

City of Allen Park Regular Council Meeting Minutes
Tuesday, October 27, 2015

Mayor William B. Matakas called the Meeting to order at 6:00 PM

Roll Call showed present: Councilman Bob Keenan, Councilman Angelo Americo DeGiulio, Councilman Dennis Hayes, Councilwomen Tina Gaworecki, Councilman Harry Sisko, and Councilman Larry Templin; Also present: City Attorney Joe Couvreur, City Administrator Robert Cady, Interim Assistant City Administrator Mark Kibby, Treasurer Maureen Armstrong and City Clerk Michael I. Mizzi.

Motion by Hayes

Supported by Templin

RESOLVED, to approve the Agenda with the following changes:

Claims and Accounts separated from the Consent Agenda and voted on separately.

MOTION ADOPTED – 15-1027-0282

Motion by Keenan

Supported by Gaworecki

RESOLVED, to approve the Minutes for the Regular Meeting of October 13, 2015

MOTION ADOPTED – 15-1027-283

Motion by DeGiulio

Supported by Hayes

RESOLVED, to approve the Minutes for the Special Meeting of October 21, 2015

MOTION ADOPTED – 15-1027-284

Motion by Hayes

Supported by Keenan

RESOLVED, to open the Public Hearing for Regulated Use Approval #01-2015 – Ray Waligora 16131 & 16139 Wick Article VII, Section 52.239.1 (e), to allow the indoor storage of vehicles

MOTION ADOPTED – 15-1027-285

Motion by DeGiulio

Supported by Hayes

RESOLVED, to adopt recommendation of the Planning Commission and Grant the Regulated Use Approval #01-2015 – Ray Waligora 16131 & 16139 Wick Article VII, Section 52.239.1 (e), and to allow the indoor storage of vehicles subject to the terms & conditions of the Planning Commission's approval and applicable Ordinance including but not limited to:

1. No sale or rental of vehicles allowed on site.
2. No repair, maintenance, washing, vacuuming or other activities to the vehicles allowed on site.
3. Storage shall be in a manner to provide adequate vehicle circulation and fire department equipment access.
4. All necessary steps shall be implemented to insure fumes, noise, odor, smoke, or vibration does not create a condition more detrimental to the surrounding area than would result from other permitted uses.
5. No gasoline, anti-freeze, oil or other petroleum products shall be stored on site.
6. Removal and return of vehicles shall be prohibited during the hours of 10:00pm and 7:00am.
7. No vehicles, rubbish or any other items shall be stored or placed outside the building.
8. Notwithstanding any other provision of this ordinance, signage is not permitted.

MOTION ADOPTED – 15-1027-286

City of Allen Park Regular Council Meeting Minutes
Tuesday, October 27, 2015

Motion by Sisko
Supported by Templin
RESOLVED, to Accept and File the City Administrators operational updates/reports/documents and submissions.
MOTION ADOPTED – 15-1027-287

Motion by Hayes
Supported by DeGiulio
RESOLVED, to approve Claims and Accounts as presented.
MOTION ADOPTED – 15-1027-288

Motion by Keenan
Supported by Gaworecki
RESOLVED, to approve the following Consent Agenda Items:

A. Purchasing Actions

- 1 Payroll Report

B. Licenses & Permits

- 1 Curbside Pickup Permit #08-2015 – Patricia Shaw
- 2 Street Corner/Streets Soliciting Permit #06-2015 – Second Chance Network to solicit donations on November 12th thru November 14th 2015

MOTION ADOPTED – 15-1027-289

Motion by Sisko
Supported by Templin
RESOLVED, to approve the Chief of Police to seek sealed bids for soft body armor with 50% of the cost to come out of Narcotics Forfeiture and 50% from Bulletproof Vest Partnership Grant
MOTION ADOPTED – 15-1027-290

Motion by Sisko
Supported by Templin
WHEREAS, the elected officials and current administrative staff have worked diligently to correct the financial condition of the City so

RESOLVED the Mayor and the Council for the City of Allen Park request the Receivership Transition Advisory Board (RTAB) to commence the review process and proceedings necessary to remove the city from Receivership.
MOTION ADOPTED – 15-1027-291

Motion by Hayes
Supported by Keenan
RESOLVED, to adjourn Regular Council Meeting at 7:18 PM
MOTION ADOPTED – 15-1027-292

City of Allen Park Regular Council Meeting Minutes
Tuesday, November 9, 2015

Mayor William B. Matakas called the Meeting to order at 6:00 PM
Roll Call showed present: Councilman Bob Keenan, Councilman Angelo Americo DeGiulio, Councilman Dennis Hayes, Councilwomen Tina Gaworecki, Councilman Harry Sisko, and Councilman Larry Templin; Also present: City Attorney Joe Couvreur, City Administrator Robert Cady, Interim Assistant City Administrator Mark Kibby, Treasurer Maureen Armstrong and City Clerk Michael I. Mizzi.

Motion by DeGiulio

Supported by Keenan

RESOLVED, to recognize the November 3, 2015 City General Election Results as Certified by the Wayne County Board of Canvassers (see attached)

MOTION ADOPTED – 15-1109-0293

Motion by Hayes

Supported by Gaworecki

RESOLVED, to adjourn the Regular Council Meeting at 6:18 PM

MOTION ADOPTED – 15-1109-294

24th INAUGURATION OF THE CITY OF ALLEN PARK ELECTED OFFICIALS

ADMINISTER OATH OF OFFICE TO NEW ELECTED OFFICIALS

- The Honorable Richard Page, Judge of the 24th District Court

Mayor: William B. Matakas

City Clerk: Michael I. Mizzi

City Treasurer: Maureen Armstrong

Council Mayor Pro-Tem: Gail McLeod

Council: Kevin Rourke

Council: Tina Gaworecki

Council: Angelo Americo DeGiulio

Council: Harry Sisko

Council: Larry Templin

Mayor William B. Matakas called the Meeting to order at 6:25 PM

Roll Call showed present: Councilwoman Gail McLeod, Councilman Kevin Rourke, Councilwoman Tina Gaworecki, Councilman Angelo Americo DeGiulio, Councilman Harry Sisko, and Councilman Larry Templin; Also present: City Attorney Joe Couvreur, City Administrator Robert Cady, Interim Assistant City Administrator Mark Kibby, Treasurer Maureen Armstrong and City Clerk Michael I. Mizzi.

Motion by DeGiulio

Supported by Gaworecki

RESOLVED, to approve the Agenda with the following changes:

Consent C. License & Permits remove from the Consent Agenda and voted on separately.

MOTION ADOPTED – 15-1109-0295

Motion by Sisko

Supported by DeGiulio

RESOLVED, to Accept and File the City Administrators operational updates/reports/documents and submissions.

MOTION ADOPTED – 15-1109-296

Motion by Gaworecki

Supported by Sisko

RESOLVED, to approve the following Consent Agenda Items:

A. Purchasing Actions

1 Claims & Accounts

2 Payroll Report

B. Finance Actions

1 Finance Overview for October 2015

City of Allen Park Regular Council Meeting Minutes
Tuesday, November 9, 2015

- 2 Budget to Actual Report
- 3 Balance Sheet for October 2015
- 4 Cash Flow for October 2015

MOTION ADOPTED – 15-1109-297 with Rourke casting a NO vote

Motion by Rourke

Supported by DeGiulio

RESOLVED, to approve the following items:

C. Licenses & Permits

- 1 Bottle Drive Permit #04-2015 – Boy Scout Troop 1061 – Flyers 11/22 with pickup 11/29
- 2 Parade Permit #07-2015 – Sharon Broglin – Allen Park Lighted Christmas Parade on November 20, 2015

MOTION ADOPTED – 15-1109-298

Motion by McLeod

Supported by Rourke

RESOLVED, to adjourn Regular Council Meeting at 7:20 PM

MOTION ADOPTED – 15-1109-299

William B. Matakas – Mayor

Michael I. Mizzi – City Clerk

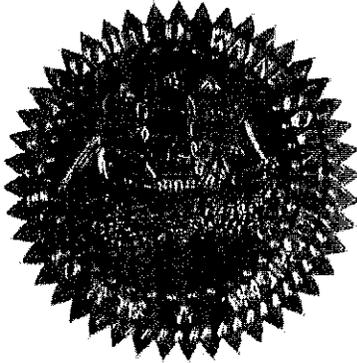
STATE OF MICHIGAN,
COUNTY OF WAYNE

} ss.

The Board of Canvassers of the County of WAYNE, having Ascertained and Canvassed the votes of said CITY OF ALLEN PARK at the General ELECTION, held on the THIRD day of NOVEMBER, TWO THOUSAND FIFTEEN.

Do Herby Certify and Determine

- That WILLIAM B. MATAKAS having received a sufficient number of votes is elected for the office of MAYOR
- That MICHAEL I. MIZZI having received a sufficient number of votes is elected for the office of CITY CLERK
- That MAUREEN C. ARMSTRONG having received a sufficient number of votes is elected for the office of TREASURER
- That ANGELO AMERICO DeGIULIO having received a sufficient number of votes is elected for the office of CITY COUNCIL
- That TINA GAWORECKI having received a sufficient number of votes is elected for the office of CITY COUNCIL
- That GAIL McLEOD having received a sufficient number of votes is elected for the office of CITY COUNCIL
- That KEVIN A. ROURKE having received a sufficient number of votes is elected for the office of CITY COUNCIL
- That HARRY SISKO having received a sufficient number of votes is elected for the office of CITY COUNCIL
- That LARRY TEMPLIN having received a sufficient number of votes is elected for the office of CITY COUNCIL



In Witness Whereof, We have hereunto set our hands and affixed the Seal
of the County of WAYNE
this NINETH day of NOVEMBER
in the year TWO THOUSAND FIFTEEN.

ATTEST:

Keith J. Hart CHAIRPERSON
[Signature]
William C. [Signature]
Betty Smith



Board of
Canvassers

Cathy M. [Signature]
CLERK OF BOARD OF CANVASSERS

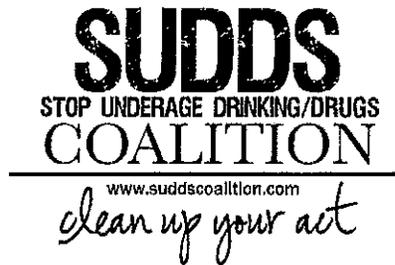
Keith J. Hart
CHAIRPERSON OF BOARD OF CANVASSERS

| | | | |
|---|--|---|----------------------------------|
| | The whole number of votes given for candidates for the office of | | Put figures in this column |
| | ALLEN PARK MAYOR - 4 YEAR TERM (1) POSITION | | |
| | was | Four thousand Seven hundred Fifty One | 4,751 |
| | and they were given for the following persons: | | |
| # | PERSONS RECEIVING THE VOTES | NUMBER OF VOTES WRITTEN IN WORDS | |
| 1 | Dennis Hayes | One thousand Eight hundred Ten | 1,810 |
| 2 | William B. Matakas | Two thousand Nine hundred Forty One | 2,941 |
| | | | |
| | TOTAL | Four thousand Seven hundred Fifty One | 4,751 |

| | | | |
|---|--|---|----------------------------------|
| | The whole number of votes given for candidates for the office of | | Put figures in this column |
| | ALLEN PARK CITY CLERK - 4 YEAR TERM (1) POSITION | | |
| | was | Three thousand Seven hundred Forty Two | 3,742 |
| | and they were given for the following persons: | | |
| # | PERSONS RECEIVING THE VOTES | NUMBER OF VOTES WRITTEN IN WORDS | |
| 1 | Michael I. Mizzi | Three thousand Seven hundred Forty Two | 3,742 |
| | | | |
| | TOTAL | Three thousand Seven hundred Forty Two | 3,742 |

| | | | |
|---|--|---|----------------------------------|
| | The whole number of votes given for candidates for the office of | | Put figures in this column |
| | ALLEN PARK TREASURER - 4 YEAR TERM (1) POSITION | | |
| | was | Three thousand Five hundred Eighteen | 3,518 |
| | and they were given for the following persons: | | |
| # | PERSONS RECEIVING THE VOTES | NUMBER OF VOTES WRITTEN IN WORDS | |
| 1 | Maureen C. Armstrong | Three thousand Five hundred Eighteen | 3,518 |
| | | | |
| | TOTAL | Three thousand Five hundred Eighteen | 3,518 |

| | | | |
|----|--|--|----------------------------------|
| | The whole number of votes given for candidates for the office of | | Put figures in this column |
| | ALLEN PARK CITY COUNCIL - 4 YEAR TERM (6) POSITIONS | | |
| | was | Twenty thousand Nine hundred Fourteen | 20,914 |
| | and they were given for the following persons: | | |
| # | PERSONS RECEIVING THE VOTES | NUMBER OF VOTES WRITTEN IN WORDS | |
| 1 | Anthony Couls | One thousand Five hundred Nineteen | 1,519 |
| 2 | Angelo Americo DeGiulio | Two thousand One hundred Fifty | 2,150 |
| 3 | Brenda M. Dingess | One thousand One hundred Twenty | 1,120 |
| 4 | Tina Gaworecki | Two thousand Two hundred Twenty Nine | 2,229 |
| 5 | Bruce Haberkorn | Seven hundred Eighty Four | 784 |
| 6 | Gail McLeod | Two thousand Seven hundred Eighty Nine | 2,789 |
| 7 | Michael E. Mullins | One thousand Three hundred Seventy Three | 1,373 |
| 8 | Kevin A. Rourke | Two thousand Three hundred Ninety One | 2,391 |
| 9 | Harry Sisko | Two thousand Eighteen | 2,018 |
| 10 | Larry Templin | One thousand Eight hundred Fifty | 1,850 |
| 11 | Robert Turner | One thousand Five hundred Eighty Nine | 1,589 |
| 12 | Allen Wojczynski | One thousand One hundred Two | 1,102 |
| | TOTAL | Twenty thousand Nine hundred Fourteen | 20,914 |



13101 Allen Rd.
Southgate, MI 48195
734-785-7700 x7869

June 2, 2015

Dear City Clerk Michael Mizzi,

I am requesting to present at an upcoming city board meeting.

The Stop Underage Drinking/Drugs (SUDDS) Coalition has completed a community needs assessment of the Downriver area and I would like to share it with City Members. The SUDDS Coalition has created a Community Report which discusses youth's access to alcohol, tobacco and prescription drugs. The report also discusses what the coalition is doing to address the problem and how the larger community can get involved in reducing the number of young people abusing drugs and alcohol.

