 1/8/2015

**SATURDAY, MARCH 28, 2015**  
**1:00 PM to 3:00 PM**

**FREE FOOD PACKAGE for First 300 MONROE  
COUNTY HOUSEHOLDS**

**AFL-CIO**  
COMMUNITY SERVICES

**LIVE UNITED**  
United Way



*AFL-CIO Community Services and United Way Partnership*

# MOBILE FOOD PANTRY



**LOCATION: *MUNSON PARK***  
2770 N. Custer Rd , MONROE, 48162

**DIRECTIONS:**

Munson Park is located on N. Custer Rd, West of Telegraph Rd &  
East of Strausburg.

THIS EVENT REQUIRES NO REGISTRATION. **ONE FOOD  
PACKAGE PER HOUSEHOLD**. MUST  
PROVIDE ID WHICH SHOWS  
RESIDENCY IN MONROE COUNTY FOR  
EVERY HOUSEHOLD FOR WHICH YOU WISH TO PICK UP A  
FOOD PACKAGE.

8th ANNUAL COMMUNITY

# easter egg hunt

A boy and a girl in  
**EACH AGE GROUP**  
have a chance  
to win a  
**FREE  
BIKE!**

**SATURDAY**  
**March 28, 2015**  
**Munson Park • Monroe**  
**(For children 18 months to 12 years)**

This is a wonderful event for the whole family.

### Don't miss it!

Groups will be formed based on age  
and start times will be staggered,  
making it easier for parents  
with multiple children.

All children will have  
the opportunity to win  
treats and prizes!

**REGISTRATION**  
**10 a.m.**

**EVENT**  
**11 a.m.**

**DON'T FORGET  
YOUR CAMERA!**  
Be sure to get a photo  
taken with our  
special guest, the  
Easter Bunny!

**QUESTIONS?**  
CALL THE UNITED WAY  
**734.242.1331**

**Entertainment • Treats & Prizes • Refreshments**

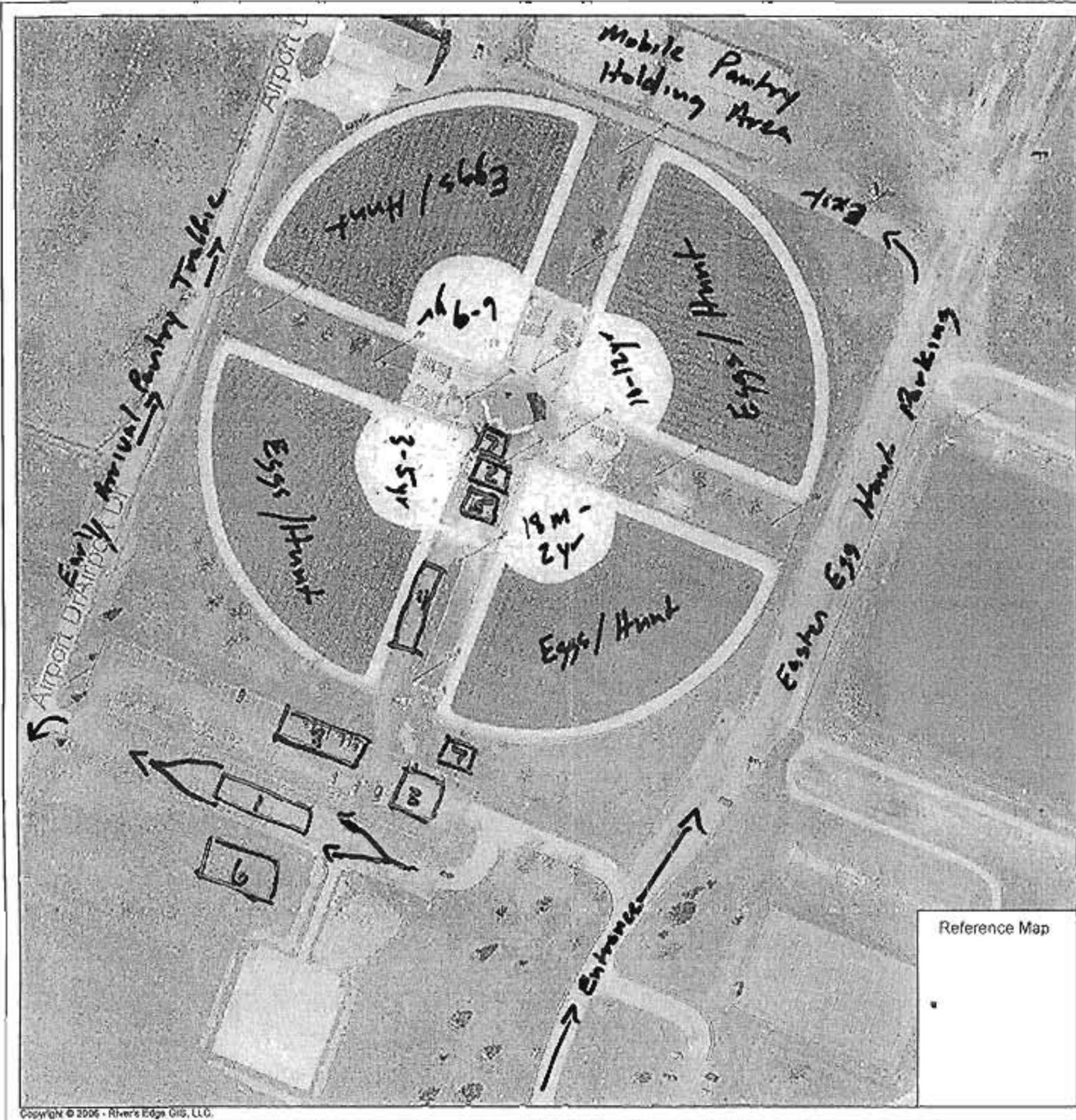


**AFL-CIO**  
COMMUNITY SERVICES

**LIVE UNITED**  
United Way

AFL-CIO Community Services and United Way Partnership

This event is hosted by the partnership between the  
Monroe/Lenawee County AFL-CIO Central Labor  
Council and the United Way of Monroe County.



City of Monroe  
CivicSight Map

MAP LEGEND:

MONROE\_20 DRTHG (Image)

1. Mobile Pantry
2. DJ
3. Registration
4. Agency Tables & Salvation Army Canteen
5. Peg Harris
6. MCSB Helicopter
7. Portable Toilets
8. Police, Fire & Utility Vehicles

Map Scale: 1 inch = 168 feet  
 Map Date: 1/27/2010  
 Data Date: November 24, 2009



Sources: City of Monroe, River's Edge GIS, LLC.

Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. The user acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.

City of Monroe

120 E. First Street  
Monroe, MI 48161-2169  
Ph: (734) 384-9186  
Fax:

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 75.00

UNITED WAY MONROE COUNTY  
216 N MACOMB ST  
MONROE, MI 48162

Pay by Invoice Code	Type	Record No.	Invoice No.	Address	Amount Due
	Permit	EMD-15-0006	00043450	2770 N COURSE RD Special Event	\$ 75.00
Total Amount Due					\$ 75.00

Fee Detail: 1.00

# Memorandum

**To:** Thomas Moore III, Chief of Police  
**From:** Lt. Gregory N. Morgel  
**CC:** Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file  
**Date:** January 12, 2015  
**Re:** **Staff Study: *Monroe/Lenawee County AFL-CIO Labor Council & United Way of Monroe County Community Easter Egg Hunt***

---

Michael J. Smith on behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council and the United Way partnership has requested to hold their annual Community Easter Egg Hunt at Munson Park on Saturday, March 28, 2015 between the hours of 9:00 am and 1:00 pm.

This will be the eighth year of the event and it has been increasing in size and popularity each year. I have been attending the committee meetings for this year's event and the planning for the event has been very organized and well thought out.

The committee expects that more than 1,000 children, along with their parents and grandparents will be in attendance.

A mobile food pantry through the MCOP and Gleaners Food Bank will be held after the Easter egg hunt at 1:00 pm, and more than 400 families are expected for this event.

Because of the large amount of children roaming the baseball fields, as well as issues with parking at Munson Park, last year this event was staffed by a supervisor and two officers during the egg hunt portion of the event, 9:00 am – 12:00 pm. In 2014, after the "Easter Egg Hunt", the two officers terminated and the supervisor assisted with the food giveaway. During the planning meetings it has been determined that this level of staffing would satisfy the committee's needs.

The overall cost of staffing this event would be \$640.10.

I recommend approval of the event as long as all the proper permits are obtained.

Event Coordinator: Michael J. Smith (W) 734-242-1331  
(C) 734-693-2583



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM THE MONROE COUNTY DETACHMENT MARINE CORPS LEAGUE #147 FOR PERMISSION TO HOLD A MEN'S SOFTBALL TOURNAMENT / FUNDRAISER FOR WOUNDED VETERANS AT MUNSON PARK ON APRIL 24-26, 2015**

**DISCUSSION:** The City received a request from Steve Fernández on behalf of the Monroe County Marine Corps League Det. #147 for permission to hold a men's softball tournament fundraiser for wounded veterans at Munson Park on April 24-26, 2015. Specifically the request is to hold a softball tournament event at Munson Park utilizing the four major ball diamonds, and that all fees to use Munson Park be waived. Mr. Fernández indicated they would like to use the park on April 24 from 5:00 – 8:00 p.m. and on April 25 & 26 from 9:00 a.m. – 8:00 p.m.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to special event application, all insurance requirements are met, and **receipt of deposit in full of estimated costs no later than 14 days prior to event.**

The Police Department has no objections to the event and there is no need for police presence at this event. The Squad Supervisor will be informed of the event so they can make periodic checks of this event.

The Department of Engineering and Public Services has no objections to this event. We will make our best effort to get the restrooms open for the event, however this is always weather dependent, so the **organizers should make contingency plans to secure portable toilets at their cost.** The City is planning to arrange for portable toilets in the parks this year from mid-March until the regular restrooms are open but these will be located near the shelter and not at the ball diamonds. City staff will pick up trash one time during the day and event organizers should plan for supplemental cans to be removed by the organizer.

The Recreation Department has no objections to the event and the fees to use the park are: 1. Cost to rent 4 ball diamonds for 25 hours each, less the 50% non profit discount, is \$750 (25 hours x \$7.50/hr = \$187.50 x 4 per fields/day = \$750. The field lights would not be available due to the unavailability to use the score shed.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee reductions in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:**

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

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

## **FINANCES**

**COST AND REVENUE PROJECTIONS:**

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

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

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

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

**DATE:** 1/12/15

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 1/20/15

December 30, 2014

City of Monroe  
Special Event Application

Event: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

Dates: April 24, 25 and 26, 2015

Location: Munson Park – Softball Diamonds 1 - 4  
2750 N. Custer Rd.

Sponsored by: Monroe County Marine Corps League Det. #147 (Non-profit  
501(c)19)

Goal: To raise awareness and enlist the community's aid for the needs of Wounded  
and Injured Veterans

Request: All City facility and service fees to be waived for this tournament

To Whom It May Concern,

I am pursuing holding a Men's Softball Tournament in Monroe with all the proceeds going to Wounded Veterans. This event will be sponsored by the Monroe County Marine Corps League and supported by city and community members, see attached. The Marine Corps League is a non-profit organization 501(c)19 and has the necessary liability insurance needed for such an event.

It is my desire to raise Awareness of the needs of wounded veterans and make this a Community Event. Therefore, I am requesting use of the City facility and a waiver of all associate fees and charges for this event. In addition, I am requesting that my application and fee waiver request be added to the City Council Meeting agenda no later than the end of January 2015.

Volunteers will be available to cover all activities, such as field preparation and maintenance, grounds maintenance, trash removal, facility cleaning. All umpires and scorekeepers will be volunteers. Sponsorships will be requested to cover incidental costs, such as softballs, advertising, etc.

There will be 2 pop-up tents\* (with tables and chairs) for team registration and tournament information located by the building in the center of the fields. See attached park sketch for details.

\* tents won't be used 4/24/15, pm

Additional Information: For every US soldier killed in World Wars I and II, there were 1.7 soldiers wounded. In Operation Iraqi Freedom and Operation Enduring Freedom, for every US soldier killed, seven are wounded. Combined, over 48,000 servicemen and women have been physically injured in the recent military conflicts. In addition to the physical wounds, it is estimated as many as 400,000 service members live with the invisible wounds of war including combat-related stress, major depression, and post-traumatic stress disorder. Another 320,000 are believed to have experienced a traumatic brain injury while on deployment.

It is my hope and prayer that you will see the importance of such an event. And, in doing so, grant my request to hold this event in the City of Monroe at no cost.