Thank you and I look forward to the opportunity to speak.

Sincerely,

Keri F. Marsh

Keri F. Marsh, MPH
Community Organizer
Stop Underage Drinking/Drugs (SUDDS) Coalition
kmarsh@iamtgc.net
www.suddscoalition.com

SUDDS Community Report

The SUDDS Coalition began in 2008 when youth from several Downriver communities came together to address the high rate of underage drinking and tobacco use.

First called the Stop Underage Drinking Downriver Coalition, today SUDDS stands for Stop Underage Drinking/Drugs.

The goals of the SUDDS Coalition are to reduce underage drinking, youth access to tobacco and prescription drug abuse and to increase community collaboration in the Downriver area.

The SUDDS Coalition consists of community members from local schools, law enforcement agencies, city government, faith based organizations, businesses and civic groups.

The SUDDS Coalition is supported by The Guidance Center and funded through the Detroit Wayne Mental Health Authority and the Drug Free Communities Support Program.

SUDDS
STOP UNDERAGE DRINKING/DRUGS
COALITION

clean up your act

This report is funded in part by The Guidance Center and under grant #5479 SPO19979-02 from the Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration, U.S. Dept. of Health and Human Services. The views, policies and opinions expressed are those of the authors and do not necessarily reflect those of the ONDCP, SAMHSA or HHS.

SUDDS Coalition

✉ 13101 Allen Road, Building 4
Southgate, MI 48195
☎ 734-785-7705 x7869
💻 www.suddscoalition.com



2015

What We're Doing

- Educate parents on how to talk to teens about the dangers of underage drinking
- Training teen coalition members to educate their peers on the dangers of binge drinking and put a spotlight on the majority who do not drink
- Project Slicker Shock and other initiatives to educate adults of the consequences of providing alcohol to minors
- Teen coalition youth are educating their family and friends about the health risks of smoking
- Educating tobacco retailers to prevent tobacco sales to minors and training youth to perform undercover buys
- Working with schools to create comprehensive tobacco-free school policies

- Reduce the ease of youth obtaining alcohol
- Reduce the number of youth binge drinking
- Reduce the number of adults over 21 providing alcohol to minors

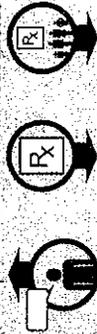


- Reduce the number of youth who report having smoked cigarettes recently
- Decrease the number of tobacco sales to minors



- Teen coalitions are creating PSAs to warn the community of the dangers of abusing prescription drugs
- Creating an online prescription drug abuse training video for medical professionals
- Encouraging community members to dispose of unused meds at prescription drug drop boxes

- Increase the number of youth and adults who report prescription misuse to be risky
- Reduce the number of unnecessary prescriptions written
- Reduce the number of unnecessary prescription medication in households

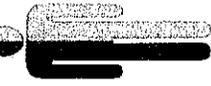
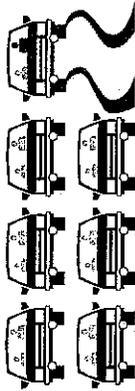


Our Goals

Alcohol

1 in 7

Rode in a Vehicle with someone who had been drinking



Half of youth indicate that alcohol is easy, or very easy, to obtain

Most common source of alcohol for youth are friends over the age of 21

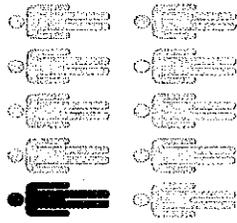


1 in 5

youth drink any type of Alcohol



1 in 10 Binge Drinking

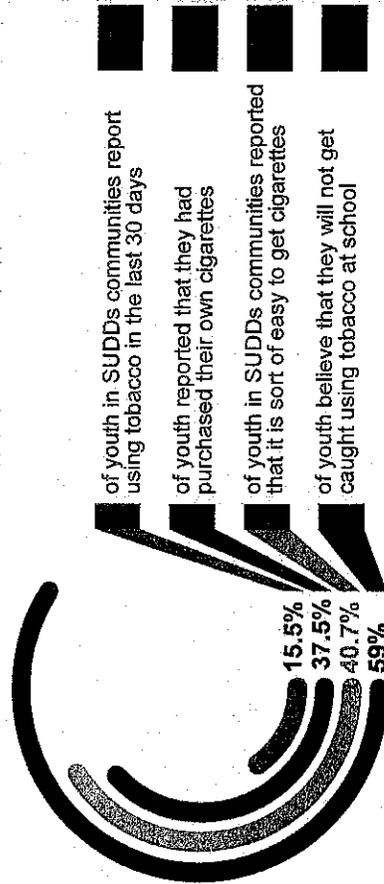


Alcohol

Tobacco

Prescription Drugs

Tobacco



of youth in SUDDs communities report using tobacco in the last 30 days

of youth reported that they had purchased their own cigarettes

of youth in SUDDs communities reported that it is sort of easy to get cigarettes

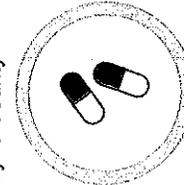
of youth believe that they will not get caught using tobacco at school

Prescription Drugs

one-and-a-half times the amount of prescriptions are written in SUDDs communities compared to Wayne County



SUDDs Community



Wayne County

One-Half of youth indicate that Prescription Drugs are easy to obtain



1 in 3 youth state Rx DRUGS are the drugs of choice

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|------------------------------------|--|--|---|-----------------|----------|------------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept.000 | | | | | | | |
| 101-000-030-000 | ACCOUNTS REC - DISTRICT COURT | PNC INSTITUTIONAL INV.-BAF PENSION CONTRIBUTION FOR NOV 2015 | | NOVEMBER 2015 | 11/18/15 | 47,565.43 | 93128 |
| 101-000-231-150 | VOLUNTARY LIFE INS | COLONIAL LIFE & ACCIDENT II LIFE PREMIUMS FOR NOVEMBER 2015 | | 7560832-1113813 | 11/18/15 | 1,680.48 | 93003 |
| 101-000-231-150 | VOLUNTARY LIFE INS | LINCOLN NATIONAL LIFE INS. VOLUNTARY LT DISABILITY INSURANCE | | NOVEMBER 2015 | 11/18/15 | 1,335.48 | 93096 |
| | | Total For Dept 000 | | | | 50,581.39 | |
| Dept 150 150 DISTRICT COURT | | | | | | | |
| 101-150-969-000 | DISTRICT COURT | 24TH DISTRICT COURT | FY2016 NOVEMBER 2015 | NOVEMBER 2015 | 11/18/15 | 132,862.42 | 92956 |
| | | | Total For Dept 150 150 DISTRICT COURT | | | 132,862.42 | |
| Dept 215 215 CLERK | | | | | | | |
| 101-215-722-100 | RETIREMENT CONTRIBUTION - DB- PNC INSTITUTIONAL INV.-BAF PENSION CONTRIBUTION FOR NOV 2015 | | | NOVEMBER 2015 | 11/18/15 | 4,045.53 | 93128 |
| 101-215-828-000 | ELECTION OPERATING SUPPLIES | PRINTING SYSTEMS, INC. | RETURN ENVELOPES FOR ABSENT BALLOT RETL 91679 | | 11/18/15 | 449.25 | 93131 |
| 101-215-828-000 | ELECTION OPERATING SUPPLIES | PRINTING SYSTEMS, INC. | IMPRINTED ENVELOPES ABSENT VOTER BALLO 92129 | | 11/18/15 | 402.00 | 93131 |
| 101-215-828-000 | ELECTION OPERATING SUPPLIES | PRINTING SYSTEMS, INC. | APPLICATION TO VOTE BINDER | | 11/18/15 | 10.20 | 93131 |
| 101-215-828-000 | ELECTION OPERATING SUPPLIES | PRINTING SYSTEMS, INC. | POSTCARDS PRECINCT CONSOLIDATION | | 11/18/15 | 1,026.52 | 93131 |
| 101-215-837-000 | ELECTION INSPECTORS | ADAMUS, SANDRA | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 155.00 | 92959 |
| 101-215-837-000 | ELECTION INSPECTORS | ALLEY, BEVERLY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92964 |
| 101-215-837-000 | ELECTION INSPECTORS | ALLEY, O. SID | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 155.00 | 92965 |
| 101-215-837-000 | ELECTION INSPECTORS | ASTERIOU, AL | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92966 |
| 101-215-837-000 | ELECTION INSPECTORS | ASTERIOU, JOSEPH | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 92967 |
| 101-215-837-000 | ELECTION INSPECTORS | BANKS, LAURA | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 92973 |
| 101-215-837-000 | ELECTION INSPECTORS | BANKS, LAURA | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92973 |
| 101-215-837-000 | ELECTION INSPECTORS | BLEVINS, CHARLES | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92978 |
| 101-215-837-000 | ELECTION INSPECTORS | BONACOR, CHAROLET | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92979 |
| 101-215-837-000 | ELECTION INSPECTORS | BOUGHNIER, CHERYL | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 92981 |
| 101-215-837-000 | ELECTION INSPECTORS | BRUINSMA, GLORIA | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 165.00 | 92983 |
| 101-215-837-000 | ELECTION INSPECTORS | BUCKNER, GREGG | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 275.00 | 92988 |
| 101-215-837-000 | ELECTION INSPECTORS | BUCKNER, KIMBERLY | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 92989 |
| 101-215-837-000 | ELECTION INSPECTORS | COOK, PAMELA | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93007 |
| 101-215-837-000 | ELECTION INSPECTORS | COOK, RONALD | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93008 |
| 101-215-837-000 | ELECTION INSPECTORS | CURTIN-SMITH, MARY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93010 |
| 101-215-837-000 | ELECTION INSPECTORS | DANIEL, JANET | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93012 |
| 101-215-837-000 | ELECTION INSPECTORS | DIEBOLT, BRYAN | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 835.00 | 93016 |
| 101-215-837-000 | ELECTION INSPECTORS | DORAN, ELAINE | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 155.00 | 93020 |
| 101-215-837-000 | ELECTION INSPECTORS | DRUMHELLER, BEVERLY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93022 |
| 101-215-837-000 | ELECTION INSPECTORS | EASTMAN, DAVID | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93033 |
| 101-215-837-000 | ELECTION INSPECTORS | FEHER, JOYCE | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 155.00 | 93037 |
| 101-215-837-000 | ELECTION INSPECTORS | FLYNN, SUE | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 165.00 | 93038 |

A1

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|-----------------|------------------------|-----------------------|------------------------------|---------------|----------|-----------|---------|
| 101-215-837-000 | ELECTION INSPECTORS | FRITZ, MICHAEL | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 60.00 | 93040 |
| 101-215-837-000 | ELECTION INSPECTORS | GARY, MICHAEL | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93043 |
| 101-215-837-000 | ELECTION INSPECTORS | GEB, DANIEL | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93044 |
| 101-215-837-000 | ELECTION INSPECTORS | GONZALES, JAMES | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 165.00 | 93047 |
| 101-215-837-000 | ELECTION INSPECTORS | GROSE, JAMES | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 184.00 | 93051 |
| 101-215-837-000 | ELECTION INSPECTORS | HAZELRIGG, WILLIAM | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93057 |
| 101-215-837-000 | ELECTION INSPECTORS | HOLUBKA, JAMES | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93058 |
| 101-215-837-000 | ELECTION INSPECTORS | HORVATH, NANCY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 155.00 | 93059 |
| 101-215-837-000 | ELECTION INSPECTORS | HUNT, MAX | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93078 |
| 101-215-837-000 | ELECTION INSPECTORS | HURNEVICH, BERNARD | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93079 |
| 101-215-837-000 | ELECTION INSPECTORS | HURNEVICH, TERRY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 165.00 | 93080 |
| 101-215-837-000 | ELECTION INSPECTORS | JOHNS, LISA | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93087 |
| 101-215-837-000 | ELECTION INSPECTORS | JOURDAN, JANET | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 165.00 | 93088 |
| 101-215-837-000 | ELECTION INSPECTORS | KACZYNSKI, NANCY | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93089 |
| 101-215-837-000 | ELECTION INSPECTORS | KNIGHT, GEORGE | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93092 |
| 101-215-837-000 | ELECTION INSPECTORS | KNIGHT, RUTH | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 165.00 | 93093 |
| 101-215-837-000 | ELECTION INSPECTORS | MAHANIC, ROGER | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93100 |
| 101-215-837-000 | ELECTION INSPECTORS | MARTIN, PAULA | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93102 |
| 101-215-837-000 | ELECTION INSPECTORS | MCADOO, JOHN | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93103 |
| 101-215-837-000 | ELECTION INSPECTORS | MCCARTHY, ELLEN | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93104 |
| 101-215-837-000 | ELECTION INSPECTORS | MENDRYGA, EDWARD | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93107 |
| 101-215-837-000 | ELECTION INSPECTORS | MENZER, DIANE | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93108 |
| 101-215-837-000 | ELECTION INSPECTORS | MORTON, ROBERT | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93116 |
| 101-215-837-000 | ELECTION INSPECTORS | OUILLETTE CHARLES | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93123 |
| 101-215-837-000 | ELECTION INSPECTORS | PARA, MATTHEW | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 528.00 | 93124 |
| 101-215-837-000 | ELECTION INSPECTORS | PENKALA, JAMES | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93125 |
| 101-215-837-000 | ELECTION INSPECTORS | PFÄFLIN, ELLEN | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93126 |
| 101-215-837-000 | ELECTION INSPECTORS | PODSIAD, DAWN | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 145.00 | 93129 |
| 101-215-837-000 | ELECTION INSPECTORS | PRETTY, SUE | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93130 |
| 101-215-837-000 | ELECTION INSPECTORS | SIMMONDS, NANCY | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 165.00 | 93131 |
| 101-215-837-000 | ELECTION INSPECTORS | SZKARLAT, GERALD | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 155.00 | 93141 |
| 101-215-837-000 | ELECTION INSPECTORS | THOMAS, C.T. | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93143 |
| 101-215-837-000 | ELECTION INSPECTORS | THOMAS, ELIZABETH | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 1,665.00 | 93150 |
| 101-215-837-000 | ELECTION INSPECTORS | WALLENT, EMILY | NOV 3 ELECTION WORKER | NOV ELECTIONS | 11/18/15 | 145.00 | 93151 |
| 101-215-837-000 | ELECTION INSPECTORS | WILK, PAUL | NOV 3 ELECTION WORKER | NOV ELECTION | 11/18/15 | 60.00 | 93161 |
| 101-215-867-000 | BUILDING RENTAL | CHURCH OF NAZARENE | BLDG RENTAL FOR ELECTION | NOV ELECTIONS | 11/18/15 | 937.50 | 93170 |
| 101-215-934-000 | EQUIPMENT MAINTENANCE- | MIKI VERIZON WIRELESS | SERVICES 10/2-11/01/15 | RENTAL | 11/18/15 | 300.00 | 92997 |
| | | | Total For Dept 215 215 CLERK | 9754764738 | 11/18/15 | 50.40 | 93157 |
| | | | | | | 18,288.40 | |

Dept 221 221 ADMINISTRATION
 101-221-728-000 OFFICE SUPPLIES

KEY AWARDS
 NAME PLATES FOR COUNCIL CHAMBER

1923A
 26.00
 93090

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|--------------------------------|-------------------------------|----------------------------|---|----------------|----------|-----------|---------|
| 101-221-822-100 | WEBSITE MAINTENANCE | MUNICIPAL WEB SERVICES | WEB HOSTING AND MNT | 51727 | 11/18/15 | 182.50 | 93117 |
| 101-221-900-000 | PRINTING AND PUBLISHING | 21ST CENTURY NEWSPAPER | PUBLICATION OF LEGAL NOTICES 10/1-10/31/15 | 640621OCT | 11/18/15 | 2,609.00 | 92955 |
| 101-221-963-000 | PROFESSIONAL SERVICES | CDW GOVERNMENT, INC. | SERVICES FOR RECREATION DEPT | ZV78148 | 11/18/15 | 690.40 | 92994 |
| 101-221-963-000 | PROFESSIONAL SERVICES | CDW GOVERNMENT, INC. | SERVICES FOR CELL TOWER | ZZ41820 | 11/18/15 | 1,737.29 | 92994 |
| 101-221-963-000 | PROFESSIONAL SERVICES | CDW GOVERNMENT, INC. | SERVICES FOR CELL TOWER | BB16092 | 11/18/15 | 289.06 | 92994 |
| 101-221-963-000 | PROFESSIONAL SERVICES | FOSTER SWIFT COLLINS & SM | PROF SERV THRU OCT 31, 2015 FORD MOTOR C | 680726 | 11/18/15 | 40.00 | 93039 |
| 101-221-963-000 | PROFESSIONAL SERVICES | SOUTHERN MICHIGAN INFOR | MISC SUPPLIES FOR PARKS & REC | 2153 | 11/18/15 | 267.21 | 93142 |
| 101-221-963-000 | PROFESSIONAL SERVICES | WHITEHALL GROUP LLC | PROF SERVICES FOR WEEK ENDING 11/13/15 | 9254 | 11/18/15 | 12,244.00 | 93169 |
| 101-221-976-000 | BLOCK GRANTS | COMMUNITY LIVING SERVICE | HOME HEALTHCARE FOR OCT 2015 | OCTOBER 2015 | 11/18/15 | 886.00 | 93006 |
| 101-221-976-000 | BLOCK GRANTS | REFLECTIONS BUILDING CO | SERVICES FOR CDBG WORK | 15283 MCLAIN | 11/18/15 | 400.00 | 93134 |
| 101-221-976-000 | BLOCK GRANTS | REFLECTIONS BUILDING CO | SERVICES FOR CDBG PROJ | 7807 BALFOUR | 11/18/15 | 1,625.00 | 93134 |
| | | | Total For Dept 221 221 ADMINISTRATION | | | 20,996.46 | |
| Dept 225 225 ASSESSOR | | | | | | | |
| 101-225-958-000 | MEMBERSHIP & DUES | MICHIGAN DEPT. OF TREASURY | RENEWAL OF ASSESSOR CERTIFICATION | R-6715 RENEWAL | 11/18/15 | 175.00 | 93112 |
| | | | Total For Dept 225 225 ASSESSOR | | | 175.00 | |
| Dept 230 230 FINANCE | | | | | | | |
| 101-230-963-000 | PROFESSIONAL SERVICES | PLANTE MORAN | PROF SERVICE FOR ACCTG THRU OCT 29, 2015 | 1286180 | 11/08/15 | 13,143.75 | 93127 |
| | | | Total For Dept 230 230 FINANCE | | | 13,143.75 | |
| Dept 253 253 TREASURER | | | | | | | |
| 101-253-934-500 | COMPUTER BREAK-FIX | BS&A SOFTWARE | LINEAR IMAGING SCANNER | 104611 | 11/18/15 | 250.00 | 92984 |
| | | | Total For Dept 253 253 TREASURER | | | 250.00 | |
| Dept 263 263 CITY HALL | | | | | | | |
| 101-263-853-000 | TELEPHONE | AT & T | SERVICES FROM 11/1-11/30/15 | 11182015 | 11/18/15 | 491.83 | 92968 |
| 101-263-853-000 | TELEPHONE | AT & T LONG DISTANCE | SERVICE FROM 10/2-10/31/15 | 11182015 | 11/18/15 | 1.53 | 92969 |
| 101-263-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 616.41 | 93032 |
| 101-263-931-000 | BUILDING MAINTENANCE | C.E. RAINES COMPANY | ENG SURVEYING SERV PROP SPLIT FOR OLD CIT | 13149 | 11/18/15 | 1,482.00 | 92991 |
| 101-263-931-000 | BUILDING MAINTENANCE | VETERANS CLEANING | CLEANING SERVICES OCT/11-NOV 1 | 15-1003 | 11/18/15 | 1,400.00 | 93159 |
| 101-263-985-000 | CAPITAL OUTLAY-BUILDING LEASE | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 99006314951OCT | 11/18/15 | 19.69 | 93098 |
| | | | Total For Dept 263 263 CITY HALL | | | 4,011.46 | |
| Dept 305 305 POLICE DEPARTMENT | | | | | | | |
| 101-305-722-100 | RETIREMENT CONTRIBUTION - DB- | PNC INSTITUTIONAL INV. | -BAF PENSION CONTRIBUTION FOR NOV 2015 | NOVEMBER 2015 | 11/18/15 | 62,221.42 | 93128 |
| 101-305-761-000 | PRISONER BOARD | CITY OF DEARBORN | PRISONER BOARDING 10/9-10/31/15 | 37495 | 11/18/15 | 693.00 | 92998 |
| 101-305-761-000 | PRISONER BOARD | WAYNE COUNTY - ACCTS. | REC PRISONER HOUSING FOR MONTH OF JUNE 2015 | 281133 | 11/18/15 | 2,170.00 | 93162 |
| 101-305-761-000 | PRISONER BOARD | WAYNE COUNTY - ACCTS. | REC PRISONER HOUSING FOR MONTH OF JULY 2015 | 281300 | 11/18/15 | 3,430.00 | 93163 |
| 101-305-761-000 | PRISONER BOARD | WAYNE COUNTY - ACCTS. | REC PRISONER HOUSING FOR MONTH OF AUG 2015 | 281392 | 11/18/15 | 5,145.00 | 93164 |
| 101-305-761-000 | PRISONER BOARD | WAYNE COUNTY - ACCTS. | REC PRISONER HOUSING MONTH OF SEPT 2015 | 281695 | 11/18/15 | 6,160.00 | 93167 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc | Invoice | Due Date | Amount | Check # |
|-----------------|------------------------------|----------------------------|---|----------------|----------|------------|---------|
| 101-305-801-000 | ANIMAL CONTROL | CITY OF WYANDOTTE | DOWNRIVER ANIMAL CONTROL 7/1-9/30/15 | ANIMAL CONTROL | 11/18/15 | 14,855.61 | 92999 |
| 101-305-805-000 | VEHICLE TOWING | CITY TOWING | VEH TOWING (51) AND PERSONAL PROPERTY (10/1-10/15/15) | | 11/18/15 | 5,095.00 | 93000 |
| 101-305-807-000 | CENTRAL DISPATCH | CITY OF WYANDOTTE | (63) VEHICLE TOWED BY POLICE (20) PERSONAL 10/16-10/31/15 | | 11/18/15 | 8,010.00 | 93000 |
| 101-305-853-000 | TELEPHONE | AT & T | DOWNRIVER CENTRAL DISPATCH SERV 7/1-9/3 DISPATCH | | 11/18/15 | 46,136.93 | 92999 |
| 101-305-853-000 | TELEPHONE AND COMMUNICAT | AT & T | SERVICES FROM 11/1-11/30/15 | 11182015 | 11/18/15 | 136.92 | 92968 |
| 101-305-853-000 | TELEPHONE | COMCAST | SERVICE FROM 10/2-10/31/15 | 11182015 | 11/18/15 | 0.36 | 92969 |
| 101-305-853-000 | TELEPHONE- KEN SIMBERLY ORD | VERIZON WIRELESS | POLICE PHONE SERVICE 11/5-12/4/15 | 06102246250011 | 11/18/15 | 125.14 | 93004 |
| 101-305-931-000 | BUILDING MAINTENANCE | BELFOR PROPERTY RESTORAT | SERVICES 10/2-11/01/15 | 9754764738 | 11/18/15 | 28.23 | 93157 |
| 101-305-931-000 | BUILDING MAINTENANCE- POLICE | LOWE'S | SUPPLIES FOR VARIOUS BLDG MNT FOR POLICE DEPT | 719249 | 11/18/15 | 461.91 | 92974 |
| 101-305-939-000 | VEHICLE MAINTENANCE | CLASSIC AUTO WASH INC. | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 990063149510CT | 11/18/15 | 126.04 | 93098 |
| 101-305-939-000 | VEHICLE MAINTENANCE | INTERSTATE BATTERIES OF GI | SERVICES FOR THE MONTH OF OCTOBER | 1574 | 11/18/15 | 257.40 | 93001 |
| 101-305-939-000 | VEHICLE MAINTENANCE | J'S CARWASH | VEH MNT FOR MONTHS OF AUG-OCT 2015 | 110150287 | 11/18/15 | 250.70 | 93084 |
| 101-305-960-000 | EDUCATION & TRAINING | MAPC | EDUCATIONAL SEMINAR FOR DETECTIVE THOR SEMINAR | 1285 | 11/18/15 | 128.00 | 93086 |
| 101-305-961-000 | POL. TRAIN-ACT 302 ST. GRANT | LAW ENFORCEMENT SEMINA | EDUCATIONAL SEMINAR FOR LT DET WILLIAMS 84721447344625 | | 11/18/15 | 50.00 | 93401 |
| | | | Total For Dept: 305 POLICE DEPARTMENT | | | 325.00 | 93095 |
| | | | | | | 155,806.66 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc | Invoice | Due Date | Amount | Check # |
|-------------------------------|------------------------------|----------------------------|---|-----------------|----------|-----------|---------|
| Dept: 340 340 FIRE DEPARTMENT | | | | | | | |
| 101-340-722-100 | RETIREMENT CONTRIBUTION - DB | PNC INSTITUTIONAL INV. | -BAF PENSION CONTRIBUTION FOR NOV 2015 | NOVEMBER 2015 | 11/18/15 | 48,687.58 | 93128 |
| 101-340-757-000 | OPERATING SUPPLIES | ACUTY SPECIALTY PRODUCT | CLEANING SUPPLIES | 9001929240 | 11/18/15 | 261.59 | 92957 |
| 101-340-757-500 | RESCUE SUPPLIES | BAKER'S GAS & WELDING SUI | OXYGEN FOR EMS USE | 01366505 | 11/18/15 | 102.84 | 92971 |
| 101-340-757-500 | RESCUE SUPPLIES | BAKER'S GAS & WELDING SUI | OXYGEN CYLINDER RENTAL | 09134636 | 11/18/15 | 51.56 | 92971 |
| 101-340-757-500 | RESCUE SUPPLIES | J & B MEDICAL SUPPLY, INC. | RESCUE SUPPLIES | 2549019 | 11/18/15 | 196.60 | 93085 |
| 101-340-757-500 | RESCUE SUPPLIES | J & B MEDICAL SUPPLY, INC. | RESCUE SUPPLIES | 2384031 | 11/18/15 | 7.50 | 93085 |
| 101-340-805-000 | AMBULANCE BILLING | ACCUMED BILLING INC. | BILLING SERVICES 10/1-10/31/15 | 0446 | 11/18/15 | 4,761.08 | 92958 |
| 101-340-853-000 | TELEPHONE- D LAFOND EMS | VERIZON WIRELESS | SERVICES 10/2-11/01/15 | 9754764738 | 11/18/15 | 100.24 | 93157 |
| 101-340-920-000 | UTILITIES | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 1,848.07 | 93024 |
| 101-340-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 592.83 | 93032 |
| 101-340-931-000 | BUILDING MAINTENANCE- FIRE | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 990063149510CT | 11/18/15 | 165.34 | 93098 |
| 101-340-931-000 | BUILDING MAINTENANCE | RAO PLUMBING | BUILDING MNT FOR FIRE DEPT | 5916 | 11/18/15 | 90.00 | 93133 |
| 101-340-934-000 | EQUIPMENT MAINTENANCE | KIMBALL MIDWEST | PARTS FOR VARIOUS DEPTS | 4490486 | 11/18/15 | 66.75 | 93091 |
| 101-340-934-000 | EQUIPMENT MAINTENANCE- FIRE | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 990063149510CT | 11/18/15 | 182.87 | 93098 |
| 101-340-939-000 | VEHICLE MAINTENANCE | BAKER'S GAS & WELDING SUI | CYLINDER RENTAL INVOICE | 09131812 | 11/18/15 | 19.45 | 92971 |
| 101-340-939-000 | VEHICLE MAINTENANCE | HALT FIRE | VEHICLE MNT FOR FIRE DEPT | S0068561 | 11/18/15 | 353.54 | 93055 |
| 101-340-939-000 | VEHICLE MAINTENANCE | KODIAK EMERGENCY VEHICLI | VEHICLE MNT FOR FIRE DEPT | 20150238 | 11/18/15 | 658.63 | 93094 |
| 101-340-958-000 | MEMBERSHIP & DUES | INTERNATIONAL ASSOC.OF FI | 2016 MEMBERSHIP DUES FOR DEPUTY CHIEF C | 2016 MEMBERSHIP | 11/18/15 | 209.00 | 93082 |
| 101-340-958-000 | MEMBERSHIP & DUES | INTERNATIONAL ASSOC.OF FI | 2016 MEMBERSHIP DUES FOR CHIEF LAFOND | 2016 MEMBERSHIP | 11/18/15 | 209.00 | 93083 |
| 101-340-958-000 | MEMBERSHIP & DUES | NFPA | ANNUAL RENEWAL SUBSCRIPTION YEAR 2016 | 6570074X | 11/18/15 | 1,305.00 | 93120 |
| 101-340-960-000 | EDUCATION & TRAINING | EDWARD CANN | REIMBURSEMENT FOR TRAINING EXP | REIMBURSEMENT | 11/18/15 | 1,029.15 | 93034 |
| | | | Total For Dept 340 340 FIRE DEPARTMENT | | | 60,898.62 | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|---|--|---------------------------|---|----------------|----------|-----------|---------|
| Dept 445 445 DEPARTMENT OF PUBLIC SERVICE | RETIREMENT CONTRIBUTION - DB- PNC INSTITUTIONAL INV.-BAF PENSION CONTRIBUTION FOR NOV 2015 | | | NOVEMBER 2015 | 11/18/15 | 18,277.35 | 93128 |