Sincerely,



Stephen Fernandez

1858 W. Albain Rd.

Monroe, MI 48161

Home: 734-269-9290, cell: 734-625-8067

Email: sfernan2@charter.net

RECEIVED

DEC 30 2014

MAYOR'S OFFICE

**CITY OF MONROE  
TEMPORARY USES, SALES, BUILDINGS;  
SEASONAL OR SPECIAL EVENTS  
APPLICATION**

**Name of Applicant (Organization):** Stephen Fernández

**Contact Person:** Stephen Fernández

**Address:** 1858 W. Albain Rd., Monroe 48161

**Phone:** 734-625-8067      **Fax:** \_\_\_\_\_

**Dates Requested:** April 24, 25, 26, 2015

**Location Requested:**  City Park     Private Property     Public Property

**PROJECT LOCATION (Address):** Munson Ball Diamonds 1-4,  
2750 N. Custer Rd.

**PROPERTY OWNER INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**EVENT DESCRIPTION:**

Men's Softball Tournament  
Fundraiser for Wounded Veterans

**TYPE OF BUSINESS ON SITE:** \_\_\_\_\_

Requesting waiver  
of all fees.

Application Fee	\$ 150.00
\$20.00 wk	\$
<b>Total Fee</b>	\$

**SIGNATURES** (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

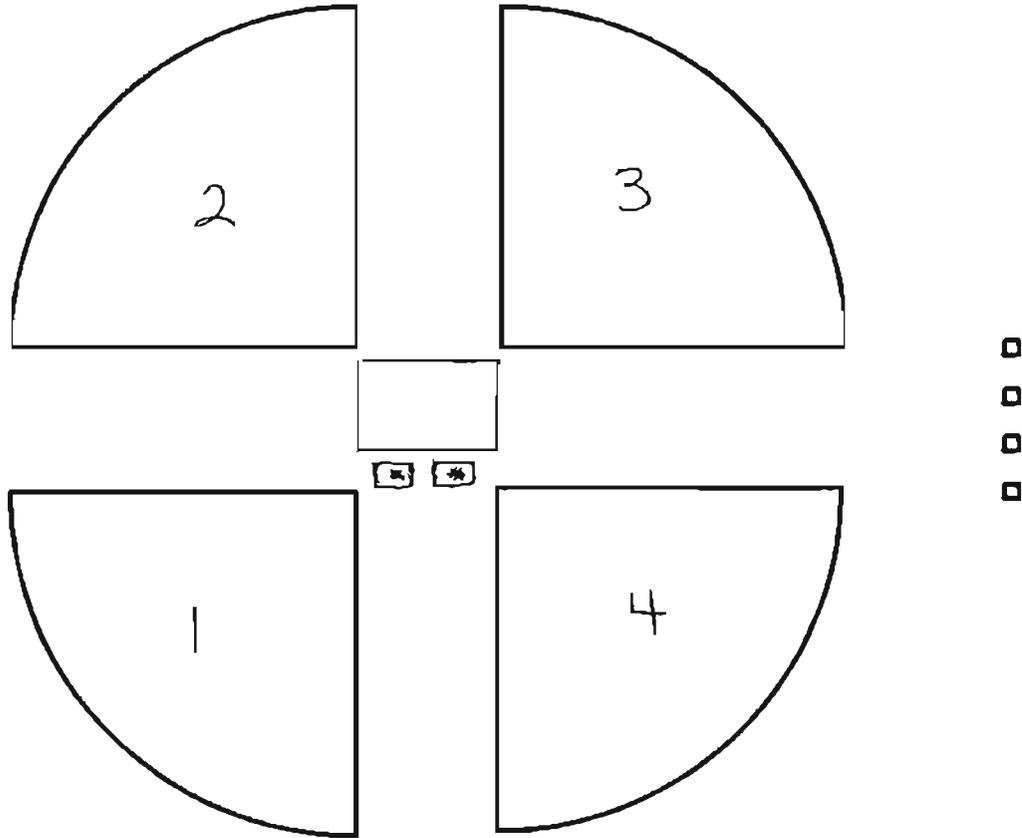
**RECEIVED**  
DEC 30 2014

**OWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **MAYOR'S OFFICE**

**APPLICANT:** Stephen B. Fernández  
Stephen Fernández      **DATE:** 12-30-14

# Munson Ball Diamonds



\*Registration ~~Tents~~

tables only.

m.  
4/9/15

Time of event:

Apr. 24 - 5-8pm

Apr. 25 - 9am - 8pm

Apr. 26 - 9am - 8pm pm



MONROE COUNTY DETACHMENT  
**MARINE CORPS LEAGUE**  
POST OFFICE BOX 276  
MONROE, MICHIGAN 48161

December 30, 2014

City Of Monroe  
120 East Frist St.  
Monroe, MI 48161

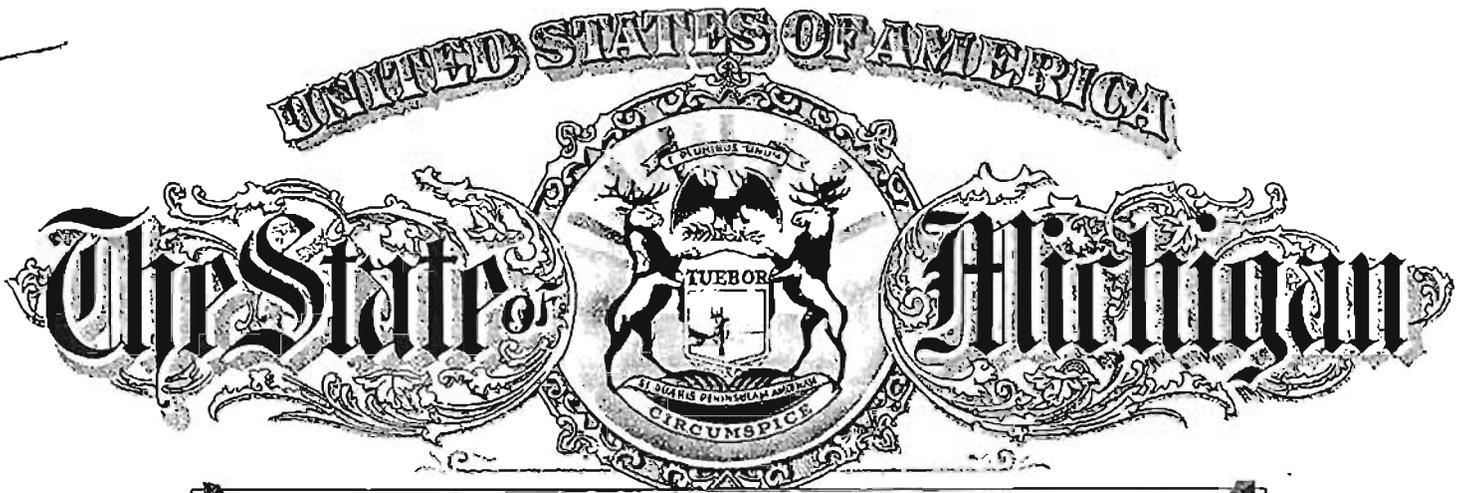
Dear Sir;

The Monroe County Detachment Marine Corps League would like to sponsor a softball tournament in April of 2015. We are a non-profit organization 501(c)19 ID#38-2503510 We are looking at using Munson Park for this Tournament, if all possible. Thank you for your time and consideration in this request.

Sincerely;

A handwritten signature in cursive script that reads "Stephen B. Fernandez".

Stephen Fernandez  
Tournament Director  
(734)269-9290



Michigan Department of Commerce

Lansing, Michigan

*This is to Certify That Articles of Incorporation of*

MONROE COUNTY DETACHMENT MARINE CORPS LEAGUE

*were duly filed in this office on the 29TH day of FEBRUARY, 19 24,*  
*in conformity with Act 162, Public Acts of 1922.*

*In testimony whereof, I have hereunto set my  
hand and affixed the Seal of the Department,  
in the City of Lansing, this 29TH day  
of FEBRUARY, 19 24*

*Ralph J. Benson* Director

Department of the Treasury  
Internal Revenue Service

CINCINNATI, OH 45999

In reply refer to: 17451934  
MAR. 01, 1984 LTR 147C  
38-2503510

00267

MONROE COUNTY DETACHMENT MARINE  
CORPS LEAGUE  
103 W FRONT ST  
MONROE, MI 48161

Dear Sir:

Your employer identification number is 38-2503510. Please keep this number in your permanent records. You should enter your name, and your identification number exactly as shown, on all Federal tax forms that require its use, and on any related correspondence or documents.

Thank you for your cooperation.

Sincerely yours,



Chief, Taxpayer Assistance Section

Enclosures:

Department of the Treasury  
Internal Revenue Service

Date of This Notice

17451934

If you inquire about  
your account, please refer to this  
number or attach a copy of this notice  
02-21-84  
Employer Identification Number  
38-2503510

MONROE COUNTY DETACHMENT MARINE  
CORPS LEAGUE  
103 W FRONT ST  
MONROE MI 48161

NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED

Thank you for your application for an employer identification number. The number above has been assigned to you. We will use it to identify your business tax returns and any other related documents, even if you have no employees.

Please keep this number in your permanent records. Use the number and your name, exactly as shown above, on all Federal tax forms that require this information, and refer to the number in all tax payments and in tax-related correspondence or documents. You may wish to make a record of the number for reference in case this notice is lost or destroyed.

Note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. For details on how to apply for this exemption, see IRS Publication 557, Tax-Exempt Status for Your Organization, available at most IRS offices.

We appreciate your cooperation.

575 0



# Monroe Charter Township

Monroe County

4925 E. Dunbar Road, Monroe, Michigan 48161

[www.monroechartertownship.org](http://www.monroechartertownship.org)

## Township Officials

**Alan Barron**  
*Supervisor*  
(734) 241-5501  
Fax (734) 457-9106

**Bob Schnurr**  
*Clerk*  
(734) 241-6574  
Fax (734) 457-9106

**Penny Barton**  
*Treasurer*  
(734) 241-6575  
Fax (734) 457-2952

**William Heck Jr.**  
**Richard Janssens**  
**Amber Pancone**  
**Richard Wilson**  
*Trustees*

**Cathy Cousineau**  
**MAAO**  
*Assessor*  
(734) 241-8001  
Fax (734) 457-9106

**Mike Black**  
*Building Official*  
(734) 241-5502  
Fax (734) 457-2677

**Kim Fortner**  
*Zoning Officer*  
(734) 241-5502  
Fax (734) 457-2677

**Larry Merkle**  
*Fire Chief*  
(734) 241-6061  
Fax (734) 241-6475

**E.J. McCormick, Jr.**  
*Attorney*  
(734) 241-7677  
Fax (734) 243-2733

December 18, 2014

**Stephen Fernandez**  
1858 West Albain Road  
Monroe, MI 48161

TO: Whom it may concern

RE: Fundraising event

Mr. Fernandez visit my office last week to discuss a softball fundraiser for wounded veterans as part of the Marine County Marine Corps group. Monroe Charter Township fully supports his efforts and will gladly work with Mr. Fernandez, the Monroe County Marine Corp group as well other municipalities in hosting or promoting this worthwhile venture.

If you have any questions or comments, please call or email my office at [supervisor@monroechartertownship.org](mailto:supervisor@monroechartertownship.org).