| 101-445-722-100 | GASOLINE | RKA PETROLEUM | GASOLINE REGULAR E10 | 0032351 | 11/18/15 | 9,423.96 | 93136 |
| 101-445-751-000 | OPERATING SUPPLIES | D & L GARDEN CENTER, INC. | SUPPLIES | 37707 | 11/18/15 | 268.00 | 93011 |
| 101-445-757-000 | OPERATING SUPPLIES | D & L GARDEN CENTER, INC. | CHAIN SHARPENING | 84234 | 11/18/15 | 268.00 | 93011 |
| 101-445-757-000 | OPERATING SUPPLIES | D & L GARDEN CENTER, INC. | SUPPLIES | 84355 | 11/18/15 | 29.99 | 93011 |
| 101-445-853-000 | TELEPHONE-GARAGE | VERIZON WIRELESS | SERVICES 10/2-11/01/15 | 9754764738 | 11/18/15 | 50.40 | 93157 |
| 101-445-920-000 | UTILITIES | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 707.59 | 93024 |
| 101-445-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 160.38 | 93032 |
| 101-445-926-000 | STREET LIGHTING | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 32.70 | 93024 |
| 101-445-926-000 | STREET LIGHTING | DTE ENERGY | SERVICES FROM 10/6-11/5/15 | 11182015 | 11/18/15 | 35,027.96 | 93031 |
| 101-445-931-000 | BUILDING MAINTENANCE | GRAINGER | SUPPLIES | 9876648578 | 11/18/15 | 424.00 | 93049 |
| 101-445-931-000 | BUILDING MAINTENANCE | GRAINGER | CREDIT ON MDSE | 9877202797 | 11/18/15 | (424.00) | 93049 |
| 101-445-939-000 | VEHICLE MAINTENANCE | BAKER'S GAS & WELDING SUJ | CYLINDER RENTAL INVOICE | 09131812 | 11/18/15 | 19.49 | 92971 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | SUPPLIES FOR GARAGE | 359-94519 | 11/18/15 | 12.69 | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | CREDIT RETURN FROM 83938 | 359-94485 | 11/18/15 | 0.00 | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | FUEL FILTERS | 359-94207 | 11/18/15 | 148.75 | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | PARTS FOR GARAGE HI LO | 359-94667 | 11/18/15 | 174.99 | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | PARTS FOR GARAGE HI LO | 359-94691 | 11/18/15 | 12.89 | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GLENDAL AUTO VALUE | CREDIT FOR PTS FROM INV 94519 | CM359-94697 | 11/18/15 | (12.69) | 93045 |
| 101-445-939-000 | VEHICLE MAINTENANCE | GTEC TRUCK EQUIPMENT | SUPPLIES | 58854 | 11/18/15 | 10.00 | 93052 |
| 101-445-939-000 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | PARTS FOR VARIOUS DEPTS | 4490486 | 11/18/15 | 66.76 | 93091 |
| 101-445-939-000 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | CREDIT FOR LUGS PURCHASE ON INV 4086482 | 4121759 | 11/18/15 | (36.00) | 93091 |
| 101-445-939-000 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | PER JONATHAN SMITH INVOICE PAID SEE EMAI | 4206069 | 11/18/15 | 0.00 | 93091 |
| 101-445-939-000 | VEHICLE MAINTENANCE - GARAGE | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 990063149510CT | 11/18/15 | 68.34 | 93098 |
| 101-445-939-000 | VEHICLE MAINTENANCE | MICHIGAN CAT | PARTS | PD5772346 | 11/18/15 | 362.90 | 93110 |
| 101-445-939-000 | VEHICLE MAINTENANCE | MICHIGAN CAT | PARTS | PD5772348 | 11/18/15 | 134.51 | 93110 |
| 101-445-939-000 | VEHICLE MAINTENANCE | MICHIGAN CAT | PARTS | PD5772349 | 11/18/15 | 64.40 | 93110 |
| 101-445-939-000 | VEHICLE MAINTENANCE | MICHIGAN CAT | PARTS | PD5772350 | 11/18/15 | 66.31 | 93110 |
| 101-445-939-000 | VEHICLE MAINTENANCE | TAYLOR CHEVROLET | PARTS | 5006635 | 11/18/15 | 95.52 | 93145 |
| 101-445-939-000 | VEHICLE MAINTENANCE | TAYLOR CHEVROLET | PARTS | 5006605 | 11/18/15 | 734.44 | 93145 |
| 101-445-962-000 | MISCELLANEOUS | MIDWEST MEDICAL CENTER | PRE PLACEMENT EXAM/DRUG SCREEN | 82172 | 11/18/15 | 190.00 | 93114 |
| | | | Total For Dept 445 445 DEPARTMENT OF PUBLIC SERVICE | | | 66,359.63 | |
| Dept 707 707 PARKS & REC | PARK SERVICES | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 990063149510CT | 11/18/15 | 29.24 | 93098 |
| 101-707-784-000 | LAWN SERVICES | LOUIS ORLEANS | OCT PARK MOWING | 15-1114 | 11/18/15 | 5,947.50 | 93097 |
| 101-707-801-001 | TELEPHONE | AT & T | SERVICES FROM 11/1-11/30/15 | 11182015 | 11/18/15 | 24.23 | 92968 |
| 101-707-853-000 | UTILITIES | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 165.77 | 93024 |
| 101-707-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 131.32 | 93032 |
| 101-707-920-000 | VEHICLE MAINTENANCE | BAKER'S GAS & WELDING SUJ | CYLINDER RENTAL INVOICE | 09131812 | 11/18/15 | 19.45 | 92971 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|---|-----------------------|--------------------------|---|-------------|----------|------------|---------|
| 101-707-939-000 | VEHICLE MAINTENANCE | LENDALE AUTO VALUE | SUPPLIES | 359-94321 | 11/18/15 | 8.41 | 93045 |
| 101-707-939-000 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | PARTS FOR VARIOUS DEPTS | 4490486 | 11/18/15 | 66.76 | 93091 |
| 101-707-985-000 | CAPITAL OUTLAY | GAMETIME | INSTALLATION & MATERIALS FOR KENNEDY PA | 4171118 | 11/18/15 | 14,305.00 | 93042 |
| 101-707-985-000 | CAPITAL OUTLAY | SAVONE CEMENT, INC. | WORK SERVICES DONE AT KENNEDY PARK | C-195 | 11/18/15 | 4,600.00 | 93137 |
| | | | Total For Dept 707 707 PARKS & REC | | | 25,297.68 | |
| Dept 751 751 COMMUNITY CENTER | | | | | | | |
| 101-751-757-000 | OPERATING SUPPLIES | GORDON FOOD SERV. | SUPPLIES FOR COMM CTR | 917040972 | 11/18/15 | 18.97 | 93048 |
| 101-751-757-000 | OPERATING SUPPLIES | PROPANE SERVICES | MOTOR FUEL | UO091463 | 11/18/15 | 268.71 | 93132 |
| 101-751-920-000 | UTILITIES | DIRECTV | MONTHLY CABLE SERV 11/8-12/7/15 | 27116430636 | 11/18/15 | 108.99 | 93017 |
| 101-751-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 2,452.17 | 93032 |
| 101-751-931-000 | BUILDING MAINTENANCE | EXPERT HEATING & COOLING | SERVICE STARTED HTG MNT ON 18 UNITS PAR | W17706 | 11/18/15 | 3,270.82 | 93036 |
| 101-751-931-000 | BUILDING MAINTENANCE | EXPERT HEATING & COOLING | REPLACE VALVE ON BOILER-CSD-1 TEST | W17577 | 11/18/15 | 1,744.37 | 93036 |
| 101-751-931-000 | BUILDING MAINTENANCE | GRAINGER | SUPPLIES | 9880209854 | 11/18/15 | 241.20 | 93049 |
| 101-751-931-000 | BUILDING MAINTENANCE | NETWORK SERVICES COMP | SUPPLIES FOR PARKS AND REC | 6351820-00 | 11/18/15 | 296.04 | 93119 |
| 101-751-931-000 | BUILDING MAINTENANCE | ORKIN | MONTHLY PEST CONTROL | 106087790 | 11/18/15 | 70.00 | 93122 |
| 101-751-934-000 | EQUIPMENT MAINTENANCE | ALL-PRO EXERCISE, INC. | SERVICE ON MATRIX TREAD TM65D2055 | 80499 | 11/18/15 | 85.00 | 92961 |
| 101-751-934-000 | EQUIPMENT MAINTENANCE | C&S ICE RESURFACING SERV | IK ADJUSTED FUEL MIXTURE ON ZAMBONI | 2841 | 11/18/15 | 250.00 | 92990 |
| 101-751-934-000 | EQUIPMENT MAINTENANCE | DSM SAW & KNIFE LLC | SERVICES FOR ICE ARENA | 2357 | 11/18/15 | 59.00 | 93023 |
| 101-751-934-000 | EQUIPMENT MAINTENANCE | DSM SAW & KNIFE LLC | SERVICES FOR ICE ARENA | 2276 | 11/18/15 | 59.00 | 93023 |
| 101-751-934-000 | EQUIPMENT MAINTENANCE | ELITE LABORATORIES INC | NOV COOLING WATER TREATMENT | 7001 | 11/18/15 | 200.00 | 93035 |
| 101-751-985-000 | CAPITAL OUTLAY | THERMO SOURCE | LIGHTING UPGRADE IN TRACK AREA | T12717618H | 11/18/15 | 4,680.00 | 93149 |
| | | | Total For Dept 751 751 COMMUNITY CENTER | | | 13,804.27 | |
| Total For Fund 101 GENERAL FUND | | | | | | 562,475.74 | |
| Fund 202 MAJOR STREET FUND | | | | | | | |
| 202-479-801-205 | PROF'L SERVICES - | BUCCILLI GROUP, LLC | INSPECTION SERV A HASS 10/13 | 1446 | 11/18/15 | 648.00 | 92985 |
| 202-479-801-205 | PROF'L SERVICES - | BUCCILLI GROUP, LLC | INSPECT SERV A HASS 10/22-10/23/15 | 1472 | 11/18/15 | 1,296.00 | 92985 |
| 202-479-801-205 | PROF'L SERVICES - | BUCCILLI GROUP, LLC | INSP SERV R TOLLIVER 10/25-10/26, A HASS 10 | 1480 | 11/18/15 | 2,592.00 | 92985 |
| 202-479-801-205 | PROF'L SERVICES - | DOMINIC GAGLIO CONSTRUC | REM/REP CONCRETE PAVEMENT AND ADJ STRI | 11341 | 11/18/15 | 58,536.40 | 93018 |
| 202-479-801-205 | PROF'L SERVICES - | WAYNE COUNTY - ACCTS. RE | TRAFFIC SIGNAL MAINT 9/15/15 | 281350 | 11/18/15 | 499.04 | 93166 |
| | | | Total For Dept 479 PRESERVATION - STREETS | | | 63,571.44 | |
| Dept 505 CONSTRUCTION - STREETS | | | | | | | |
| 202-505-805-001 | WAYNE COUNTY PROJECTS | WAYNE COUNTY - ACCTS. RE | W/O 46933 OAKWOOD FYE 2015 | 281725 | 11/18/15 | 154.74 | 93165 |
| Total For Dept 505 CONSTRUCTION - STREETS | | | | | | 154.74 | |
| Total For Fund 202 MAJOR STREET FUND | | | | | | 63,726.18 | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|--|-----------------------------------|--------------------------------|--|---------------|----------|------------|---------|
| Fund 203 LOCAL STREET FUND | | | | | | | |
| Dept 479 PRESERVATION - STREETS | | | | | | | |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | BUCCILLI GROUP, LLC | INSPECT SERV A HASS 10/12-10/16- R TOLLIVEI 1445 | | 11/18/15 | 3,132.00 | 92985 |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | BUCCILLI GROUP, LLC | INSPECT SERV A HASS 10/19-10/24/15 | 1471 | 11/18/15 | 2,376.00 | 92985 |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | BUCCILLI GROUP, LLC | INSP SERV R TOLLIVER 10/25-A HASS 10/28/15 | 1481 | 11/18/15 | 702.00 | 92985 |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | DOMINIC GAGLIO CONSTRUC | REMOVE/REPLACE CONCRETE PAVEMENT PMT 11337 | | 11/18/15 | 77,997.85 | 93018 |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | DOMINIC GAGLIO CONSTRUC | REMOVE/REP CONCRETE PAVEMENT AND ADJ | 11339 | 11/18/15 | 72,704.20 | 93018 |
| 203-479-801-205 | PROF'L SERVICES - PRESERVATION | DOMINIC GAGLIO CONSTRUC | REMOVE/REP CONCRETE PAVEMENT PMT 26 | 11349 | 11/18/15 | 15,139.90 | 93018 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVED TREE FROM 15277 COLLEGE AND CL | 01716 | 11/18/15 | 2,800.00 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE TREE FROM 14911 OCEANA AND 152 | 01720 | 11/18/15 | 1,843.75 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE TREE FROM 15804 HORGER AND 157 | 01718 | 11/18/15 | 1,800.00 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE CITY TREE AT 15625 GARFIELD AND | C101722 | 11/18/15 | 1,600.00 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE TREE AND CLEAN UP FROM 6424 ROB | 01714 | 11/18/15 | 2,600.00 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE TREE AND CLEAN UP IN ALLEY | 05084+ | 11/18/15 | 500.00 | 93144 |