Sincerely,  
MONROE CHARTER TOWNSHIP

Alan Barron  
Supervisor

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Charles N. Latoy	5238 Scofield Rd	Mayhew	48159	12/21/14
2	Richard L. Schmelle	10 Winston Ct	Monroe	48161	12/22/14
3	Virginia Navarre	431 Nadeau	Monroe	48162	12/20/14
4	Sam Zerst	14564 S. Digger Hwy	Monroe	48161	12/22/14
5	LOREY ROOP	3530 Kelly Rd	LASALLE	48185	12-22-14
6	JEREMY ROUSSELO	3160 S. CUSTER RD	MONROE	48161	12-25-14
7	Megan Krzyska	5040 Easy St.	Newport	48166	12-25-14
8	Scott Klustm	324 Hurric St. #25	Detroit	48202	12-25-14
9	Christina Kirwin	1731 Cliffs Landing #4	Ypsilanti	48198	12-25-14
10	Matt Kirwin	1731 Cliffs Landing #4	Ypsilanti	48198	12-25-14
11	Kim Giesige	6960 W. Temperance Rd	Ottawa Lake	49267	12-25-14
12	<del>Jeremy</del> Rouselo	3160 S. Custer Rd	Monroe	48161	12-25-14
13	Richard Rouselo	503 N. Macomb st	Monroe	48162	12-25-14
14	TROY GIESIGE	6960 W. TEMPERANCE	OTTAWA LAKE	49267	12-25-14
15	Janel Stier	1449 Braidwood	Memphis <sup>MI</sup>	48041	12-25-14
16	Patricia Hamilton	28225 Putz Rd	New Boston	48161	12-25-14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Karen K. Werner	3882 Lyons Ridge	Monroe	48161	12/28/14
2	Karen K. Werner		"	"	"
3	Frank Turksi	5126 Oakhaven	Monroe	48161	12/28/14
4	Susan F. Turksi	5126 Oakhaven	Monroe	48161	12/28/14
5	STEVE MILZ, Stephen D. Milz	1404 ARBOR AVE.	MONROE	48162	12/28/14
6	Christopher Milz	"	"	"	"
7	Halley Milz	1404 Arbor Ave	Monroe	48162	12/28/14
8	Kath Pittz	640 Toll St. #	Monroe	48162	12/28/14
9	John Spencer	322 Crampton	Monroe	48162	12/28/14
10	David Spencer	322 Crampton Dr	Monroe	48162	12/28/14
11	FRED BALK	3119 N. CUSTER RD	MONROE	48162	12-28-14
12	Carolyn Balk	3119 N. Custer Rd.	Monroe	48162	12-28-14
13	Susan Gruber	318 W. Elm Ave	Monroe	48162	12-28-14
14	Denise Cicero	470 John Rolfe DR.	Monroe	48162	12-28-14
15	Sarah Cicero	1884 Aspen.	Newport	48166	12-28-14
16	Joseph A. Jeff	601 S. Monroe	Monroe	48161	12-28-14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Ann Stampfer	2775 GRUBER RD	MONROE	48162	12/28/14
2	Richard Stampfer	2775 GRUBER RD.	MONROE	48162	12/28/14
3	Lois Vorrath	1023 Abbey Rd	MONROE	48161	12/28/14
4	Kimberly Peterson	11700 Blumington Rd	ERIE	48133	12/28/14
5	Paul Peterson	1635 W Hurd Rd	MONROE	48162	12/28/14
6	John King				
7	Wendy Kennicott	648 Golfway	MONROE	48162	12/28/14
8	Margie French-Mingos French	946 St. James Park Ave	MONROE	48161	12-28-14
9	Paul French	946 St. James Park Ave	MONROE	48161	12-28-14
10	Kate Fuldbrigg	94 Lindenwood St	"	48162	12/28/14
11	Kathy K. Fuldbrigg	94 Lindenwood	"	48162	12/28/14
12	Valerie Barron	618 Wolverine Ave	"	48161	12/28/14
13	Melissa McAuliffe	135 Aberdeen Lane	MONROE	48161	12-28-14
14	Kim Tuttle	6150 W. DUNBAR Rd	MONROE	48161	12-28-14
15	Cathy Johnson	15503 Pleasant Point	MONROE	48161	12-28-14
16	Jeffrey Johnson	468 W. Hurd Rd.	MONROE	48162	12-28-14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	GARY COK	725 WASHINGTON STREET 310	MONROE	48161	12/28/14
2	LISA BRADLEY	725 WASHINGTON ST. APT 310	MONROE	48161	12-28-14
3	Rob Roussel	503 N MACOMB	MONROE	48162	12/28/14
4	David Hehl, <del>owner</del> #16	5508 Wimbledon Park	-	78161	12/28/14
5	JAMES VAUGHAN	1535 ARBOR AVE	MONROE	48162	12/28/14
6	JEFF ANDERSON	770 INLANDS CT	MONROE	48161	12/28/14
7	Nelda Roussel	316 W. LORAIN ST	MONROE	48162	12-28/14
8					
9					
10					
11					
12					
13					
14					
15					
16					

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Donald W. King	318 ORANGEWOOD ST	MONROE	48162	12/22/14
2	James J. Reame	5111 Oak Haven	MONROE	48161	12/22/14
3	Pat. ...	431 Nadeau rd.	Monroe	48162	12/22/14
4	L. PALMA	3648 Graber	MONROE	48162	12-22-14
5	W.C. SMITH	10448 STEFEAS	MAYBEE	48159	12/22/14
6	Mildred Aleximann	755 Central Park Blvd	MONROE	48162	12/25/14
7	Linda Ernest	9520 N. Dixie Hwy	NEWPORT	48166	12/22/14
8	Ross ERNEST	"	"	"	"
9	Keith Kozyske	24627 Brentwood Dr	BROWNSTON	48183	12/25/14
10	Barb Kozyske	28786 Wertz Rd.	New Brown	48164	12/25/14
11	J. Kozyske	24627 Brentwood Dr	Brownsston	48183	12/25/14
12	Vickie Ferrandez	1858 W. Albain Rd.	Monroe	48161	12/25/14
13					
14					
15					
16					

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	ERIC FLOTOW	3647 MARTELL RD.	MONROE	48161	12-21-14
2	Math Attil	6272 W Albain Rd	Monroe	48161	12-21-14
3	Sara Bielby	6272 W. Albain Rd	Monroe	48161	12-21-14
4	Diane Heck	4345 W. Albain Rd.	Monroe	48161	12-21-14
5	Lisa Sanders	15560 Eastwood	Monroe	48161	12-21-14
6	Brian Sanders	" "	"	"	"
7	Connie Dising	7665 Iola East Rd	Iola	48140	12-21-14
8	Beo Stutz	7351 Albain R	Iola	48140	12-21-14
9	Elizabeth Ann Murphy	1953 Steiner Rd.	Monroe	48162	12-21-14
10	R	1953 Steiner Rd.	Monroe	48162	12-21-14
11	Ron Schlump	4556 Douglas Rd	Iola	48140	12-21-14
12	Krista Semas	4556 Douglas Rd.	Iola	48140	12-21-14
13	MARVIN MURPHY	1953 STEINER RD	MONROE	48162	12-21-14
14	WALTER STUTZ	7258 Twin Canyon Drive	Lambertville	48144	12/21/14
15	Susan Leibart	2875 Strasburg	Monroe	48161	12/21/14
16	Bea DeWen	8009 Iola East Rd	Iola	48140	12/21/14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Barbara Lee Dool	7401 Ida East	Ida	48140	12/21/14
2	Melissa Woodmer	2569 Strasburg Rd	Monroe	48161	12/21/14
3	Travis Fusilier	16400 Norman Rd	Monroe	48158	12/21/14
4	Martha Heck	2025 Spink	Milam	48160	12/21/14
5	Harold Heck	4345 W. Albain Rd	Monroe	48161	12/21/14
6	Randy K. Bies	7555 Ida Center	Ida	48140	12-20-14
7	Leslie Soltz	2120	Ida	48140	12-20-14
8	John Palmiter	7436 Bacon	Petersburg	49270	12-21-14
9	Brenda Palmiter	7436 Bacon	Petersburg	49270	12-21-14
10	Nathan Palmiter	411 Depot St	Blissfield	49228	12/21/14
11	Mary Palmiter	411 Depot St	Blissfield	49228	12/21/14
12	Jamie Woodmer	2569 Strasburg Rd	Monroe	48161	12/21/14
13	Rev. Bruce Lucas	6272 W. Albain Rd.	Monroe	48161	12/21/14
14	Lee Soltz	2875 Siebenth	MONROE	48161	12/21/14
15	Rev. Don Kuhn	145 South St.	Monroe	48131	12/21/14
16	Roger Morris	12266 S. Dixie Hwy	LaSalle	48145	12-21-14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Don Washline	2569 Strasburg Rd.	Monroe	48161	12-21-14
2	Dan Secord	3358 N. Otter Creek Rd	Monroe	48161	12-21-14
3	Terri Secord	3358 N. Otter Creek	Monroe	48161	12-21-14
4	Cal Smith	2105 Hubbard Rd	"	"	"
5	Karla Ries	7555 Ida Center Rd	Ida	48140	12-21-14
6	Laura Secord	15101 Gartz Rd	Monroe	48161	12-21-14
7	GREG CLARK *	422 E. Front St	MONROE	48161	12-22-14
8	Linda Clark	422 E Front St	Monroe	48161	12-22-14
9	Janet M. Buechel	333 Kingsbrooke	Newport	48160	12-22-14
10	Phyllis Wagner	13801 Bayside	Monroe	48161	12-22-14
11	Melissa K. Hall	3526 Ferwood	Monroe	48162	12-22-14
12	Chris Rantaski	2454 W. Labs	Carlton	48117	12/22/14
13	Barbara Reeves	3255 Third St	Monroe	48162	12/22/14
14	Clement J. Lass	2491 Doty Rd	Raisinville	48162	12/22/14
15	Edna P. Grayson	28786 WALTON Rd	NEWPORT	48164	12-22-14
16	Yvonne Delike	3888 E. Stein Rd.	LaSalle	48145	12-22-14

To: Monroe City Council

Subject: 2015 Men's Softball Tournament Fundraiser for Wounded Veterans

I fully support the 2015 Men's Softball Tournament Fundraiser, sponsored by the Monroe County Marine Corps League, with all proceeds going to Wounded Veterans. This community event would bring awareness to the City of Monroe in support of the men and women who have sacrificed a great deal for our freedom.

It is my recommendation that the City of Monroe approve this event to be held at Munson Park.

	Name	Address	City	Zip	Date
1	Joyce Kingsley	956 Lotus Dr	Eric	48133	12/22/14
2	Florence Clark	Tappan St	Toledo.		12/22/14
3	Brothy Haidan	13493 Dixon Rd.	Dundas	48131	12/22/14
4	Roger B. Acome	10025 Strasburg Rd	Eric	48133	12/22/14
5	Rosemary Mignano	622 Borgess Ave	Monroe	48162	12/22/14
6	Mary Ann Hess	3884 S. Otter Creek Rd.	LaSalle	48145	12/22/14
7	Sandra M. Klein	2494 Doty Rd.	Monroe	48162	12/22/14
8	Ruth Halper	5238 Mansfield Rd	Mayfield	48159	12/22/14
9	Millie Dunn	3477 Salakine Dr	Monroe	48162	12/22/14
10	Cheryl A. Eder	1347 Sunset St.	Monroe	48162	12/22/14
11	Virginia Van Begele	987 Winston Dr.	Monroe	48161	12/22/14
12	Orlo Hopkins	10561 Gravel Rd.	Monroe	48117	12/22/14
13	Virginia Wolfe	11269 Grafton Rd	Cartersville	48117	12/22/14
14	Margaret Bonnia	4991 Kay Dr	Monroe	48161	12/22/14
15	Kathleen A. Ojardo	4111 N. Custer	Monroe	48162	12/22/14
16	Paula Baker	216 W 7th St	Monroe	48161	12/22/14



## CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** CITY OF MONROE'S FLEXIBLE BENEFIT PLAN (Section 125 Cafeteria Plan)

**DISCUSSION:**

For many years the City has been offering to its employees a Flexible Spending Account(FSA). A FSA allows employees to set aside a portion of their earnings to pay for qualified expenses as established in the cafeteria plan, most commonly for medical expenses but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in substantial payroll tax savings. According to the City's third party administrator, Kushner & Company, who administers the City's Flexible Spending Account, the City's Adoption Agreement should be amended January 1, 2015 to update eligibility and waiting periods for the Affordable Care Act (ACA), as well as implement the carryover provision for the 2014-2015 plan year.

Attached please find a copy of the City's 2015 Flexible Benefit Plan Adoption Agreement and consent/resolution that require Council's adoption.

It is therefore my recommendation that City Council adopt and approve the amended and restated Adoption Agreement for the City's Flexible Benefit Plan.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** January 19, 2015

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** CITY OF MONROE'S FLEXIBLE BENEFIT PLAN

## FINANCES

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

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

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

**FACT SHEET PREPARED BY:** PEGGY A. HOWARD/HR DIRECTOR

*Peggy Howard*

**DATE:** 1-14-15

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 1-20-15

**ADOPTION AGREEMENT  
CAFETERIA PLAN**

The undersigned adopting employer hereby adopts this Plan. The Plan is intended to qualify as a cafeteria plan under Code section 125. The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

**COMPANY INFORMATION**

1. Name of adopting employer (Plan Sponsor): **City of Monroe**
2. Address: **120 E. First Street**
3. City: **Monroe** 4.State: **Michigan** 5. Zip: **48161**
6. Phone number: **734-384-9173** 7. Fax number: \_\_\_\_\_ - \_\_\_\_\_
8. Plan Sponsor EIN: **38-6004638**
9. Plan Sponsor fiscal year end: **12/31**
- 10a. Plan Sponsor entity type:
  - i.  C Corporation
  - ii.  S Corporation
  - iii.  Non Profit Organization
  - iv.  Partnership
  - v.  Limited Liability Company
  - vi.  Limited Liability Partnership
  - vii.  Sole Proprietorship
  - viii.  Union
  - ix.  Government Agency
  - x.  Other: \_\_\_\_\_
- 10b. If 10a.viii (Union) is selected, enter name of the representative of the parties who established or maintain the Plan:  
\_\_\_\_\_
11. State of organization of Plan Sponsor: **Michigan**
- 12a. The Plan Sponsor is a member of an affiliated service group:  
 Yes  No
- 12b. If 12a is "Yes", list all members of the group (other than the Plan Sponsor): \_\_\_\_\_
- 13a. The Plan Sponsor is a member of a controlled group:  
 Yes  No
- 13b. If 13a is "Yes", list all members of the group (other than the Plan Sponsor): \_\_\_\_\_

**PLAN INFORMATION**

**A. GENERAL INFORMATION.**

1. **Plan Number:** **501**
2. **Plan name:**
  - a. **City of Monroe Flexible Benefit Plan**
  - b. \_\_\_\_\_
3. **Effective Date:**
- 3a. Original effective date of Plan: **July 1, 2006**
- 3b. Is this a restatement of a previously-adopted plan?  
 Yes  No
- 3c. If A.3b is "Yes", effective date of Plan restatement: **January 1, 2015**  
**NOTE:** If A.3b is "No", the Effective Date shall be the date specified in A.3a, otherwise the date specified in A.3c; provided, however, that when a provision of the Plan states another effective date, such stated specific effective date shall apply as to that provision.