| 203-479-801-220 | PROF'L SERVICES - TREES | T-N-T TREE SERVICE INC | REMOVE HAZARDOUS TREE TO MAKE SAFE | AFI05080 | 11/18/15 | 900.00 | 93144 |
| | | | Total For Dept 479 PRESERVATION - STREETS | | | 184,095.70 | |
| Dept 483 ADMINISTRATION - STREETS | | | | | | | |
| 203-483-820-000 | ENGINEERING | C. E. RAINES COMPANY | GEN PROJ SURVEYING SERV JOB #AP-01 | 13148 | 11/18/15 | 4,296.00 | 92991 |
| | | | Total For Dept 483 ADMINISTRATION - STREETS | | | 4,296.00 | |
| | | | Total For Fund 203 LOCAL STREET FUND | | | 188,391.70 | |
| Fund 249 BUILDING FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 249-000-246-000 | PLANNING/ZONING REVIEW | ESCRI BUCCILLI GROUP, LLC | INSPECTION SERV DAN PAULOS 10/12-10/16/1 | 1448 | 11/18/15 | 2,592.00 | 92985 |
| 249-000-246-000 | PLANNING/ZONING REVIEW | ESCRI BUCCILLI GROUP, LLC | INSPECT SERV D POULOS 10/19-10/23/15- | ROL 1468 | 11/18/15 | 2,484.00 | 92985 |
| 249-000-246-000 | PLANNING/ZONING REVIEW | ESCRI BUCCILLI GROUP, LLC | PLANS REVIEW NAGLE 10/20-10/22- INSP S | WC 1470 | 11/18/15 | 2,700.00 | 92985 |
| 249-000-246-000 | PLANNING/ZONING REVIEW | ESCRI BUCCILLI GROUP, LLC | INSP SERV D POULOS 10/26-10/30/15 ROUSCH | 1486 | 11/18/15 | 2,214.00 | 92985 |
| 249-000-246-000 | PLANNING/ZONING REVIEW | ESCRI BUCCILLI GROUP, LLC | INSP SER B WOOD 10/26-10/30/15 NAGLE/FOF | 1484 | 11/18/15 | 2,160.00 | 92985 |
| 249-000-607-000 | FEES REVENUE | DES MOINES STAMP MFG. | CC HD DATA COLOR | 1054723 | 11/18/15 | 67.00 | 93013 |
| 249-000-607-000 | FEES REVENUE | DES MOINES STAMP MFG. | CC PERMA STAMP FOR BLDG DEPT | 1054753 | 11/18/15 | 34.70 | 93013 |
| | | | Total For Dept 000 | | | 12,251.70 | |
| Dept 371 371 BUILDING DEPARTMENT | | | | | | | |
| 249-371-722-100 | RETIREMENT CONTRIBUTION - DB- PNC | INSTITUTIONAL INV.-BAF PENSION | CONTRIBUTION FOR NOV 2015 | NOVEMBER 2015 | 11/18/15 | 5,492.50 | 93128 |
| 249-371-821-000 | MECHANICAL INSPECTIONS | CARNILL, STEVE | OCT MECHANICAL INSPECTIONS | OCT 2015 | 11/18/15 | 2,229.50 | 92992 |
| 249-371-822-000 | PLUMBING INSPECTIONS | HALASH, JEROME | OCT PLUMBING INSPECTIONS | OCT 2015 | 11/18/15 | 984.90 | 93054 |
| 249-371-853-000 | TELEPHONE- D BOOMER | VERIZON WIRELESS | SERVICES 10/2-11/01/15 | 9754764738 | 11/18/15 | 49.84 | 93157 |
| 249-371-959-000 | PLANNING & ZONING | BUCCILLI GROUP, LLC | PLANS ENG SERV MISC 10/12-10/16/15 | 1449 | 11/18/15 | 1,728.00 | 92985 |
| 249-371-959-000 | PLANNING & ZONING | BUCCILLI GROUP, LLC | ENG CONSULTING PLANS 10/19-10/23/15 | TOW 1469 | 11/18/15 | 2,430.00 | 92985 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc | Invoice | Due Date | Amount | Check # |
|--|---------------------------|----------------------------|---|----------------|----------|-----------|---------|
| 249-371-959-000 | PLANNING & ZONING | BUCCILLI GROUP, LLC | PLANS ENG CONSULTING 10/26-10/30/15 | 1483 | 11/18/15 | 2,160.00 | 92985 |
| | | | Total For Dept 371 371 BUILDING DEPARTMENT | | | 15,074.74 | |
| Total For Fund 249 BUILDING FUND | | | | | | 27,326.44 | |
| Fund 250 DDA OPERATING | | | | | | | |
| Dept 000 | | | | | | | |
| 250-000-826-000 | LEGAL SERVICES | MILLER & MILLER, P.C. | OCTOBER LEGAL SERVICES | 10092015 | 11/18/15 | 1,250.00 | 93115 |
| 250-000-920-000 | UTILITIES | COMCAST | SERVICES OF 11/11-12/13/15 | 06102197244014 | 11/18/15 | 214.46 | 93005 |
| 250-000-920-000 | UTILITIES | DTE ENERGY | PARKING LOT LIGHTS 10/3-11/2/15 | 193884900054 | 11/18/15 | 403.68 | 93026 |
| 250-000-920-000 | UTILITIES | DTE ENERGY | PARKING LOT LIGHTS 10/5-11/13/15 | 194093500016 | 11/18/15 | 135.08 | 93027 |
| 250-000-920-000 | UTILITIES | DTE ENERGY | DDA OFFICE ELECTRIC 10/3-11/2/15 | 194036500057 | 11/18/15 | 85.89 | 93028 |
| 250-000-920-000 | UTILITIES | DTE ENERGY | PARKING LOT LIGHTS 10/2-11/2/15 | 457346800081 | 11/18/15 | 77.37 | 93029 |
| 250-000-920-000 | UTILITIES | DTE ENERGY | PARKING LOT LIGHTS 15500 BEATRICE 10/2-11, 161895800019 | 100929 | 11/18/15 | 313.12 | 93030 |
| 250-000-931-000 | BUILDING MAINTENANCE | HADDIX ELECTRIC | CEE-CLEAN WINDOW CLEANI WINDOW CLEANING 10/22/15 | 7799 | 11/18/15 | 20.00 | 92995 |
| 250-000-931-000 | BUILDING MAINTENANCE | WISNIEWSKI, ANTONIA | DDA OFFICE CLEANING 10/4-10/25/15 | 463752 | 11/18/15 | 60.00 | 93171 |
| 250-000-960-000 | MARKETING/PROMOTIONS | BRENDEL'S SEPTIC TANK SERY | FM PORTABLE TOILET RENTAL 10/18-11/14/15 | 111604 | 11/18/15 | 155.00 | 92982 |
| 250-000-960-000 | MARKETING/PROMOTIONS | HOWELL, MASON | FARMERS MARKET SETUP 6/5-10/30/15 | FARMER MARKET | 11/18/15 | 1,050.00 | 93077 |
| 250-000-960-000 | MARKETING/PROMOTIONS | THE HAYBALL GROUP, LLC | AP FARMER MARKETS MGR 10/2-10/30/15 | 33 | 11/18/15 | 350.00 | 93146 |
| 250-000-962-000 | MISCELLANEOUS | DOWNRIVER PEST CONTROL | PEST CONTROL ON QUANDT ALLEY INSPECTION PEST CONTROL | | 11/18/15 | 260.00 | 93021 |
| 250-000-962-000 | MISCELLANEOUS | MD.E.C. INC | REPAIR OF COMMUNITY SIGN RAM'S HORN | E1502 | 11/18/15 | 1,700.00 | 93106 |
| 250-000-985-000 | CAPITAL OUTLAY | MICHIGAN DEPT. OF TRANSP | ECORSE STREETSCAPE | AP380828 | 11/18/15 | 3,220.36 | 93111 |
| 250-000-997-000 | PAYING AGENT FEES | US BANK | 2005 BOND DEBT AGENCY FEE | 4118415 | 11/18/15 | 150.00 | 93154 |
| Total For Dept 000 | | | | | | 11,664.96 | |
| Total For Fund 250 DDA OPERATING | | | | | | 11,664.96 | |
| Fund 265 DRUG FORFEITURE - FEDERAL | | | | | | | |
| Dept 000 | | | | | | | |
| 265-000-939-000 | VEHICLE MAINTENANCE | BAKER'S GAS & WELDING SUI | CYLINDER RENTAL INVOICE | 09131812 | 11/18/15 | 19.45 | 92971 |
| 265-000-939-000 | VEHICLE MAINTENANCE | BELLE TIRE DISTRIBUTORS | MINT AND PARTS FOR POLICE VEH | 26992007 | 11/18/15 | 1,635.00 | 92975 |
| 265-000-939-000 | VEHICLE MAINTENANCE | GLENDALE AUTO VALUE | SUPPLIES | 359-94674 | 11/18/15 | 96.24 | 93045 |
| 265-000-939-000 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | PARTS FOR VARIOUS DEPTS | 4490486 | 11/18/15 | 66.76 | 93091 |
| 265-000-939-000 | VEHICLE MAINTENANCE | SILVER LINING TIRE | TIRE SERVICES | 27002668 | 11/18/15 | 84.00 | 93140 |
| 265-000-984-000 | COMPUTER EQUIPMENT/SOFTWA | THOMSON REUTERS-WEST | WEST INFORMATION CHARGES 10/1-10/31/15 | 832826642 | 11/18/15 | 147.00 | 93152 |
| Total For Dept 000 | | | | | | 2,048.45 | |
| Total For Fund 265 DRUG FORFEITURE - FEDERAL | | | | | | 2,048.45 | |
| Fund 266 DRUG FORFEITURE - STATE | | | | | | | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number Dept 000 | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|------------------------------------|---|--|---|---------------|----------|-----------|---------|
| 266-000-657-000 | FORFEITED MONIES- STATE&LOCAL WEST SHORE SERVICES | | ANNUAL INSPECTION & MINT OF OUTDOOR W/ 21864 | | 11/18/15 | 1,150.00 | 93168 |
| | | | Total For Dept 000 | | | 1,150.00 | |
| | | | Total For Fund 266 DRUG FORFEITURE - STATE | | | 1,150.00 | |
| Fund 271 LIBRARY Dept 000 | | | | | | | |
| 271-000-728-000 | OFFICE SUPPLIES | BLAKNEY, SANDI | REIMBURSEMENT FOR LIBRARY SUPPLIES | REIMBURSEMENT | 11/18/15 | 132.25 | 92976 |
| 271-000-728-000 | OFFICE SUPPLIES | BLAKNEY,DAN | MIEAGE FOR LIB CONF AT KEN DIST LIBRARY | REIMBURSEMENT | 11/18/15 | 191.94 | 92977 |
| 271-000-728-000 | OFFICE SUPPLIES | NATIONAL PEN CORP. | PENS FOR LIBRARY | 108272084 | 11/18/15 | 2,020.90 | 93118 |
| 271-000-757-000 | OPERATING SUPPLIES | HANNIBAL JENNY | REIMBURSEMENT FOR MILEAGE/PARKINGS TO REIMBURSEMENT | | 11/18/15 | 103.73 | 93056 |
| 271-000-757-000 | OPERATING SUPPLIES | MCKIBBEN, NANCY | MATERIALS FOR HAUNTED LIBRARY | 674204906 | 11/18/15 | 141.89 | 93105 |
| 271-000-827-000 | LIBRARY SERVICES | THE LIBRARY NETWORK | PMT FOR 2 EMAIL ACCOUNTS | 54247 | 11/18/15 | 40.00 | 93147 |
| 271-000-827-000 | LIBRARY SERVICES | THE LIBRARY NETWORK | PMT FOR 6 SCANNERS | 54258 | 11/18/15 | 1,254.00 | 93147 |
| 271-000-827-000 | LIBRARY SERVICES | UNIQUE MANAGEMENT SERV | PLACEMENTS 10/5-10/19/15 | 315921 | 11/18/15 | 98.45 | 93153 |
| 271-000-828-000 | MATERIALS | BAKER & TAYLOR | MATERIALS FOR LIBRARY | 2031265183 | 11/18/15 | 32.36 | 92970 |
| 271-000-828-000 | MATERIALS | BOOK PAGE | PMT FOR 12 MO SUBSCRIPTION | S22227 | 11/18/15 | 300.00 | 92980 |
| 271-000-828-000 | MATERIALS | CENGAGE LEARING INC | LIBRARY SUPPLIES | 56656196 | 11/18/15 | 27.74 | 92996 |
| 271-000-828-000 | MATERIALS | CENGAGE LEARING INC | SUPPLIES FOR LIBRARY | 56644422 | 11/18/15 | 78.72 | 92996 |
| 271-000-828-000 | MATERIALS | CENGAGE LEARING INC | SUPPLIES FOR LIBRARY | 56624594 | 11/18/15 | 44.25 | 92996 |
| 271-000-828-000 | MATERIALS | CENGAGE LEARING INC | SUPPLIES FOR LIBRARY | 56587641 | 11/18/15 | 113.98 | 92996 |
| 271-000-828-000 | MATERIALS | MICHIGAN EDUCATION DIRE | PMT FOR 2016 EDITION | 1421 | 11/18/15 | 29.75 | 93113 |
| 271-000-828-000 | MATERIALS | NINER ERICA | PMT FOR DVD'S | REIMBURSEMENT | 11/18/15 | 257.46 | 93121 |
| 271-000-828-000 | MATERIALS | SCHOLASTIC LIBRARY PUBLIS | ONLINE SUBSCRIPTION | 11456617 | 11/18/15 | 3,890.00 | 93138 |
| 271-000-828-000 | MATERIALS | THE LIBRARY NETWORK | PMT FOR MICH REAL ESTATE 6TH ED | 53129 | 11/18/15 | 45.17 | 93147 |
| 271-000-853-000 | TELEPHONE | AT & T LONG DISTANCE | SERVICE FROM 10/2-10/31/15 | 11182015 | 11/18/15 | 2.63 | 92969 |
| 271-000-920-000 | UTILITIES | ALLEN PARK, CITY OF. | NOV WATER BILL LIBRARY 7/1-10/1/15 | 390AL08100 | 11/18/15 | 377.93 | 92963 |
| 271-000-931-000 | BUILDING MAINTENANCE | COVERALL NORTH AMERICA | COMM CLEANING SERV 11/1-11/30/15 | 1340230185 | 11/18/15 | 835.00 | 93009 |
| | | | Total For Dept 000 | | | 10,018.15 | |
| | | | Total For Fund 271 LIBRARY | | | 10,018.15 | |
| Fund 592 WATER & SEWER Dept 000 | | | | | | | |
| 592-000-050-000 | PREPAID EXPENSE-OTHER | ALLEN PARK PLUMBING & HE SEWER TAP REPAIR AT 6384 BUCKINGHAM ON 2512 | | | 11/18/15 | 4,000.00 | 92962 |
| 592-000-275-000 | 10-WATER | COBB, MALINA LYNN | UB refund for account: 640-MA093-71 | 11/13/2015 | 11/18/15 | 132.13 | 93002 |
| 592-000-275-000 | 10-WATER | FUESTER, BARBARA | UB refund for account: 270-OC156-29 | 11/05/2015 | 11/18/15 | 91.71 | 93041 |
| | | | Total For Dept 000 | | | 4,223.84 | |