- 4a. **Plan Year** means each 12-consecutive month period ending on **December 31** (e.g. December 31). If the Plan Year changes, any special provisions regarding a short Plan Year should be placed in the Addendum to the Adoption Agreement.
- 4b. The Plan has a short plan year:  
 Yes  No
- 4c. If A.4b is "Yes", the short plan year begins \_\_\_\_\_ and ends on \_\_\_\_\_.
5. Is the Plan Subject to ERISA?  
 Yes  No

**Plan Features**

- 10a. **Premium Conversion Account.** Contributions to fund a Premium Conversion Account are permitted (Section 4.01) (If "No", questions regarding Premium Conversion Accounts are disregarded.):  
 Yes  No
- 10b. If A.10a is "Yes", select the types of Contracts for which a Participant may seek reimbursement under Section 4.01:  
i.  Employer Group Medical  
ii.  Employer Dental  
iii.  Employer Vision  
iv.  Employer Disability  
v.  Employer Group Term Life  
vi.  Individually - Owned Dental  
vii.  Individually - Owned Vision  
viii.  Individually - Owned Disability  
ix.  Other
- 10c. If A.10a is "Yes" and A.10b.ix (other contracts) is selected, describe other types of Contracts: \_\_\_\_\_.
- 11a. **Health Care Reimbursement Account.** Contributions to fund a Health Care Reimbursement Account are permitted (Section 4.02) (If "No", questions regarding Health Care Reimbursement Accounts are disregarded.):  
 Yes  No
- 11b. **HSA Account.** Contributions to fund an HSA Account are permitted (Section 4.08):  
 Yes  No
12. **Dependent Care Assistance Account.** Contributions to fund a Dependent Care Assistance Account are permitted (Section 4.03) (If "No", questions regarding Dependent Care Assistance Accounts are disregarded.):  
 Yes  No  
**NOTE:** The maximum amount of expense that may be contributed/reimbursed in any Plan Year for the Dependent Care Assistance Account is the maximum amount permitted by federal tax law (\$5,000 or \$2,500 if the Participant is married and filing a separate federal tax return).
13. **Adoption Assistance Account.** Contributions to fund an Adoption Assistance Account are permitted. (Section 4.04) (If "No", questions regarding Adoption Assistance Accounts are disregarded.):  
 Yes  No  
**NOTE:** The maximum amount of expense that may be contributed/reimbursed for the Adoption Assistance Account is the maximum amount permitted by federal tax law for the prior year (\$10,960 for Plan Years beginning in 2006). The annual limit shall be reduced for adoption assistance expenses incurred any prior Plan Year.

**Simple Cafeteria Plan**

15. **Is the Plan a simple cafeteria plan as defined in Code section 125(j):**  
 Yes  No  
**NOTE:** In order to be a simple cafeteria plan, the Employer must be an eligible employer (as defined in Code section 125(j)(5)) and the Plan must meet certain contribution, eligibility and participation requirements.

**B. ELIGIBILITY.**

**Exclusions/Modifications**

The term "Eligible Employee" shall not include (Check items **B.1 - B.5a** as appropriate):

**NOTE:** If **A.15** is "Yes" (the Plan is a simple cafeteria plan), **B.2** may not be selected and **B.4** and **B.5a** may be selected only to the extent that the provisions do not violate the requirements on Code section 125(j).

1.  **Union.** Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if benefits were the subject of good faith bargaining, and if the collective bargaining agreement does not provide for participation in this Plan.
2.  Any **leased employee.**
3.  **Non-Resident Alien.** Any Employee who is a non-resident alien who received no earned income (within the meaning of Code section 911(d)(2)) which constitutes income from services performed within the United States (within the meaning of Code section 861(a)(3)).
4.  **Part-time.** Any Employee who is expected to work less than **30** hours per week.
- 5a.  **Other.** Other Employees described in **B.5b** (any exclusion must satisfy Code section 125(g) and the requirements under Section 5.01).
- 5b. If **B.5a** is selected, describe other Employees excluded from definition of Eligible Employee: \_\_\_\_\_.
- 6a. Allow immediate participation for all Eligible Employees employed on the date specified in **B.6b**:  
 Yes  No
- 6b. If **B.6a** is "Yes", all Eligible Employees employed on \_\_\_\_\_ shall become eligible to participate in the Plan as of such date.
7. If **A.10a** is "Yes", (Contributions to fund a Premium Conversion Account are permitted), an Employee shall be an Eligible Employee with respect to the Premium Conversion Account if the Employee is eligible to participate in the benefit plans described in **A.10b**:  
 Yes  No
- 8a. Indicate whether the Plan will make any other revisions to the term "Eligible Employee":  
 Yes  No
- 8b. If **B.8a** is "Yes", describe any further modifications to the term "Eligible Employee": \_\_\_\_\_.

#### Service Requirements

10. Minimum age requirement for an Eligible Employee to become eligible to be a Participant in the Plan: **None**  
**NOTE:** If **A.15** is "Yes" (the Plan is a simple cafeteria plan), **B.10** may not exceed 21.
11. Minimum service requirement for an Eligible Employee to become eligible to be a Participant in the Plan:
  - i.  None.
  - ii.  Completion of \_\_\_\_\_ hours of service.
  - iii.  Completion of **90** days of service.
  - iv.  Completion of \_\_\_\_\_ months of service.
  - v.  Completion of \_\_\_\_\_ years of service.**NOTE:** If **A.15** is "Yes" (the Plan is a simple cafeteria plan), **B.11** may not exceed 1,000 hours of service or one year of service.
- 12a. Frequency of entry dates:
  - i.  An Eligible Employee shall become a Participant in the Plan as soon as administratively feasible upon meeting the requirements of **B.10** and **B.11**.
  - ii.  first day of each calendar month
  - iii.  first day of each plan quarter
  - iv.  first day of the first month and seventh month of the Plan Year
  - v.  first day of the Plan Year
- 12b. If **B.12.a.i** (immediate entry) is not selected, an Eligible Employee shall become a Participant in the Plan on the entry date selected in **B.12a** that is:
  - i.  coincident with or next following
  - ii.  next followingthe date the requirements of **B.10** and **B.11** are met.
13. If **A.10a** is "Yes", (Contributions to fund a Premium Conversion Account are permitted), an Eligible Employee shall become eligible to become a Participant in the Plan with respect to the Premium Conversion Account at the same date as he or she becomes eligible to participate in the Contracts(s) described in **A.10b**:  
 Yes  No

- 14a.** Indicate whether the Plan will make any other revisions to the eligibility rules specified in **B.10 - B.13**:  
 Yes  No  
**NOTE:** If **A.15** is "Yes" (the Plan is a simple cafeteria plan), **B.14a** may only be "Yes" if the modifications in **B.14b** do not violate any requirements of Code section 125(j).
- 14b.** If **B.14a** is "Yes", describe any further modifications to the eligibility rules specified in **B.10 - B.13**: \_\_\_\_\_.

**Transfers/Rehires**

- 15.** Permit Participants who are no longer Eligible Employees (for reasons other than Termination) to continue to participate in the Plan until the end of the Plan Year (Section 3.02):  
 Yes  No  
**NOTE:** If "No" is selected, a Participant who has a change in job classification or a transfer that results in the Participant no longer qualifying as an Eligible Employee shall cease to be a Participant as of the effective date of such change of job classification or transfer.
- 16.** Automatically reinstate benefit elections for Terminated Participants who are rehired within 30 days of Termination and permit new benefit elections for Terminated Participants who are rehired more than 30 days after Termination (Section 3.03(a)):  
 Yes  No  
**NOTE:** If "No" is selected, a Terminated Participant shall not be able to Participate in the Plan until the later of the first day of the subsequent Plan Year or the first entry date following reemployment.

**C. BENEFITS**

**Premium Conversion**

- 1a.** If **A.10a** is "Yes" (Contributions to fund a Premium Conversion Account are permitted), provide for automatic enrollment for the Premium Conversion Account:  
 Yes  No  
**NOTE:** If **C.1a** is "Yes", a Participant shall be deemed to elect to contribute the entire amount of any premiums payable by the Participant for the benefit plans described in **A.10b**.
- 1b.** If **A.10a** is "Yes" (Contributions to fund a Premium Conversion Account are permitted), provide for automatic adjustment of Participant elections for changes in the cost of Contracts pursuant to the terms of Treas. Reg. 1.125-4:  
 Yes  No

**Health Care Reimbursement**

- 2a.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), select the maximum salary reduction amount that can be contributed to a Health Care Reimbursement Account in any Plan Year:  
i.  The maximum amount permitted under Code section 125(i)  
ii.  Other amount specified in **C.2b**  
**NOTE:** If **C.2a.i** is selected effective prior to 2013, the maximum amount shall be \$2,500.
- 2b.** If **C.2a** is "Other amount specified in **C.2b**", enter the maximum salary reduction amount that can be contributed to a Health Care Reimbursement Account in any Plan Year: \_\_\_\_\_.  
**NOTE:** As of January 1, 2013, **C.2** may not exceed the maximum permitted under Code section 125(i) (\$2,500 in 2013).
- 3.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), specify whether a Participant shall continue making contributions after Termination of employment for the remainder of the Plan Year:  
i.  Yes - Continue contributions on an after-tax basis and reimbursements will be allowed for the remainder of the Plan Year.  
ii.  No - Contributions shall cease upon Termination and reimbursements will be allowed only for expenses incurred prior to Termination.  
**NOTE:** Any required COBRA elections described in Section 4.06 shall supersede this **C.3**.
- 4a.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), indicate whether a Participant may revise a Health Care Reimbursement Account election upon a change of status:  
i.  Yes - without limitation

- ii.  Yes – but no decrease to the extent that new annual contribution amount would be less than the amount previously reimbursed at the time of the election change
- iii.  Yes - a Participant may only increase an election upon a change of status
- iv.  Yes - with limitations described in **C.4b**.
- v.  No

**NOTE:** The rules regarding the revision of Health Care Reimbursement Account elections in this **C.4** are also subject to the conditions and limitations provided in **C.12**.

**4b.** If **A.11** is "Yes" and if **C.4a.iv** is selected (Yes - with limitations described in **C.4b**), describe the limitations: \_\_\_\_\_.

**Health Care Reimbursement - Eligible Expenses**

**5a. Excepted Benefits.** Indicate the method of maintaining the Health Care Reimbursement Account as excepted benefits (only applicable if **A.11** is "Yes"):

- i.  **Other Group Health Coverage and Maximum Benefit Payable** within the meaning of Treas. Reg. section 54.9831-1(c)(3)(v)
- ii.  **Limited-scope benefits** within the meaning of Treas. Reg. section 54.9831-1(c)(3)(i)-(ii) (dental and vision)
- iii.  **Other:** \_\_\_\_\_.

**NOTE:** If **C.5a.i** is selected, any employer contribution entered in **C.9** shall not exceed the maximum benefits payable under Treas. Reg. section 54.9831-1(c)(3)(v).

**NOTE:** If **C.5a.ii** is selected, limited scope benefits may not include Long-term care insurance or any other benefits that are nonqualified benefits under Prop. Treas. Reg. section 1.125-1(q). **5b.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), exclude coverage for other expenses described in **C.5c**:

Yes  No

**5c.** If **A.11** is "Yes" and **C.5b** is "Yes", describe other expenses that are not eligible for reimbursement: \_\_\_\_\_.

**Health Care Reimbursement - Eligible Expenses**

**6a.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), a Participant may only be reimbursed from his or her Health Care Reimbursement Account for expenses that are incurred by:

- i.  **Participant, spouse and dependents.** The Participant, his or her spouse and all dependents within the meaning of Code section 152 as modified by Code section 105(b), and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.
- ii.  **Persons covered under Company medical plan.** The Participant, his or her spouse and all dependents within the meaning of Code section 152 as modified by Code section 105(b), and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday, but only if such persons are also covered under the Company-sponsored benefit plan specified in **C.6b**.
- iii.  **Participants Only.** No spousal or dependent coverage.
- iv.  **Other.** The persons described in **C.6c**.

**NOTE:** The Plan Administrator may extend coverage for children until the end of the calendar year in which a child turns age 26.

**6b.** If **C.6a** is "Persons covered under Company medical plan", indicate the name of the Company-sponsored benefit plan: \_\_\_\_\_.

**6c.** If **C.6a** is "Other", indicate who must incur expenses that can be reimbursed from a Participant's Health Care Reimbursement Account: \_\_\_\_\_.

**NOTE:** The definition in **C.6c** may not include anyone other than the Participant, his or her spouse and all dependents within the meaning of Code section 152 as modified by Code section 105(b), and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.

**NOTE:** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), reimbursements may be made for any expense that qualifies for exclusion from income under Code section 105(b) (other than certain long term care expenses and insurance premiums), except as provided in **C.5 - C.6**.

**7a. Health Savings Accounts.** If **A.11** is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), describe method to coordinate coverage in the Plan with Health Savings Accounts (Section 6.01(j)):

- i.  **None.** Coverage in the Plan is not limited or the Plan is not used in conjunction with a Health Savings Account.

- ii.  **Permitted Coverage.** Coverage in the Plan is only provided for permitted insurance and other specified coverage (e.g., coverage for accidents, disability, dental care, vision care or preventive care within the meaning of Code section 223(c)(1) and Rev. Rul. 2004-45 (but not through insurance or for long-term care services).
  - iii.  **Post Deductible Coverage.** The Plan will not pay or reimburse any medical expense incurred before the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied.
  - iv.  **Both Permitted and Post Deductible Coverage.** Until the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied, coverage in the Plan is only provided for permitted insurance and other specified coverage (e.g., coverage for accidents, disability, dental care, vision care or preventive care within the meaning of Code section 223(c)(1) and Rev. Rul. 2004-45 (but not through insurance or for long-term care services). The Plan will pay or reimburse all medical expenses otherwise allowed by the Plan incurred after the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied.
- 7b. If A.11 is "Yes", C.7a is not "None" and D.3a is "Yes" (grace period allowed), indicate period when the limitations described in C.7a apply:
- i.  Entire Plan Year.
  - ii.  Only during the grace period described in D.3.
- NOTE: If no grace period is allowed in D.3a, the limitations in C.7a shall apply for the entire Plan Year.
- 7c. If A.11 is "Yes" and C.7a is not "None", the limitations shall apply to:
- i.  All Participants.
  - ii.  Only Participants who are also eligible to participate in the high deductible health plan.
  - iii.  Only Participants who are also enrolled in the high deductible health plan.
- NOTE: If C.7a is "None" or C.7c is not "All Participants", eligibility for a Health Savings Account may be limited.
8. **HRA.** If A.11 is "Yes" (Contributions to fund a Health Care Reimbursement Account are permitted), describe method to coordinate coverage in the Plan with a Company-sponsored health reimbursement arrangement ("HRA") for expenses that are reimbursable under both this Plan and the HRA (Section 6.01(e)):
- i.  **None.** Plan is not used in conjunction with a Company-sponsored HRA.
  - ii.  **HRA first.** A Participant shall not be entitled to payment/reimbursement under the Health Care Reimbursement Account until the Participant has received his or her maximum reimbursement under the HRA.
  - iii.  **Cafeteria plan first.** A Participant shall not be entitled to payment/reimbursement under the HRA until the Participant has received his or her maximum reimbursement under the Health Care Reimbursement Account.

#### Company Contributions

- 9a. Indicate whether the Company may contribute to the Plan (Section 4.09):
- i.  Yes - in Company's sole discretion.
  - ii.  Yes - 2% of Compensation.
  - iii.  Yes - the lesser of 6% of Compensation or 100% match of a Participant's salary reduction contribution.
  - iv.  Yes - pursuant to the method described in C.9b.
  - v.  No.
- NOTE: If A.15 is "Yes" (the Plan is a simple cafeteria plan), C.9a.ii, C.9a.iii or C.9a.iv must be selected.
- 9b. If C.9a is "Yes - pursuant to the method described in C.9b", describe how the contributions are determined and allocated: \_\_\_\_\_.
- NOTE: If A.15 is "Yes" (the Plan is a simple cafeteria plan), C.9b must equal or exceed the formulas under options C.9a.ii or C.9a.iii.
- 9c. If C.9a is not "No", indicate whether the Plan permits Participants to elect cash in lieu of benefits:
- i.  No.
  - ii.  Yes - with limitation.
  - iii.  Yes - without limitation.
- 9d. If C.9a is not "No" and C.9c is "Yes - with limitation", describe any limitations: \_\_\_\_\_.

#### Elections

NOTE: The Plan Administrator may establish a minimum dollar amount or percentage of Compensation for all elections provided that such minimum is non-discriminatory.

10. When may continuing Participants **make** elections regarding contributions (Section 4.06(b)):

i.  The \_\_\_\_\_ day period ending prior to the beginning of the Plan Year

ii.  Pursuant to Plan Administrator procedures.

**NOTE:** If C.10.i is selected, the Plan Administrator may require that elections be made no later than a certain number of days prior to the beginning of the Plan Year. See Section 4.06(a) for procedures regarding new Participants.

11. The election for a continuing Participant who fails to make an election within the period described in C.10 shall be determined in accordance with the following (Section 4.06(c)-(d)):

i.  **Election not to participate.** The Participant shall be treated as having elected not to participate in the Plan.

ii.  **Continue same election.** Elections for the applicable Plan Year shall be the same as the elections made in the prior Plan Year.

iii.  **Continue same election for the Premium Conversion Account.** Elections for the applicable Plan Year shall be the same as the elections made in the prior Plan Year but only with respect to the Premium Conversion Account. The Participant shall be treated as having elected not to participate in the Plan with respect to any other Accounts.

12a. When may Participants **modify** elections regarding contributions (Section 4.07(b)):

i.  At any time permitted under Treas. Reg. section 1.125-4.

ii.  Pursuant to Plan Administrator procedures.

12b. Permit Participants to revoke an election of coverage under a group health plan:

i.  due to reduction in hours of service (Section 4.07(c))

ii.  due to enrollment in a qualified health plan offered through a marketplace established under Code section 1311 (Section 4.07(d))

**NOTE:** The group health plan may not be a health FSA and must provide minimum essential coverage (as defined in Code section 5000A(f)(1)).

13a. A Participant may elect to continue coverage on a pre-tax or after tax basis for non medical benefits when on leave of absence under the FMLA (Section 4.06(f)):

i.  Yes - A Participant may continue coverage for all benefits to which he is entitled when on FMLA leave.

ii.  No - A Participant may continue coverage for Premium Conversion Accounts and Health Care Reimbursement Accounts only.

13b. A Participant may elect to continue coverage on a pre-tax or after tax basis pursuant to C.13a when on a leave of absence other than a leave of absence under the FMLA:

i.  Yes.

ii.  Yes - but subject to the conditions and limitations described in C.13c.

iii.  No.

13c. If C.13b is "Yes - but subject to conditions and limitations", describe the conditions and/or limitations: \_\_\_\_\_.

#### Dependent Care Spend Down

15a. Indicate whether Employees that cease to Participate in the cafeteria plan may continue to be reimbursed for eligible dependent care expenses through the end of the Plan Year (or grace period if applicable):

Yes  No

15b. If C.15a is "Yes", enter the effective date: \_\_\_\_\_ (must be on or after August 6, 2007. Please note that under the proposed cafeteria plan regulations, amendments must be effective on the later of the adoption date or effective date of the amendment).

#### D. PLAN OPERATIONS

##### Claims

1. Claims for reimbursement for an active Participant must be filed with the Plan Administrator (Section 6.01):

i.  within **90** days following the last day of each Plan Year.

ii.  by \_\_\_\_\_.

2a. The Plan provides for an earlier deadline for claims submission for Terminated Participants:

Yes  No

2b. If D.2a is Yes, claims for reimbursement for a Terminated Participant must be filed with the Plan Administrator (Section 6.01):

i.  within **90** days following Termination of employment.

- ii.  by \_\_\_\_\_.
- 3a. **Grace Period.** The Plan provides for a 2-1/2 month grace period described in IRS Notice 2005-42 immediately following the end of each Plan Year (Section 4.05(c)):
- i.  Yes.
- ii.  Yes - but limited to the Accounts described in **D.3c**.
- iii.  No.
- 3b. If **D.3a** is not "No", enter the first day of the first Plan Year for which the grace period will apply: \_\_\_\_\_.
- 3c. If **D.3a** is "Yes - but limited to certain Accounts", enter the Accounts that are eligible for the grace period: \_\_\_\_\_.
- 3d. If **D.3a** is not "No" and **D.1.i** is selected (claims are due within a number of days after the end of the Plan Year), will the same number of days apply to the end of the grace period?
- i.  Yes.
- ii.  No - same due date applies for grace period claims.
- iii.  No - claims incurred during the grace period are due: \_\_\_\_\_.
- 4a. **Carryover.** Indicate whether the Plan will carryover unused Health Care Reimbursement Account balances at the end of the Plan Year as permitted in IRS Notice 2013-71.
- i.  Yes - balances up to **\$500** may be carried over (may not exceed \$500)
- ii.  No
- NOTE:** If carryover is selected (**D.4a** is not "No"), the Plan may not provide for a grace period for the Health Care Reimbursement Account (**D.3a.i** may not be selected and **D.3a.ii** must be restricted to accounts other than the Health Care Reimbursement Account). In addition, the Plan may not provide for a grace period in the year to which the carryover amount is applied.
- 4b. Effective date of the carryover option: **January 1, 2015**.
- 4c. Describe any limitations on the carryover provision: \_\_\_\_\_
- NOTE:** The same carryover limit must apply to all Participants. Unused amounts may not be cashed out or converted to any other taxable or nontaxable benefit.
- NOTE:** In addition to any limitations on carryover described above, the Plan Administrator may prescribe procedures for the carryover including, but not limited to, establishing a minimum amount for carryover and requiring a contribution to use the rollover in the following year provided that any such procedure is non-discriminatory.
5. Indicate whether the Company will provide debit, credit, and/or other stored-value cards for Health Care Reimbursement Accounts and/or Dependent Care Assistance Accounts (Section 6.01(i)):
- Yes  No

**Qualified Reservist Distributions (HEART Act)**

- 6a. Permit Qualified Reservist Distributions:
- Yes  No
- 6b. If **D.6a** is "Yes", enter the effective date: \_\_\_\_\_ (must be on or after June 18, 2008. Please note that under the proposed cafeteria plan regulations, amendments must be effective on the later of the adoption date or effective date of the amendment).
- 6c. If **D.6a** is "Yes", the amount available as a Qualified Reservist Distribution will be:
- i.  The entire amount elected for the Health Care Reimbursement Account for the Plan Year minus Health Care Reimbursement Account reimbursements received as of the date of the Qualified Reservist Distribution request.
- ii.  The amount contributed to the Health Care Reimbursement Account as of the date of the Qualified Reservist Distribution request minus Health Care Reimbursement Account reimbursements received as of the date of the Qualified Reservist Distribution request.
- iii.  Other amount: \_\_\_\_\_ (not exceeding the entire amount elected for the Health Care Reimbursement Account for the Plan Year minus reimbursements).

**Plan Administrator**

- 7a. Designation of Plan Administrator (Section 7.01):
- i.  Plan Sponsor
- ii.  Committee appointed by Plan Sponsor
- iii.  Other

- 7b. If **D.7a.iii** is selected, Name of Plan Administrator: \_\_\_\_\_
- 8a. Type of indemnification for the Plan Administrator (Section 7.02):
- i.  None - the Company will not indemnify the Plan Administrator.
  - ii.  Standard as provided in Section 7.02.
  - iii.  Custom.
- 8b. If **D.7a.iii** (Custom) is selected, indemnification for the Plan Administrator is provided pursuant to an Addendum to the Adoption Agreement.

**State Law Rules**

- 10a. If **A.5** is "No" (non-ERISA Plan), is the Plan subject to other state law rules?:  
 Yes  No
- 10b. If **A.5** is "No" (non-ERISA Plan) and **D.10a** is "Yes," enter any state law rules that apply to the Plan: \_\_\_\_\_.

**E. EFFECTIVE DATES**

Use this Section to provide any effective dates for Plan provisions other than the Effective Date specified in **A.3**.

**F. EXECUTION PAGE**

Failure to properly fill out the Adoption Agreement may result in the failure of the Plan to achieve its intended tax consequences.

The Plan shall consist of this Adoption Agreement, its related Basic Plan Document #125 and any related Appendix and Addendum to the Adoption Agreement.

Additional participating employers may be specified in an addendum to the Adoption Agreement.

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same.

The Plan Sponsor caused this Plan to be executed this \_\_\_\_\_ day of \_\_\_\_\_, <sup>2015</sup>2014.

**CITY OF MONROE:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**CITY OF MONROE  
FORMAL RECORD OF ACTION**

The following is a formal record of action taken by the governing body of City of Monroe (the "City").

With respect to the amendment of the City of Monroe Flexible Benefit Plan (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED:** That the Plan be amended in the form attached hereto, which amendment is hereby adopted and approved;

**RESOLVED FURTHER:** That the appropriate officers of the City be, and they hereby are, authorized and directed to execute said amendment on behalf of the City;

**RESOLVED FURTHER:** That the officers of the City be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Robert E. Clark, City Mayor

\_\_\_\_\_  
Michelle J. LaVoy, Clerk/Treasurer

\_\_\_\_\_  
George A. Brown, City Manager



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: NAVARRE LIBRARY WINDOW REPLACEMENT – CHANGE ORDER FOR ADDITIONAL WORK**

**DISCUSSION:** As a part of the 2014-15 Capital Improvements Program, \$40,000 in funding was set aside for the replacement of all windows at Navarre Library, located at 1135 East Second Street, and an additional \$25,300 was transferred for use from another project to complete the funding at the October 6, 2014 City Council meeting. While the facility is operated by the Monroe County Library System, the City of Monroe owns the facility and is responsible for all capital improvements. Fortunately, since this library is located within an area designated as low to moderate income, the City can utilize a portion of its Community Development Block Grant (CDBG) funds that are administered through the Department of Housing and Urban Development (HUD).