Dept 601 601 WATER AND SEWER

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | Check # |
|--------------------|-------------------------------|---------------------------|---|-------------------|----------|------------|---------|
| 592-601-602-000 | PURCHASED WATER | DETROIT WATER & SEWAGE | WATER FOR MONTH OF SEPT | SEPTW/WHOLESALE | 11/18/15 | 199,574.21 | 93014 |
| 592-601-605-100 | DETROIT POLLUTANTS | DETROIT WATER & SEWAGE | POLLUTANT SURCHARGE FORD MODEL | PROG AUGPOLLUTANT | 11/18/15 | 207.30 | 93015 |
| 592-601-643-000 | UTILITIES | AT & T LONG DISTANCE | SERVICE FROM 10/2-10/31/15 | 11182015 | 11/18/15 | 6.71 | 92969 |
| 592-601-643-000 | UTILITIES | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 1,928.03 | 93024 |
| 592-601-667-001 | VEHICLE MAINTENANCE | BAKER'S GAS & WELDING SUI | CYCLERS RENTAL INVOICE | 09131812 | 11/18/15 | 19.45 | 92971 |
| 592-601-667-001 | VEHICLE MAINTENANCE | GLENDALE AUTO VALUE | PARTS FOR 2004 FORD F150 PICKUP | 359-94600 | 11/18/15 | 115.36 | 93045 |
| 592-601-667-001 | VEHICLE MAINTENANCE | GLENDALE AUTO VALUE | PARTS | 359-94731 | 11/18/15 | 48.18 | 93045 |
| 592-601-667-001 | VEHICLE MAINTENANCE | KIMBALL MIDWEST | PARTS FOR VARIOUS DEPTS | 4490486 | 11/18/15 | 66.76 | 93091 |
| 592-601-667-001 | VEHICLE MAINTENANCE | MICHIGAN CAT | PARTS | PD5630197 | 11/18/15 | 7.56 | 93110 |
| 592-601-667-001 | VEHICLE MAINTENANCE | MICHIGAN CAT | SUPPLIES FOR NEW BACK HOE | PD5737759 | 11/18/15 | 136.24 | 93110 |
| 592-601-667-001 | VEHICLE MAINTENANCE | MICHIGAN CAT | SUPPLIES NEW BACK HOE | PD5737760 | 11/18/15 | 164.73 | 93110 |
| 592-601-671-001 | SEWER MAINTENANCE- DPS | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 99006314951OCT | 11/18/15 | 31.58 | 93098 |
| 592-601-671-001 | SEWER MAINTENANCE | USA BLUEBOOK | SEWER TRACING LIQUID DYE | 780750 | 11/18/15 | 123.18 | 93156 |
| 592-601-673-001 | MAIN MAINTENANCE | GREAT LAKES ACE | 18415 SUPPLIES FOR WATER DEPT | 653/416 | 11/18/15 | 28.99 | 93050 |
| 592-601-673-001 | MAIN MAINTENANCE- DPS | LOWE'S | SUPPLIES FOR VARIOUS DEPT 10/2-10/28/15 | 99006314951OCT | 11/18/15 | 87.81 | 93098 |
| 592-601-673-001 | MAIN MAINTENANCE | MICHIGAN BUSINESS & AUCT | SUPPLIES FOR WATER DEPT | 65065 | 11/18/15 | 13.16 | 93109 |
| 592-601-678-002 | STORM/CB MAINTENANCE | DOMINIC GAGLIO CONSTRUC | REMOVE/REPLACE CONCRETE PAVEMENT | PMT 11338 | 11/18/15 | 1,200.00 | 93018 |
| 592-601-678-003 | PAVEMENT REPAIRS | AL'S ASPHALT PAVING CO. | INSTALL ASPHALT WEARING COURSE | CABRINI \ 21912 | 11/18/15 | 856.00 | 92960 |
| 592-601-678-003 | PAVEMENT REPAIRS | BUCCILLI GROUP, LLC | INSP A HASS 10/30/15 | 1482 | 11/18/15 | 594.00 | 92985 |
| 592-601-678-003 | PAVEMENT REPAIRS | DOMINIC GAGLIO CONSTRUC | REMOVE/REPLACE CONC SIDEWALK | WATER FU 11336 | 11/18/15 | 2,234.15 | 93018 |
| 592-601-678-003 | PAVEMENT REPAIRS | DOMINIC GAGLIO CONSTRUC | REM/REP CONCRETE PAVEMENT | 11342 | 11/18/15 | 2,001.60 | 93018 |
| 592-601-678-003 | PAVEMENT REPAIRS | DOMINIC GAGLIO CONSTRUC | CONCRETE PAVEMENT | 11348 | 11/18/15 | 1,195.20 | 93018 |
| 592-601-678-004 | CROSS CONNECTION PROGRAM | HYDRO DESIGNS, INC. | CROSS CONN CONTROL PROG/RPT SERV | 00374020-IN | 11/18/15 | 1,935.00 | 93081 |
| 592-601-722-100 | RETIREMENT CONTRIBUTION - DB- | PNC INSTITUTIONAL INV. | -BAF PENSION CONTRIBUTION FOR NOV 2015 | NOVEMBER 2015 | 11/18/15 | 16,154.31 | 93128 |
| 592-601-826-000 | CITY ATTORNEY | THE PLATO LAW FIRM | PROF SERV " LISA MALTA" FEB-MARCH 2015 | 4775 | 11/18/15 | 120.00 | 93148 |
| 592-601-826-000 | CITY ATTORNEY | THE PLATO LAW FIRM | PROF SERVICES CHRISTENSEN FEB-MARCH 201 | 4774 | 11/18/15 | 510.20 | 93148 |
| 592-601-900-000 | PRINTING & PUBLISHING | US POSTAL SERVICE | WINTRE 2015 TAX BILLS POSTAGE REFILL | POSTAGE REFILL | 11/18/15 | 4,000.00 | 93155 |
| 592-601-940-500 | FAIRLANE/INDEPNCE MKT STATIO | SECURITY CENTRAL PROTECT | BURG FIRE HOLDUP,RADIO CELL BACK UP | 2147481 | 11/18/15 | 37.95 | 93139 |
| 592-601-986-000 | CAPITAL OUTLAY-SEWERS | WADE-TRIM/ASSOCIATES, IN | PROF SERV 8/2-8/30/15 REMA REPAIRS PUMP | 2004069 | 11/18/15 | 1,645.70 | 93160 |
| 592-601-986-000 | CAPITAL OUTLAY-SEWERS | WADE-TRIM/ASSOCIATES, IN | PROF SERV 8/2-8/30/15 FEM A REPAIRS RETEN | 2004070 | 11/18/15 | 239.00 | 93160 |
| 592-601-987-100 | CAPITAL OUTLAY - SAW GRANT | CDW GOVERNMENT, INC. | SERVICES FOR DPS BASIN: SAW GRANT | 8812700 | 11/18/15 | 627.12 | 92994 |
| 592-601-987-100 | CAPITAL OUTLAY - SAW GRANT | BITTER GIS INC | WORKFLOW DOCUMENTATION | 2015-0114 | 11/18/15 | 10,800.00 | 93135 |
| | | | Total For Dept 601 601 WATER AND SEWER | | | 246,709.48 | |
| Dept 603 603 BASIN | | | | | | | |
| 592-603-722-100 | RETIREMENT CONTRIBUTION - DB- | PNC INSTITUTIONAL INV. | -BAF PENSION CONTRIBUTION FOR NOV 2015 | NOVEMBER 2015 | 11/18/15 | 13,461.88 | 93128 |
| 592-603-853-000 | TELEPHONE | AT & T | SERVICES FROM 11/1-11/30/15 | 11182015 | 11/18/15 | 631.24 | 92968 |
| 592-603-853-000 | TELEPHONE#BASIN PUMP-DPW T | VERIZON WIRELESS | SERVICES 10/2-11/01/15 | 975464738 | 11/18/15 | 313.45 | 93157 |
| 592-603-853-000 | TELEPHONE#BASIN PUMP-DPW T | VERIZON WIRELESS | SERVICES FOR BASIN 9/24-10/23/15 | 9754462762 | 11/18/15 | 50.15 | 93157 |
| 592-603-920-000 | UTILITIES | DTE ENERGY | SERVICES FROM 10/2-11/2/15 | 11182015 | 11/18/15 | 3,291.95 | 93024 |
| 592-603-920-000 | UTILITIES | DTE ENERGY | SERVICES 10/5-11/03/15 | 11182015 | 11/18/15 | 59.72 | 93032 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF ALLEN PARK
 EXP CHECK RUN DATES 11/18/2015 - 11/18/2015
 JOURNALIZED
 PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc | Invoice | Due Date | Amount | Check # |
|-----------|----------------|--------|-------------------------------------|---------|----------|---------------------|---------|
| | | | Fund 271 LIBRARY | | | 10,018.15 | |
| | | | Fund 592 WATER & SEWER | | | 270,101.36 | |
| | | | Fund 701 TRUST AND AGENCY | | | 2,570.14 | |
| | | | Fund 703 SCHOOL AND COUNTY TAX FUND | | | 457,975.62 | |
| | | | Total For All Funds: | | | <u>1,597,448.74</u> | |

A2

11/12/2015

Departmental Hours and Gross Summary by Rate Report
For 10/30/2015 TO 11/12/2015

| Pay Code ID | Rate | Reg Hours | Reg Gross |
|--------------------------------|------|-----------|----------------|
| Department: 101 215 | | | CITY CLERK |
| Department Totals for: 101 215 | | | |
| REGULAR | | 202.00 | 4,517.40 |
| Totals: | | 202.00 | 4,517.40 |
| Department: 101 221 | | | ADMINISTRATION |
| Department Totals for: 101 221 | | | |
| ALLOWANCE | | 0.00 | 230.78 |
| MEDICAL REFUND | | 0.00 | 200.00 |
| REGULAR | | 264.00 | 7,286.46 |
| Totals: | | 264.00 | 7717.24 |
| Department: 101 225 | | | ASSESSING |
| Department Totals for: 101 225 | | | |
| REGULAR | | 63.00 | 1,903.86 |
| SICK APPOINTEE | | 7.00 | 211.54 |
| Totals: | | 70.00 | 2115.40 |
| Department: 101230 | | | FINANCE |
| Department Totals for: 101230 | | | |
| COMP | | 2.50 | 35.90 |
| REGULAR | | 199.25 | 5,125.00 |
| Totals: | | 201.75 | 5160.90 |
| Department: 101253 | | | TREASURER |
| Department Totals for: 101253 | | | |
| REGULAR | | 70.00 | 1,558.20 |
| Totals: | | 70.00 | 1,558.20 |
| Department: 101305 | | | POLICE |
| Department Totals for: 101305 | | | |
| MEDICAL REF 2WK | | 0.00 | 92.30 |
| MEDICAL REFUND | | 0.00 | 600.00 |
| MINIMUM | | 42.00 | 1,273.12 |
| OVER TIME | | 207.50 | 9,217.22 |
| PERS CLERICAL | | 0.50 | 7.60 |

| | | |
|----------------|----------|-----------|
| POL STEPUP | 0.00 | 233.33 |
| REGULAR | 3,208.97 | 89,295.84 |
| VAC APPOINT PF | 8.00 | 341.01 |
| Totals: | 3466.97 | 101060.42 |

Department: 101340 FIRE

Department Totals for: 101340

| | | |
|-----------------|----------|-----------|
| DOUBLE TIME | 2.00 | 92.80 |
| FIRE STEP UP | 0.00 | 106.15 |
| MEDICAL REF 2WK | 0.00 | 184.60 |
| OVER TIME | 110.00 | 3,781.76 |
| REGULAR | 2,462.40 | 58,527.36 |
| VAC APPOINT PF | 16.00 | 666.25 |
| Totals: | 2590.40 | 63358.92 |

Department: 101445 DEPARTMENT OF PUBLIC SERVICE

Department Totals for: 101445

| | | |
|----------------|--------|-----------|
| CALL OUT | 12.00 | 217.56 |
| DOUBLE TIME | 26.00 | 1,133.18 |
| MEDICAL REFUND | 0.00 | 600.00 |
| OVER TIME | 20.00 | 700.92 |
| REGULAR | 537.00 | 10,422.70 |
| SICK CLER ERI | 15.00 | 265.35 |
| SICK SVC ERI | 5.50 | 76.23 |
| SICK SVC MAINT | 22.00 | 509.96 |
| STANDBY | 30.00 | 654.00 |
| STEP UP | 120.00 | 3,496.80 |
| STEP UP CO | 4.00 | 116.56 |
| VAC CL ERI | 7.50 | 132.68 |
| VAC SVC MAINT | 168.00 | 4,688.64 |
| Totals: | 967.00 | 23014.58 |

Department: 101707 PARKS & RECREATION

Department Totals for: 101707

| | | |
|---------|--------|----------|
| REGULAR | 332.25 | 5,421.71 |
| Totals: | 332.25 | 5,421.71 |

Department: 101751 COMMUNITY CENTER

Department Totals for: 101751

| | | |
|---------|--------|----------|
| REGULAR | 866.50 | 8,296.24 |
| Totals: | 866.50 | 8,296.24 |

Department: 249371 BUILDING DEPARTMENT

Department Totals for: 249371

| | | |
|-----------------|--------|----------|
| MEDICAL REF 2WK | 0.00 | 92.30 |
| MEDICAL REFUND | 0.00 | 200.00 |
| REGULAR | 350.25 | 8,010.80 |
| Totals: | 350.25 | 8303.10 |

Department: 250000 D.D.A.