Of the total in \$65,300 in allocated funds, \$3,800 was first set aside for design activities to James S. Jacobs Architects, PLLC of Monroe following a review of three (3) completing proposals (did not require Council approval due to costs under \$5,000). At the October 6, 2014 City Council meeting, following competitive bids, a contract in the amount of \$49,875 plus a contingency of \$5,125 (total of \$55,000) was awarded to Envision Builders of Wixom, with the remaining \$6,500 in project funding awarded to Jacobs to perform construction oversight and administration for the project. All contract work is essentially completed, and fortunately there were no extra work items related to unforeseen items, so the \$5,125 in contingency funding remains available for use at the facility. Further, Jacobs has informed us that their costs will be significantly under budget as well, such that at least \$3,000 and as much as \$4,000 will be available to transfer into the construction budget.

With the potential additional funding in mind, the architect and City have solicited pricing from the contractor to consider a change order for some other appropriate work that is beneficial to the facility but not included in the contract documents, or which has been previously requested of the City by the library should funding become available. The quotation for these items from the contractor is attached for your review. The additional opaque panels are adjacent to the front door, and were not included in previous door replacement, but should be replaced for condition, energy efficiency, and aesthetics. The cost for this portion of the work is \$4,230, and we have given verbal permission to proceed as this portion is within the budgeted contingencies at present. The second item is the installation of new window shades for the south and west walls to prevent glare in the computer area of the library (highest priority) and all remaining areas (lower priority). The costs for this installation work at the lowest product level are \$1,828 and \$1,978, respectively, or \$3,806 total. If the panels are to be replaced at \$4,230, coupled with new blinds at \$3,806, the total change order cost of \$8,036 would exceed the budgeted contingency of \$5,125 by a total of \$2,911. Further, there may be some slight increase in costs to obtain a little better color match on the blinds, as the pricing supplied reflected two (2) in-stock colors, neither of which completely match the existing interior wall colors according to the architect. City staff and the architect will continue to review pricing to better refine the exact costs, particularly if a slightly higher-end product is desired, but at a minimum \$2,911 in contract authority will need to be re-assigned from the architectural contract to the construction contract, which requires the approval of City Council. No additional funding will need to be allocated, and staff will ensure that the final construction contract pricing can be accommodated within the available architectural fees before executing the final change order documents.

**IT IS RECOMMENDED** that the City Council authorize up to an additional \$4,000 in construction costs to Envision Builders for the above items subject to a corresponding transfer from previously-allocated architectural costs, and that the Director of Engineering and Public Services be authorized to issue any necessary change orders to carry out the work.

**CITY MANAGER RECOMMENDATION:**

- For *[Signature]*
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:** The base contract work has been completed and the contractor would like to complete any additional items as soon as possible.

**STAFF RECOMMENDATION:**            X For             Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Engineering Department, Planning Department, library users and staff

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$65,300*
	Cost of This Project Approval	\$0**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

\*\*Includes \$3,800 in design costs, \$49,875 in base construction costs, \$5,125 in contingencies, and \$6,500 in professional consulting services for the construction phase.

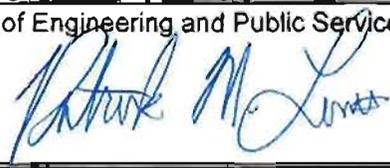
\*\*No net change in costs for this approval, only reassignment of up to \$4,000 from architect to contractor.

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

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services    **DATE:** 01/14/15

**REVIEWED BY:**



**DATE:**

**COUNCIL MEETING DATE:** January 20, 2015



Patrick Lewis &lt;patrick.lewis@monroemi.gov&gt;

---

## Navarre Library Panels and Window Shades Pricing

1 message

---

Harold Oliver <holiver@envisionbuilders.net>  
To: Amber Reed <Amber.Reed@monroe.lib.mi.us>  
Cc: Patrick Lewis <patrick.lewis@monroemi.gov>

Tue, Jan 13, 2015 at 1:11 PM

Hi Amber/Pat,

I have the pricing together for the additional panels and window shades. The panel pricing is simple \$4,230.00.

The window shades are not so easy. We have had success in the past with a company called [www.Blindstogo.com](http://www.Blindstogo.com)

I went through their catalog and have some options for roller shades. Go to the roller shades-style and color page. I priced a couple of options. They have the Clas.Excellence on sale right now. To do the computer area south wall and west wall installed would cost \$1,828.00. To do the the south wall, east wall and north wall on the other side, add \$1,978.00. I also priced some other styles that were in a similar price range. The styles to chose from in the next set of pricing is Brilliance, Devon, Arbor, Cameo, Redwood, Sophie, Emma, Sateen, and Landscape. That set of styles will cost \$ 2,492.00 for the computer area and \$2,796.00 for the other side.

Let me know if any of these work, or if you would like me to find some other options.

Thanks,

Harold Oliver

President

**28036 Oakland Oaks Ct**

**Wixom, MI. 48393**

[www.envisionbuilders.net](http://www.envisionbuilders.net)

248.305.8181 - F:248.305.8183



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: POLICE PATROL VEHICLE PURCHASE – FORD EXPLORER**

**DISCUSSION:** The City's Stores and Equipment Fund, an Internal Service Fund, is responsible for the maintenance and purchase of most City vehicles, including all in the Building, Engineering, Police, Planning, Assessing, and Public Services Departments, and selected vehicles in the Water, Wastewater, and Fire Department. The Stores and Equipment Fund is managed by the Department of Public Services, and like most City functions, has been attempting to focus on capital replacement of its assets in an appropriate and timely fashion. Fortunately, over the last few years, the fund is beginning to show a positive trend due to right-sizing of the staffing levels and promoting efficiency through incorporation of the Police vehicles to the fleet while maintaining the same staffing levels as before.

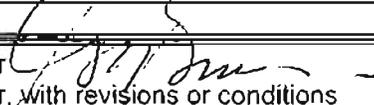
For the upcoming 2015-16 budget year, though the budget has not been approved yet, we had already projected to replace five (5) Police patrol vehicles, which are nearing the end of their useful life and will likely exceed 100,000 miles within the next few months. One of these units was in a recent crash and has been determined by our insurance carrier to be a total loss. Therefore, we will need to accelerate one (1) replacement to this budget year. While at the present time we have sufficient budgeted funds available, a budget amendment may be needed in the next few months to complete our original projected purchases for the 2014-15 fiscal year with this new addition, and this will be requested when needed.

Through the 2011 purchase year, the Police Department had generally been purchasing Crown Victoria sedans as the primary patrol vehicles. However, in that year, Ford ceased production of the Crown Victoria, instead replacing it with the Taurus platform for police interceptors. Due to the desire to maintain much more flexibility in the size and type of gear that can be carried in each vehicle, the Police Department wishes to now utilize the Ford Explorer as its primary patrol vehicle, which is also consistent with the supervisory and K-9 vehicles and as such allows for additional efficiency in servicing them by the City's mechanics. In addition to the added flexibility in carrying gear, the Ford Explorer is also \$854 cheaper in base price than the present Taurus pricing.

The Stores and Equipment Supervisor has investigated various alternatives for purchase of this unit. She has determined, as has been the case in past years for a variety of vehicles, that the pooled bids for the Urban counties and the State of Michigan are by far the greatest advantage due to their massive volume, with the lowest bid again this year being through Macomb County. While we would welcome the opportunity to purchase from the local Ford dealership, they have repeatedly indicated that they cannot come close to the aforementioned bid pricing. A listing of all items included in the base price, as well as all available options and the selected options package has been attached to this Fact Sheet, and the total price is \$27,595.00. It should be noted that this is only a \$35 increase from the similar unit purchased in July 2013 for the K-9 vehicle.

**IT IS RECOMMENDED** that the City Council award a contract to purchase one (1) 2015 Utility Interceptor All Wheel Vehicle for a total price of \$27,595.00 from Signature Ford of Owosso, Michigan. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to prepare a purchase order for the above amount.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**      X For       Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Police Department, Department of Public Services, traveling public

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$27,595.00
Cost of This Project Approval	\$27,595.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Vehicles – Stores & Equip.	641-60.521-981.000	\$27,595.00

Other Funds

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 01/13/15

**REVIEWED BY:**



**DATE:**

**COUNCIL MEETING DATE:** January 20, 2015

# Macomb County Bid Price (Bid #12-07, MY2013) in the State of Michigan 2015 Utility Police Interceptor Major Standard Equipment

## MECHANICAL

- Alternator – 220-Amp
- Axle Ratio – 3.65 (AWD), 3.39 (FWD)
- Battery – H.D. maintenance-free 78A/750-CCA
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.7L V6 Ti-VCT
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 18.6 gallons
- Suspension – independent front & rear
- Transmission – 6-speed automatic

## EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (Black)
- Door Handles – Black (MIC)
- Exhaust True Dual
- Front Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd and 3rd Row Privacy Glass
- Grille – Black
- Headlamps – Halogen Projector (Bi-Functional)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tail lamps – LED
- Tailgate Handle – Painted Black
- Tires – 245/55R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

## INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Single-Zone Manual
- Door-Locks
  - Power
  - Rear-Door Handles and Locks Operable
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- Lighting
  - Overhead Console with sunglass holder
  - 1st row task lights (driver and passenger)
  - Dome Lamp – 1st row (red/white)
  - 2nd/3rd row overhead map light
  - Mirror – Day/Night Rear View
- Particulate Air Filter

## INTERIOR / COMFORT (continued)

- Power-Adjustable Pedals (Driver Dead Pedal)
- Powerpoints – (2) First Row
- Scuff Plates – Front & Rear
- Seals
  - 1st Row Police Grade Cloth Trim, Dual Front Buckets
  - 1st Row – Driver 6-way Power track (fore/aft, Up/down, tilt with manual recline, 2-way manual lumbar)
  - 1st Row – Passenger 2-way manual track (fore/aft, with manual recline)
  - Built-in steel intrusion plates in both driver/passenger seatbacks
  - 2nd Row Vinyl, 60/40 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated
- Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and Redundant Audio Controls
- Sun visors, color-keyed, non illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Down Driver-Side with disable feature

## SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™) w/Hydraulic Brake Assist
- Airbags, 2nd generation driver & front-passenger, side seat, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Belt-Minder® (Front Driver / Passenger)
- Child Safety Locks (capped)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

## FUNCTIONAL

- Easy Fuel® Capless Fuel-Filler
- Front door tether straps (driver/passenger)
- MyFord®
  - AM/FM / CD / MP3 Capable / Clock / 6 speakers
  - 4.2" Color LCD Screen Center-Stack "Smart Display"
  - 5-way Steering Wheel Switches, Redundant Controls
- Power pigtail harness
- Recovery Hooks, Rear Only
- Simple Fleet Key (w/o microchip, easy to replace)
- Two-way radio pre-wire
- Windows – Rear Defogger
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

## Police Interceptor Utility Base Prices

Utility All Wheel Drive (3.7L V6 FFV, 305 HP, 131 MPH) K8A/500A

Utility All Wheel Drive (3.5L V6 GTDI EcoBoost, 365 HP, 148 MPH, 99T/44C) K8A/500A

**\$25,283.00**

**\$28,214.00**

## Payment Terms: Net 10 days

VEHICLE BRAND AND MODEL: Ford Utility Police Interceptor

**BID PRICE EXPIRES: TBD.**

Subject to change without notice by Ford Motor Company

VEHICLE COLOR: Order Code	Interior Trim Color Charcoal Black - 9W -	
Arizona Beige Clearcoat Metallic	[AQ]	[ ]
Medium Brown Metallic	[BU]	[ ]
Dark Toreador Red Clearcoat Metallic	[JL]	[ ]
Dark Blue	[LK]	[ ]
Norsea Blue Clearcoat Metallic	[KR]	[ ]
Royal Blue	[LM]	[ ]
Light Blue Metallic	[LN]	[ ]
Ultra Blue Clearcoat Metallic	[MM]	[ ]
Smokestone Clearcoat Metallic	[HG]	[ ]
Silver Grey Metallic	[TN]	[ ]
Ingot Silver Clearcoat Metallic	[UX]	[ ]
Black Clearcoat	[UA]	[ ]
Oxford White Clearcoat	[YZ]	[ ]
Kodiak Brown Metallic	[J1]	[ ]
Deep Impact Blue	[J4]	[ ]
Sterling Grey Metallic	[UJ]	[ ]
Medium Titanium Clearcoat Metallic	[YG]	[ ]
Fire Engine Bright Red (Extra Cost Paint \$750)	[12R13]	[ ]

**INTERCEPTOR OPTIONAL FEATURES:**

Flooring/Seats

	<u>Code</u>	<u>\$Cost</u>
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	FW/ 88F	60.00
<input type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	35.00
<input checked="" type="checkbox"/> <u>Interior Upgrade Package</u>	65U	350.00
· 1st and 2nd Row Carpet Floor Covering		
· Cloth Seats - Rear		
· Center Floor Console less shifter w/unique Police console finish plate – Includes Console Top Plate – Finish 3 (incl. 2 cup holders)		
· Floor Mats, front and rear (Carpeted)		
Note: Not available with (67G), (67H) & (67U)		

Lamps

<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Daytime Running Lamps	94Z	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	83B	225.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	415.00
<input type="checkbox"/> Dome Lamp – Red/White in Cargo Area	17T	50.00
<input type="checkbox"/> Pre-wiring for grille lamp, siren, and speaker	60A	50.00
<input type="checkbox"/> Spot Lamp – Driver Only (Incandescent Bulbs)	51Y	215.00
<input checked="" type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs)	51R	395.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (Incandescent Bulbs)	51Z	350.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs)	51S	620.00

Body

<input checked="" type="checkbox"/> Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
<input checked="" type="checkbox"/> Roof Rack Side Rails – Black	68Z	100.00
<input type="checkbox"/> Deflector Plate	76D	300.00

Wheels

<input type="checkbox"/> Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
<input type="checkbox"/> 18" Painted Aluminum Wheel	64E	435.00

Misc

<input type="checkbox"/> Engine Block Heater	41H	35.00
<input type="checkbox"/> License Plate Bracket – Front	153	N/C
<input checked="" type="checkbox"/> Badge Delete (Police Interceptor Badge Only)	66D	N/C
<input type="checkbox"/> 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	275.00

**Misc Con't.**

<input type="checkbox"/> Aux Air Conditioning	17A	548.00
<input type="checkbox"/> Noise Suppression Bonds (Ground Straps)	60R	100.00
<input type="checkbox"/> My Speed Fleet Management	43S	60.00

**Audio/Video**

<input type="checkbox"/> Rear View Camera (Req. Electrochromic Rearview Mirror – Video is Displayed in rear view mirror. Includes 53M)	21B/53M	500.00
<input type="checkbox"/> SYNC® Basic (Voice Activated Communication System)	53M	275.00
<input type="checkbox"/> Remappable (4) switches on steering wheel (less Voice, not avail. w/SYNC)	61R	139.00
<input type="checkbox"/> Remappable (4) switches on steering wheel (with Voice, requires SYNC)	61S	155.00

**Doors/Windows**

<input type="checkbox"/> Hidden Door Lock Plunger	52H	140.00
<input type="checkbox"/> Hidden Door Lock Plunger and Rear Door Handle Inoperable	52P	160.00
<input type="checkbox"/> Rear Door Handles Inoperable/Locks Operable	68L	35.00
<input checked="" type="checkbox"/> Rear Door Handles Inoperable/Locks Inoperable	68G	35.00
<input checked="" type="checkbox"/> Windows-Rear window power delete, operable from front driver side switches	18VV	25.00
<input type="checkbox"/> Lock system: Single Key/All Vehicles Keyed Alike	59B	50.00
<input type="checkbox"/> Keyed Alike 1284x= 59B	Keyed Alike 1294x= 59C	Keyed Alike 0135x= 59D
<input type="checkbox"/> Keyed Alike 1435x= 59E	Keyed Alike 0576x= 59F	Keyed Alike 0151x= 59G
<input type="checkbox"/> Keyed Alike 1111x= 59J		

**Safety & Security**

<input type="checkbox"/> Ballistic Door Panels – Driver Front Door Only	90D	1585.00
<input type="checkbox"/> Ballistic Door Panels – Driver & Pass Front Doors	90E	3170.00
<input type="checkbox"/> BLIS® – Blind Spot Monitoring with Cross Traffic Alert (Inc. 21B&53M)	55B/21B/53M	906.00
<input type="checkbox"/> Mirrors– Heated, Non BLIS	549	60.00
<input type="checkbox"/> Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
<input type="checkbox"/> Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/595	353.00
<input type="checkbox"/> Glass – Solar Tint 2nd Row Only (Deletes Privacy Glass)	92R	85.00
<input type="checkbox"/> Remote Keyless Entry w/2 Key Fobs (w/o Keypad) (N/A w/Keyed Alike)	595	251.00
<input type="checkbox"/> Extra Key \$3.00x___=	Parts	3.00 ea
<input type="checkbox"/> Extra Remote Key Fob \$50.00x___=	Parts	50.00 ea
<input type="checkbox"/> Remote Starter	Parts	450.00
<input type="checkbox"/> Reverse Sensing	76R	264.00
<input type="checkbox"/> Trailer Hitch and Wiring	OHP	395.00
<input type="checkbox"/> Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	230.00
<input type="checkbox"/> <b>Front Headlamp/Police Interceptor Housing Only</b>	86P	125.00

- Pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies)  
 - Pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights)  
 Note: Not available with options 66A and 67H

**Front Headlamp Lighting Solution**

**66A 817.00**

- Includes base projector beam headlamp plus two (2) multi-function Park/Turn/Warn (PTW) bulbs for W/g-wag simulation and two (2) white hemispheric lighthead LED side warning lights.  
 - Includes pre-wire for grille LED lights, siren and speaker (60A)  
 - Wiring, LED lights included. Controller "not" included  
 Note: Not available with option. 67H

**Police Wire Harness Connector Kit – Front**

47C 105.00

• For connectivity to Ford PI Package solutions includes:  
 • (2) Male 4-pin connectors for siren  
 • (5) Female 4-pin connectors for lighting/siren/speaker  
 • (1) 4-pin IP connector for speakers  
 • (1) 4-pin IP connector for siren controller connectivity  
 • (1) 8-pin sealed connector  
 • (1) 14-pin IP connector  
 Note: See Upfitters guide for further detail [www.fordpoliceinterceptorupfit.com](http://www.fordpoliceinterceptorupfit.com)

**Tail Lamp Lighting Solution**

66B 402.00

- Includes base LED lights plus two (2) rear integrated hemispheric lighthead white LED side warning lights in taillamps  
 - LED lights only. Wiring, controller "not" included  
 Note: Not available with option: 67H



**VINYL WRAP OPTIONS**

<input checked="" type="checkbox"/> <b>Two-Tone Vinyl Package #1</b>		<b>91A</b>	<b>750.00</b>
• Roof Vin			
• RH/LH Front Doors Vinyl			
• RH/LH Rear Doors Vinyl			
<input type="checkbox"/> <b>Two-Tone Vinyl Package #2</b>		<b>91B</b>	<b>750.00</b>
• Roof Vinyl			
• Hood Vinyl			
<input type="checkbox"/> <b>Two-Tone Vinyl Package #3</b>		<b>91C</b>	<b>645.00</b>
• Roof Vinyl			
• RH/LH Front Doors Only Vinyl			
<input type="checkbox"/> <b>Two-Tone Vinyl Package #8</b>		<b>91H</b>	<b>440.00</b>
• Roof Vinyl (Vinyl Wrap in Police White (YZ) Only)			
<input type="checkbox"/> <b>Two-Tone Vinyl Package #9</b>		<b>91J</b>	<b>275.00</b>
• RH/LH Front Doors Only Vinyl (Vinyl Wrap in Police White (YZ) Only)			
<input type="checkbox"/> <b>Vinyl Word Wrap</b>		<b>91D</b>	<b>715.00</b>
- "POLICE" located on LH/RH sides of vehicle ("White" lettering)			
<input type="checkbox"/> <b>Reflective Vinyl Word Wrap</b>		<b>91E</b>	<b>715.00</b>
- "POLICE" located on LH/RH sides of vehicle ("Black" lettering)			
<input type="checkbox"/> <b>Reflective Vinyl Word Wrap</b>		<b>91F</b>	<b>715.00</b>
- "POLICE" located on LH/RH sides of vehicle ("White" lettering)			
<input type="checkbox"/> <b>Vinyl Word Wrap</b>		<b>91G</b>	<b>715.00</b>
- "SHERIFF" located on LH/RH sides of vehicle ("White" lettering)			

**Extended Warranty Options for Police Interceptor Utility**

Extended Warranty Option's (\$100.00 Deductible) 100,000 Mile Coverage

<input type="checkbox"/> 5-Year Premium Care Warranty (500 Plus Components Coverage)	2150.00
<input type="checkbox"/> 4-Year Premium Care Warranty (500 Plus Components Coverage)	2110.00
<input type="checkbox"/> 3-Year Premium Care Warranty (500 Plus Components Coverage)	2080.00
<input type="checkbox"/> 5-Year Extra Care Warranty (113 Essential Components Coverage)	1955.00
<input type="checkbox"/> 4-Year Extra Care Warranty (113 Essential Components Coverage)	1925.00
<input type="checkbox"/> 3-Year Extra Care Warranty (113 Essential Components Coverage)	1905.00
<input type="checkbox"/> 5-Year Base Care Warranty (84 Major Components Coverage)	1860.00
<input type="checkbox"/> 4-Year Base Care Warranty (84 Major Components Coverage)	1840.00
<input type="checkbox"/> 3-Year Base Care Warranty (84 Major Components Coverage)	1820.00

Total Price \$ 27,595.<sup>00</sup>ca



## CITY COUNCIL AGENDA FACT SHEET

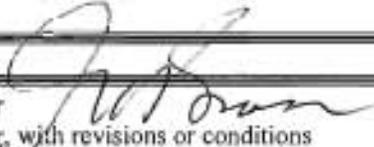
**RELATING TO:** CDBG Sub-recipient Agreement with Oaks of Righteousness for Warming Shelter

**DISCUSSION:** When the City of Monroe requested input from the community on possible uses of its Community Development Block Grant (CDBG) funds for the 2014-2015 Program Year, the Oaks of Righteousness (who, for the second year, will be running what had been the Salvation Army Warming Shelter) requested assistance in funding its Warming Shelter for the 2014-15 winter. The organization will be relying heavily on CDBG funding. Since the facility's goal of assisting the homeless meets a national objective of the CDBG program, the City of Monroe programmed \$7,500 for the purpose of funding staffing at the facility.

Having programmed the funds in the CDBG budget, the City of Monroe and the Oaks of Righteousness (subrecipient) must now execute a sub-recipient agreement that details the terms of the warming shelter receiving funds. This agreement must be signed by both parties in order for the City of Monroe to pass CDBG funds along to the subrecipient. Terms included in the agreement are items such as what the funds can be used for, records required to receive funds and the requirement of a progress report at the end of the program year.

IT IS RECOMMENDED that City Council approve the proposed CDBG sub-recipient agreement with the Oaks of Righteousness and authorize the City Manager to execute the agreement.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** Winter 2014-15

**REASON FOR DEADLINE:** Provide funding for staffing of facility that must be opened as temperatures drop

**STAFF RECOMMENDATION:**           X For            Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Economic and Community Development

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Dept. of Community and Economic Development, (Oaks of Righteousness, nonprofit), Homeless population

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ 7,500
	Cost of This Project Approval	\$ 7,500
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ 0

<b>SOURCE OF FUNDS:</b>	City	Account Number	Amount
	<u>Other Funds</u> CDBG	273.65.730-818.020	\$ 7,500

Budget Approval: 

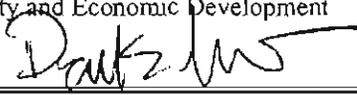
**FACT SHEET PREPARED BY:** Matt Wallace, Planner

**DATE:** January 13, 2015

**REVIEWED BY:** Dan Swallow, Director of Community and Economic Development

**DATE:** January 13, 2015

**COUNCIL MEETING DATE:** January 20, 2015



This COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBRECIPIENT AGREEMENT (Agreement) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the CITY OF MONROE (City) and the OAKS OF RIGHTEOUSNESS (Subrecipient) as an expression of each entity's concern for the area's homeless population, who may be particularly susceptible to weather conditions in the winter months. The terms and conditions of this program follow, as do the responsibilities of the subrecipient and the City.

1. Statement of work            The Subrecipient agrees that for the City of Monroe's fiscal year spanning the period of time from July 1, 2014 to June 30, 2015 they will be compensated an amount not to exceed **\$7,500.00** for the provision of services in the City of Monroe at 1018 East Second Street related to the Subrecipient operating a warming shelter for the homeless. These funds are expected to fund the Subrecipient for the payroll expenses of providing staffing for the previously mentioned address and purposes. The program offers beds and shelter from the elements for homeless citizens.

2. Records and reports            The Subrecipient is expected to maintain records which support any and all costs associated with this agreement. These should include employee time sheets and hourly rates, invoices supporting eligible costs, and any other documents which serve as evidence that activities to be completed as part of this agreement have taken place.

In addition to the records anticipated to accumulate throughout the year, the Subrecipient is expected to present the City with a report of its progress either quarterly or with the submission of paperwork showing proof of payment for funds received, whichever is more frequent. The Subrecipient is also expected to submit a final report detailing its accomplishments relative to stated goals within sixty (60) days of the end of the program.

Upon the receipt of the final report, the City will complete its annual audit, as required by 24 CFR 85.40. This audit may include a site visit to the Subrecipient's facility and a review of records (any information pertaining to residents will remain confidential) to ensure proper recordkeeping, cost eligibility and compliance with all applicable requirements and regulations.

3. Program Income            The Subrecipient and the City agree no activities associated with this agreement shall generate program income. The Subrecipient will not charge fees for services provided as part of this agreement, and their receipt of funding will only be for activities detailed in this agreement in the amount detailed in this agreement.

4. Uniform administrative requirements            The Subrecipient agrees to comply with all applicable uniform administrative requirements, as described in 24 CFR 570.502, which are included as Attachment A.

5. Other program requirements            The Subrecipient agrees to carry out each activity carried out as part of this agreement in compliance with all Federal laws and regulations

described in 24 CFR 570.600, also referred to as Subpart K and included as Attachment B, except that:

a. The subrecipient does not assume the recipient's environmental responsibilities described at 24 CFR 570.604; and

b. The subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR part 52.