Department Totals for: 250000

| | | |
|---------|-------|----------|
| REGULAR | 70.00 | 2,621.59 |
| Totals: | 70.00 | 2,621.59 |

Department: 271000 LIBRARY

Department Totals for: 271000

| | | |
|---------|--------|-----------|
| REGULAR | 865.25 | 12,425.05 |
| Totals: | 865.25 | 12,425.05 |

Department: 592601 WATER DEPARTMENT

Department Totals for: 592601

| | | |
|----------------|--------|-----------|
| COMP | 7.50 | 132.68 |
| DOUBLE TIME | 5.00 | 237.10 |
| MEDICAL REFUND | 0.00 | 400.00 |
| OVER TIME | 20.00 | 625.68 |
| REGULAR | 631.50 | 13,262.29 |
| SICK CLER ERI | 7.50 | 132.68 |
| SICK SVC ERI | 12.50 | 233.45 |
| STANDBY | 30.00 | 765.60 |
| VAC APPOINTEE | 14.00 | 538.46 |
| VAC SVC MAINT | 32.00 | 758.72 |
| Totals: | 760.00 | 17086.66 |

Department: 592603 WATER DEPARTMENT - BASIN

Department Totals for: 592603

| | | |
|-----------|--------|----------|
| CALL OUT | 8.00 | 197.52 |
| OVER TIME | 8.00 | 296.28 |
| REGULAR | 160.00 | 3,950.40 |
| STANDBY | 20.00 | 493.80 |
| Totals: | 196 | 4938.00 |

Grand Totals:

| | | |
|---------|-----------|------------|
| REGULAR | 10,282.37 | 232,624.90 |
| COMP | 10.00 | 168.58 |

| | | |
|-----------------|--------|-----------|
| MEDICAL REFUND | 0.00 | 2,000.00 |
| OVER TIME | 365.50 | 14,621.86 |
| PERS CLERICAL | 0.50 | 7.60 |
| SICK CLER ERI | 22.50 | 398.03 |
| VAC CLERI | 7.50 | 132.68 |
| CALL OUT | 20.00 | 415.08 |
| DOUBLE TIME | 33.00 | 1,463.08 |
| MINIMUM | 42.00 | 1,273.12 |
| POL STEPUP | 0.00 | 233.33 |
| FIRE STEP UP | 0.00 | 106.15 |
| SICK APPOINTEE | 7.00 | 211.54 |
| VAC APPOINTEE | 14.00 | 538.46 |
| SICK SVC ERI | 18.00 | 309.68 |
| STANDBY | 80.00 | 1,913.40 |
| MEDICAL REF 2WK | 0.00 | 369.20 |
| ALLOWANCE | 0.00 | 230.78 |
| VAC APPOINT PF | 24.00 | 1,007.26 |
| STEP UP | 120.00 | 3,496.80 |
| SICK SVC MAINT | 22.00 | 509.96 |
| STEP UP CO | 4.00 | 116.56 |
| VAC SVC MAINT | 200.00 | 5,447.36 |

R1

MEMO

TO: Mark Kibby, Bob Cady
FROM: Pat Hawkins
DATE: November 9, 2015
CC:
RE: Zamboni

As you are aware, the current budget includes \$40,000 annually (for the next 3 years) for a Zamboni at the ice arena.

As you are also aware, the arena was recently evacuated by the fire department because of air quality concerns. The issues were defined and identified as being caused by the Zamboni and the ice edger. The Zamboni we use today was originally a gasoline model that has been converted to propane. According to our historians, our best guess is that the current Zamboni was originally ordered in the late 1990's. This machine was adjusted and is compliant with air quality standards. The edger however is comparable to an old lawn mower engine and is the regular cause for our air quality issues. The normal life expectancy of a Zamboni is approximately 12-15 years. Zamboni has also been awarded a national bid contract through NJPA. The cost for a new Zamboni ice re-surfacer and Electric rechargeable ice edger through NJPA is

| | | |
|----------|---|---|
| LPG | - | \$100,637.50 plus freight (approximately \$4,500) |
| Electric | - | \$132,075.20 plus freight (approximately \$4,500) |

Financing costs at 5% will total approximately \$6,500 for the LPG model for a total cost of approximately \$111,637.50 over three years.

I am requesting Council accept the national NJPA bid award and approve the purchase of a new LPG Model Zamboni 546 Ice Re-surfacer and Electric Rechargeable EZIII edger from Zamboni USA for an amount not to exceed the budgeted amount of \$120,000 over 3 years.

Funds have been budgeted and are available in Acct #101-751-985.000.

City of Allen Park

Fire Department

6730 Roosevelt, Allen Park, Michigan 48101
PHONE: 313-928-1103 FAX: 313-928-6377

Deputy Chief/Fire Marshal Edward Cann
NFPA Certified Fire Inspector
EMS Coordinator

E-Mail ecann@cityofallenpark.org
Web: www.cityofallenpark.org



November 9, 2015

Dear Mr. Hawkins,

Thank you for taking all of the steps necessary to make your building safe after the recent high CO level event late last month. As you know, upon my recent visit to your facility, I found "0" CO levels throughout the building, even when standing within ten feet of the Zamboni running at high rpm with doors closed.

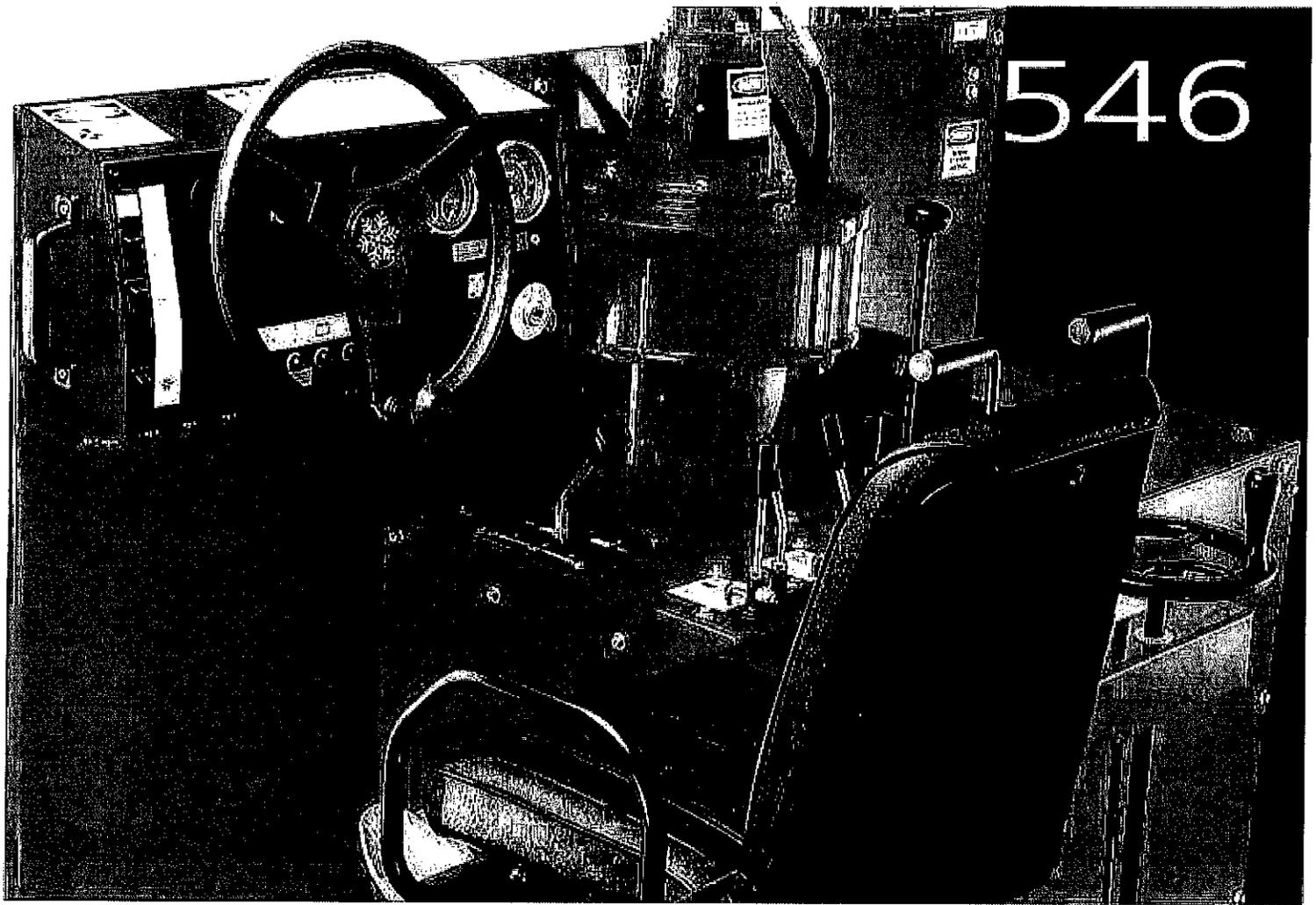
Also appreciated are the log entries you and your staff have been making re: CO levels, the tune up on the Zamboni, and the training regarding usage of the air circulation system.

However, we both agree that it is absolutely necessary to IMMEDIATELY replace the gas-powered ice edger that emits both irritating odors and high levels of CO when it is running with a zero emission electric ice edger, in the name of safety, and should be done within 30 days.

Should you have any questions, please feel free to call me.

Sincerely,

D.C. Edward Cann
Allen Park Fire Department



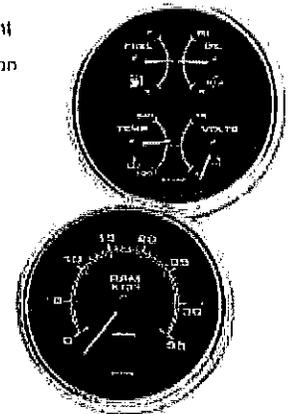
Discover why Zamboni is the overwhelming choice
for ice rink operators throughout the world.

The 546 is simple to drive and very easy to operate

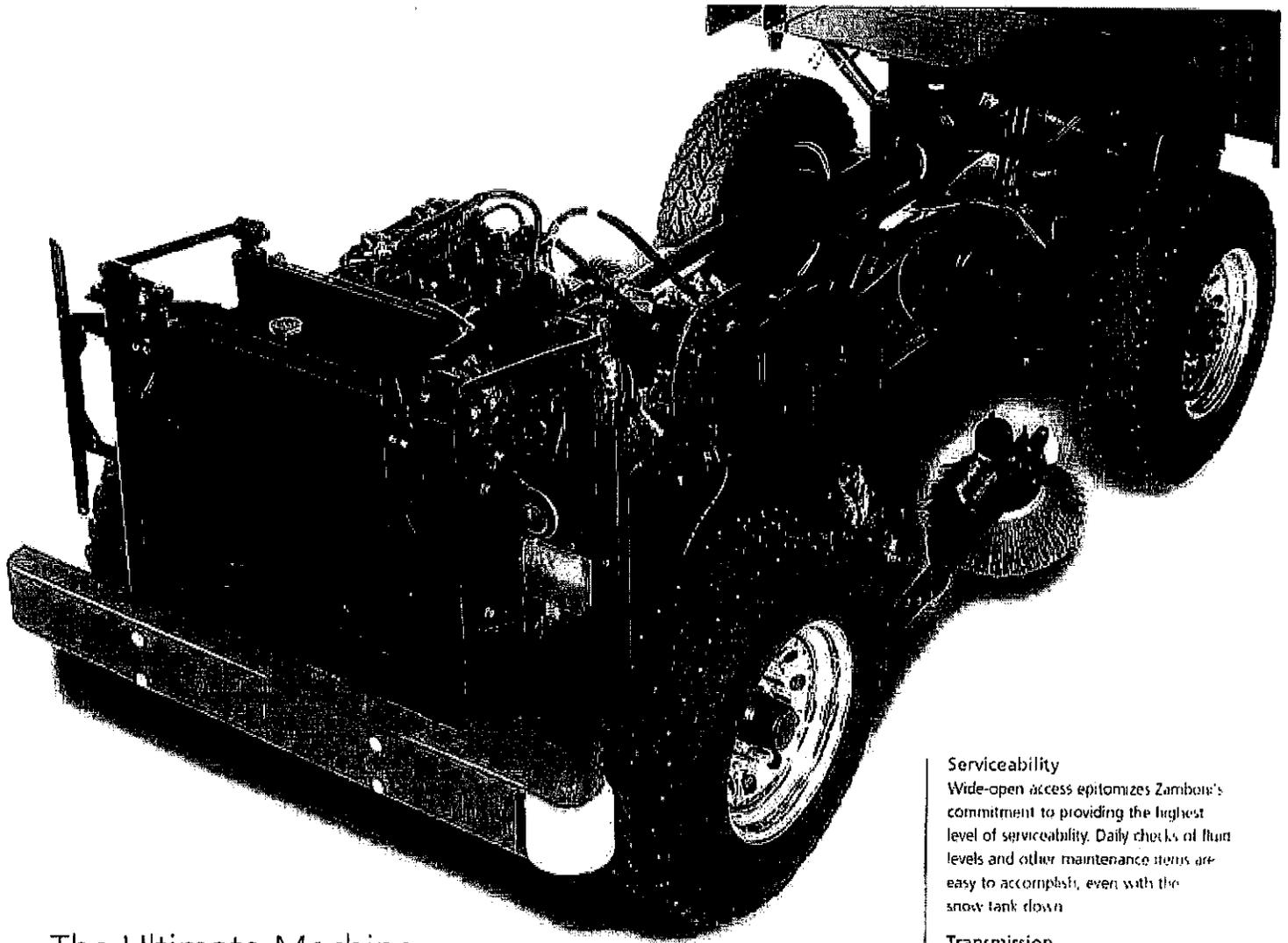
The ergonomically designed operator's compartment has controls and gauges placed for ease of operation and optimal visibility during the resurfacing process. Operation of the machine is made easier with an electronic governor and familiar automobile-style foot controls.

The hydrostatic transmission offers unmatched power at any speed. The smaller, more efficient engine consumes less fuel and provides a cleaner arena environment.