6. Suspension and termination In accordance with 24 CFR 85.43, suspension or termination may occur if the Subrecipient materially fails to comply with any term of the award, and the award may be terminated for convenience in compliance with 24 CFR 85.44.

7. Reversion of assets The Subrecipient will not receive any CDBG funds except as payment for costs eligible as part of this agreement. If for some reason at the expiration of the agreement, the Subrecipient should have CDBG funds on hand, they shall be transferred to the City. The Subrecipient is not to acquire any real property with CDBG funds.

8. Indemnification The Subrecipient, its successors and assigns, hereby agrees to indemnify, defend, and hold harmless the City and any of its representatives, elected or appointed officials, officers, or employees from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by the performance, preparation for performance or nonperformance of any provision of this agreement by the Subrecipient.

Representatives of both the City and the Subrecipient have read this agreement, reviewed and understand the conditions and attachments detailed within, and are willing to carry out the agreement as described.

\_\_\_\_\_  
Signature, Subrecipient representative

\_\_\_\_\_  
Signature, City representative

\_\_\_\_\_  
Name, Subrecipient representative

\_\_\_\_\_  
Name, City representative

ATTACHMENT A

24 CFR 570.502

not include contractors providing supplies, equipment, construction, or services subject to the procurement requirements in 24 CFR 85.55 or 84.40, as applicable.

[25 FR 8068, Mar. 11, 1959, as amended at 57 FR 27120, June 17, 1992; 60 FR 1857, Jan. 5, 1995; 60 FR 17445, Apr. 4, 1995; 60 FR 58214, Nov. 9, 1995]

**§ 570.501 Responsibility for grant administration.**

(a) One or more public agencies, including existing local public agencies, may be designated by the chief executive officer of the recipient to undertake activities assisted by this part. A public agency so designated shall be subject to the same requirements as are applicable to subrecipients.

(b) The recipient is responsible for ensuring that ODBG funds are used in accordance with all program requirements. The use of designated public agencies, subrecipients, or contractors does not relieve the recipient of this responsibility. The recipient is also responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise, such as the actions described in § 570.510. Where a unit of general local government is participating with, or as part of, an urban county, or as part of a metropolitan city, the recipient is responsible for applying to the unit of general local government the same requirements as are applicable to subrecipients, except that the five-year period identified under § 570.503(b)(5)(i) shall begin with the date that the unit of general local government is no longer considered by HUD to be a part of the metropolitan city or urban county, as applicable. Instead of the date that the subrecipient agreement expires.

[25 FR 8058, Mar. 11, 1959, as amended at 57 FR 27120, June 17, 1992]

**§ 570.503 Applicability of uniform administrative requirements.**

(a) Recipients and subrecipients that are governmental entities (including public agencies) shall comply with the requirements and standards of OMB Circular No. A-87, "Cost Principles for

State, Local, and Indian Tribal Governments"; OMB Circular A-133, "Audits of State and Local Governments" (implemented at 24 CFR part 44); and with the following sections of 24 CFR part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" or the related ODBG provision, as specified in this paragraph:

- (1) Section 85.3, "Definitions";
- (2) Section 85.8, "Exceptions";
- (3) Section 85.12, "Special grant or subgrant conditions for 'high-risk' grantees";
- (4) Section 85.20, "Standards for financial management systems," except paragraph (a);
- (5) Section 85.21, "Payment," except as modified by § 570.513;
- (6) Section 85.22, "Allowable costs";
- (7) Section 85.26, "Non-federal audits";
- (8) Section 85.32, "Equipment," except in all cases in which the equipment is sold, the proceeds shall be program income;
- (9) Section 85.33, "Supplies";
- (10) Section 85.34, "Copyrights";
- (11) Section 85.35, "Subawards to debarred and suspended parties";
- (12) Section 85.36, "Procurement," except paragraph (a);
- (13) Section 85.37, "Subgrants";
- (14) Section 85.45, "Monitoring and reporting program performance," except paragraphs (b) through (d) and paragraph (f);
- (15) Section 85.41, "Financial reporting," except paragraphs (a), (b), and (c);
- (16) Section 85.42, "Retention and access requirements for records," except that the period shall be four years;
- (17) Section 85.43, "Enforcement";
- (18) Section 85.44, "Termination for convenience";
- (19) Section 85.51 "Later disallowances and adjustments" and
- (20) Section 85.52, "Collection of amounts due."

(b) Subrecipients, except subrecipients that are governmental entities, shall comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Non-profit Organizations," or OMB Circular No. A-21, "Cost Principles for Educational Institutions," as applicable, and OMB Circular A-133, "Audits of Institutions

§ 570.503

of Higher Education and Other Non-profit Institutions" (as set forth in 24 CFR part 45). Audits shall be conducted annually. Such subrecipients shall also comply with the following provisions of the Uniform Administrative Requirements of OMB Circular A-110 (implemented at 24 CFR part 84, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations") or the related ODBG provision, as specified in this paragraph:

- (1) Subpart A—"General";
- (2) Subpart B—"Pre-Award Requirements," except for § 84.12, "Forms for Applying for Federal Assistance";
- (3) Subpart C—"Post-Award Requirements," except for:
  - (i) Section 84.22, "Payment Requirements." Grantees shall follow the standards of §§ 85.20(b)(7) and 85.21 in making payments to subrecipients;
  - (ii) Section 84.23, "Cost Sharing and Matching";
  - (iii) Section 84.24, "Program Income." In lieu of § 84.24, ODBG subrecipients shall follow § 570.504;
  - (iv) Section 84.25, "Revision of Budget and Program Plans";
  - (v) Section 84.32, "Real Property." In lieu of § 84.32, ODBG subrecipients shall follow § 570.505;
  - (vi) Section 84.34(g), "Equipment." In lieu of the disposition provisions of § 84.34(g), the following applies:
    - (A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which ODBG funds were used to acquire the equipment); and
    - (B) Equipment not needed by the subrecipient for ODBG activities shall be transferred to the recipient for the ODBG program or shall be retained after compensating the recipient;
  - (vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";
  - (viii) Section 84.52, "Financial Reporting";
  - (ix) Section 84.53(b), "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:
    - (A) The retention period referenced in § 84.53(b) pertaining to individual

24 CFR Ch. V (4-1-10 Edition)

ODBG activities shall be four years; and

(B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;

(x) Section 84.61, "Termination." In lieu of the provisions of § 84.61, ODBG subrecipients shall comply with § 570.503(b)(7); and

(4) Subpart D—"After-the-Award Requirements," except for § 84.71, "Close-out Procedures."

[53 FR 8058, Mar. 11, 1988, as amended at 60 FR 1918, Jan. 5, 1995; 60 FR 56915, Nov. 9, 1995]

§ 570.503 Agreements with subrecipients.

(a) Before disbursing any ODBG funds to a subrecipient, the recipient shall sign a written agreement with the subrecipient. The agreement shall remain in effect during any period that the subrecipient has control over ODBG funds, including program income.

(b) At a minimum, the written agreement with the subrecipient shall include provisions concerning the following items:

(1) *Statement of work.* The agreement shall include a description of the work to be performed, a schedule for completing the work, and a budget. These items shall be in sufficient detail to provide a sound basis for the recipient effectively to monitor performance under the agreement.

(2) *Records and reports.* The recipient shall specify in the agreement the particular records the subrecipient must maintain and the particular reports the subrecipient must submit in order to assist the recipient in meeting its recordkeeping and reporting requirements.

(3) *Program income.* The agreement shall include the program income requirements set forth in § 570.504(c). The agreement shall also specify that, at the end of the program year, the grantee may require remittance of all or part of any program income balances (including investments thereof) held by the subrecipient (except those needed

ATTACHMENT B

24 CFR 570.600 – 570.606, Subpart K

## § 570.600

(f) *Recordkeeping requirements.* The recipient shall maintain in its files a copy of the written agreement and related documents establishing conformance with this section and concerning performance by a financial institution in accordance with the agreement.

### Subpart K—Other Program Requirements

SOURCE: 83 FR 34456, Sept. 6, 1968, unless otherwise noted.

#### § 570.800 General.

(a) This subpart K enumerates laws that the Secretary will treat as applicable to grants made under section 108 of the Act, other than grants to States made pursuant to section 108(d) of the Act, for purposes of the Secretary's determinations under section 104(e)(1) of the Act, including statutes expressly made applicable by the Act and certain other statutes and Executive Orders for which the Secretary has enforcement responsibility. This subpart K applies to grants made under the Insular areas program in § 570.406, with the exception of § 570.812. The absence of mention herein of any other statute for which the Secretary does not have direct enforcement responsibility is not intended to be taken as an indication that, in the Secretary's opinion, such statute or Executive Order is not applicable to activities assisted under the Act. For laws that the Secretary will treat as applicable to grants made to States under section 106(d) of the Act for purposes of the determination required to be made by the Secretary pursuant to section 104(e)(2) of the Act, see § 570.437.

(b) This subpart also sets forth certain additional program requirements which the Secretary has determined to be applicable to grants provided under the Act as a matter of administrative discretion.

(c) In addition to grants made pursuant to section 106(b) and 108(d)(2)(B) of the Act (subparts D and F, respectively), the requirements of this subpart K are applicable to grants made pursuant to sections 107 and 119 of the Act (subparts E and G, respectively),

## 24 CFR Ch. V (4-1-06 Edition)

and to loans guaranteed pursuant to subpart M.

[83 FR 34456, Sept. 6, 1968, as amended at 61 FR 11477, Mar. 20, 1996]

#### § 570.601 Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063.

(a) The following requirements apply according to sections 104(b) and 107 of the Act:

(1) Public Law 88-352, which is title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), and implementing regulations in 24 CFR part 1.

(2) Public Law 90-284, which is the Fair Housing Act (42 U.S.C. 3601-3620). In accordance with the Fair Housing Act, the Secretary requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act. Furthermore, in accordance with section 104(b)(2) of the Act, for each community receiving a grant under subpart D of this part, the certification that the grantee will affirmatively further fair housing shall specifically require the grantee to assume the responsibility of fair housing planning by conducting an analysis to identify impediments to fair housing choice within its jurisdiction, taking appropriate actions to overcome the effects of any impediments identified through that analysis, and maintaining records reflecting the analysis and actions in this regard.

(b) Executive Order 11063, as amended by Executive Order 12259 (8 CFR, 1959-1989 Comp., p. 552; 8 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107, also apply.

[81 FR 11477, Mar. 20, 1996]

#### § 570.602 Section 109 of the Act.

Section 109 of the Act requires that no person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance made available pursuant to the Act. Section 109 also directs that the prohibitions

against discrimination on the basis of age under the Age Discrimination Act and the prohibitions against discrimination on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 8.

[64 FR 8802, Jan. 26, 1999]

#### § 570.608 Labor standards.

(a) Section 110(a) of the Act contains labor standards that apply to nonvolunteer labor financed in whole or in part with assistance received under the Act. In accordance with section 110(a) of the Act, the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) also applies. However, these requirements apply to the rehabilitation of residential property only if such property contains not less than 8 units.

(b) The regulations in 24 CFR part 70 apply to the use of volunteers.

[61 FR 11477, Mar. 20, 1996]

#### § 570.604 Environmental standards.

For purposes of section 104(g) of the Act, the regulations in 24 CFR part 58 specify the other provisions of law which further the purposes of the National Environmental Policy Act of 1969, and the procedures by which grantees must fulfill their environmental responsibilities. In certain cases, grantees assume these environmental review, decisionmaking, and action responsibilities by execution of grant agreements with the Secretary.

[61 FR 11477, Mar. 20, 1996]

#### § 570.605 National Flood Insurance Program.

Notwithstanding the date of HUD approval of the recipient's application (or, in the case of grants made under subpart D of this part or HUD-administered small cities recipients in Hawaii, the date of submission of the grantee's consolidated plan, in accordance with 24 CFR part 81), section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) and the regulations in

44 CFR parts 59 through 79 apply to funds provided under this part 570.

[61 FR 11477, Mar. 20, 1996]

#### § 570.608 Displacement, relocation, acquisition, and replacement of housing.

(a) *General policy for minimizing displacement.* Consistent with the other goals and objectives of this part, grantees (or States or state recipients, as applicable) shall assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of activities assisted under this part.

(b) *Relocation assistance for displaced persons at URA levels.* (1) A displaced person shall be provided with relocation assistance at the levels described in, and in accordance with the requirements of 49 CFR part 24, which contains the government-wide regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601-4655).

(2) *Displaced person.* (i) For purposes of paragraph (b) of this section, the term "displaced person" means any person (family, individual, business, nonprofit organization, or farm) that moves from real property, or moves his or her personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition, or acquisition for an activity assisted under this part. A permanent, involuntary move for an assisted activity includes a permanent move from real property that is made:

(A) After notice by the grantee (or the state recipient, if applicable) to move permanently from the property, if the move occurs after the initial official submission to HUD (or the State, as applicable) for grant, loan, or loan guarantee funds under this part that are later provided or granted.

(B) After notice by the property owner to move permanently from the property, if the move occurs after the date of the submission of a request for financial assistance by the property owner (or person in control of the site) that is later approved for the requested activity.