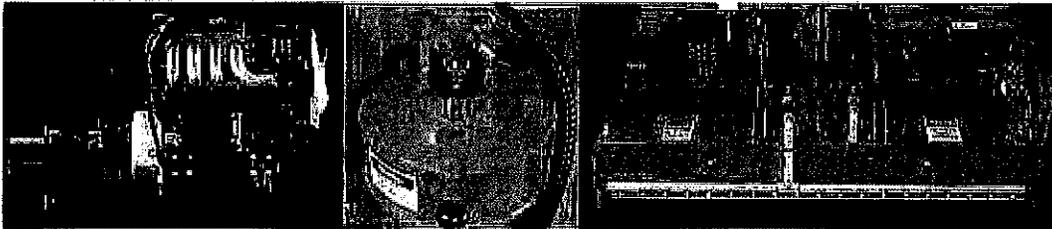
The 546 has it all—reliability, performance and handling.



ZAMBONI[®]
Nothing else is even close.



The Ultimate Machine



Our engine and hydrostatic transmission enable the 546 to use a smaller, more efficient engine which provides significant fuel savings.

Zamboni ice resurfacers have a well-deserved reputation for producing the finest sheet of ice using our unique down pressure system.

Serviceability

Wide-open access epitomizes Zamboni's commitment to providing the highest level of serviceability. Daily checks of fluid levels and other maintenance items are easy to accomplish, even with the snow tank down.

Transmission

Continuously variable hydrostatic pump and motor are axial-piston type. Provides superior on-ice power with maximum drawbar pull even at low speeds. Full hydro-dynamic braking.

Drivetrain

Four wheel drive. Rugged Dana Spicer® axles offer the industry's highest manufacturer approved capacities. Front 4300 lbs. (1950 kg) Rear 6400 lbs. (2903 kg)

Hydraulics

Powerful double pump for the vertical and horizontal augers delivers strong conveyor performance. Hydraulic down pressure provides superior shaving results. Direct shaft driven "piggy-back" mount for trouble-free service. High quality 10 and 20 micron filters are easy to access.

Construction

Strong 2" x 5" all-welded steel tubing Zamboni chassis. Chassis/axle combination is the key to the 546 having a 10' turning radius - a full 3' tighter than most other machines. High quality primer used throughout. Rust-free polyethylene ice making water tank with easy access cover is standard.

Zamboni Inc. is the manufacturer of all the Zamboni® series of ice resurfacers. For more information, please contact Zamboni Inc. at 1-800-368-2711.

ZAMBONI

Zamboni USA

Frank J. Zamboni & Co., Inc.
15714 Colorado Ave., Paramount, CA USA 90723-4211
Phone (562) 633-0751 Fax (562) 633-9365

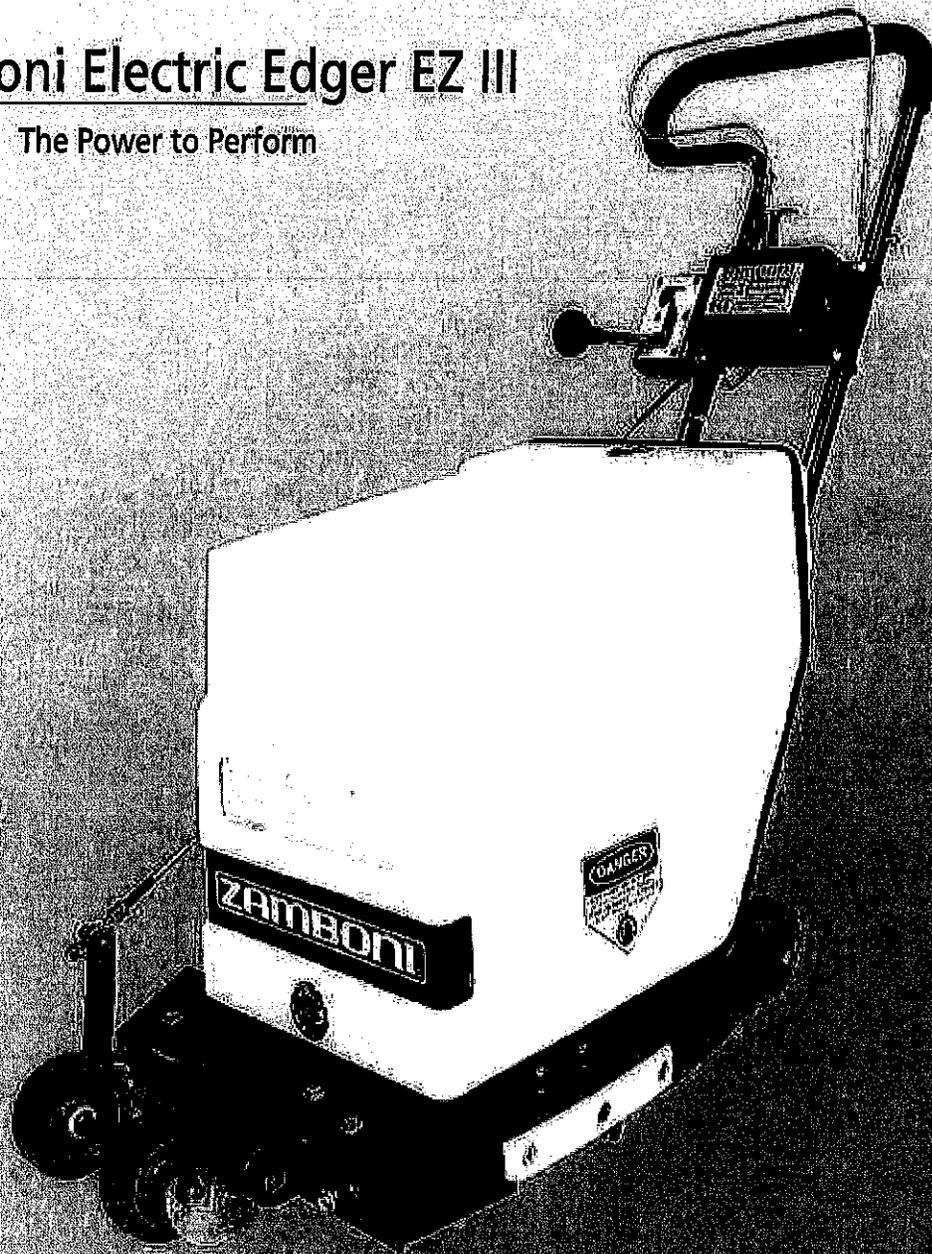
Zamboni Canada Zamboni Europe

Zamboni Company Ltd
38 Morton Ave. East, Box 1388, Brantford, ON Canada N3T 5T6
Phone (519) 758-5000 Fax (519) 758-0500

www.zamboni.com

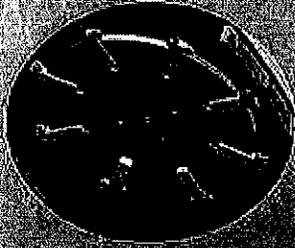
Zamboni Electric Edger EZ III

The Power to Perform

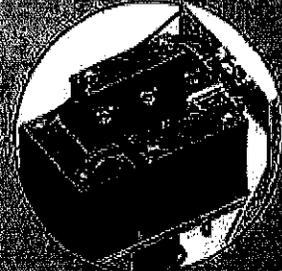


ZAMBONI
Nothing else is even close.

Get an edge with these features:



Wide 14-inch (356mm) cut includes eight-sided cutters.



Powered by three 12V batteries for zero emissions and quiet operation.



- 1) 36 volt, 100 amp continuous electrical system.
- 2) Powerful 6.5 HP (4.8 kW) electric motor at 36 volts.
- 3) Wide 14-inch (356mm) cut includes eight-sided cutters that last longer and reduce replacement time and cost.
- 4) Contoured snow chute directs snow toward center of ice, away from the boards and operator. Replaceable board guide is standard.
- 5) Heavy duty steel plate body and runners provide stable "wander-free" control. Baked-on powder paint and zinc electroplating is used throughout for corrosion protection.
- 6) Rubber wheels raise the machine up for transport away from the ice.
- 7) Motor and depth controls are located on the handle near the operator. Plastic bushings and spherical bearings ensure trouble-free operation.
- 8) 12 volt absorbent glass mat batteries approved for air, ground, or water transport.
- 9) Weight: 250 pounds (113 kg) including batteries.

ZAMBONI®

Zamboni USA

Frank J. Zamboni & Co., Inc.
15714 Colorado Ave., Paramount, CA USA 90723-4211
Phone (562) 633-0751 Fax (562) 633-9365

Zamboni Canada

38 Morton Ave. East, Brantford, ON Canada N3T 5T6
Phone (519) 758-5000 Fax (519) 758-0500

Zamboni Europe

Eigentalstrasse 1, Box 123, CH-8309 Nuerensdorf, Switzerland
Phone +41 44 837 01 91 Fax +41 44 837 01 80

Zamboni Web Site

www.zamboni.com

This brochure has been prepared only as a general guide to the customer. Every effort has been made to insure that all information is correct at the time of printing. Zamboni reserves the right to change prices, colors, materials, specifications, and models. Some features described, or shown, may be optional at extra cost. Some options are required in combination with other options. ZAMBONI and the configuration of the Zambonia ice resurfacer are registered trademarks of Frank J. Zamboni & Co., Inc.

R2



**City of Allen Park
State of Michigan**

Christine Jahns
Deputy Assessor
cjahns@cityofallenpark.org

16850 Southfield Road
Allen Park, MI 48101
(P) 313-928-2124

November 6, 2015

To: Mayor and Council

From: Christine Jahns, Deputy Assessor

Re: Apex Sketch Project

Attached is the quote to start the digitalization of the parcels to be loaded into the BS&A software. This project was incorporated into the approved 2015-2016 budget under appraisal/assessing services (101-225-801.000). The sketch creation process includes creating a digital sketch from scanned hand drawn field sheets and then converting and attaching them to the parcel record.

The cost is \$2.00 per record with approximately 12,500 records to convert. Staff anticipates this project to be completed by the end of the fiscal year (6/2016). The proposal from apex is attached for your review and consideration. The completion and this project will greatly enhance the abilities of the assessing department and bring it up to date with current Technologies.

Thank you!
Christine Jahns / Assessing Dept



Apex Software Services Proposal – City of Allen Park, MI Paper-to-Digital

Paper to Digital-Sketch Creation

Apex will provide sketch creation services to Customer. The sketch creation process includes creating an Apex sketch from scanned images provided by the Customer. An analyst will review the dimensions in the hand drawn sketch, and the corresponding area calculations, in effort to generate an accurate representation of the sketch in the Apex Software. There may be calculation variances between the hand drawn sketch and the Apex sketch. The Apex deliverable will include the Apex sketch and a corresponding JPG image of the Apex sketch.

Data entry rules:

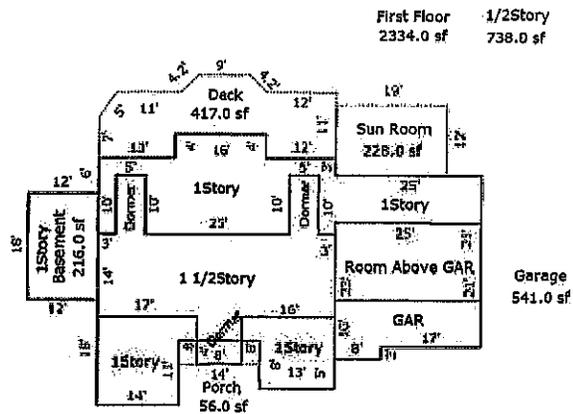
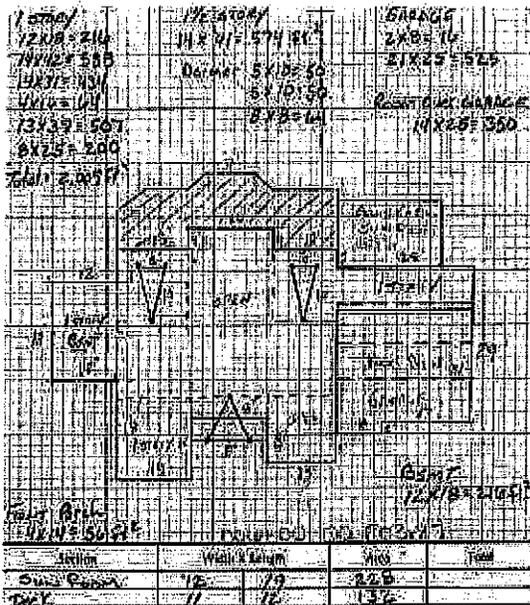
- Scale = 20 ft per inch
- Auto-post Area Name and SF
- Font size for Area Name and SF labels = 12 pt (or smaller if needed to fit)
- Font size for Dimensions = 10 pt
- Dimensions should go inside the sketch
- No transfer of text notes on PDF
- The sketches will be named as per the handwritten number on the sketch, for example:



will be sketch name 006-00 00 003.87

Example of scanned property record card:

Example of completed Apex sketch:



Paper to Digital - Fees

Paper to Digital

12,500 +/- sketches

\$2.00 each

R3



City of Allen Park
State of Michigan

Christine Jahns
Deputy Assessor
cjahns@cityofallenpark.org

16850 Southfield Road
Allen Park, MI 48101
(P) 313-928-2124

November 16, 2015

To: Mayor and Council

From: Christine Jahns, Deputy Assessor

Re: **Pictometry Project**

Please see the attached estimates for Pictometry Imagery and Change Detection. This project was incorporated into the approved 2015-2016 budget under appraisal/assessing services (101-225-801.000). Since Dearborn is planning to fly this spring, and there is some overlap on the sectors that need to be flown, they are able to pass along some cost savings to Allen Park by leveraging the overlap sectors. We will receive 16 total sectors of imagery, but only 10 of those will incur the full sector cost (savings of \$3,570)

The **Pictometry Imagery** includes a muni level Connect account for 3 years, which is their web based platform and includes standalone full function web applications that integrate with our GIS data and BS&A's Assessing.net application.

The imagery quote of \$10,802 can be invoiced over the 3 year term, so roughly \$3600 a year for 3 years for the imagery and web platform access.

The **Change Detection** includes them mapping all structures over 150 sq ft and then comparing them to new imagery and categorizing them.

The Change Detection quote of \$9,584.25 is invoiced a little different than the imagery, in that it is 25% due at signing and then the balance due at delivery.

Staff anticipates this project to be completed by the end of the fiscal year (6/2016).

The proposal from Pictometry is attached for your review and consideration. The completion and this project will greatly enhance the abilities of the assessing department and bring it up to date with current Technologies.



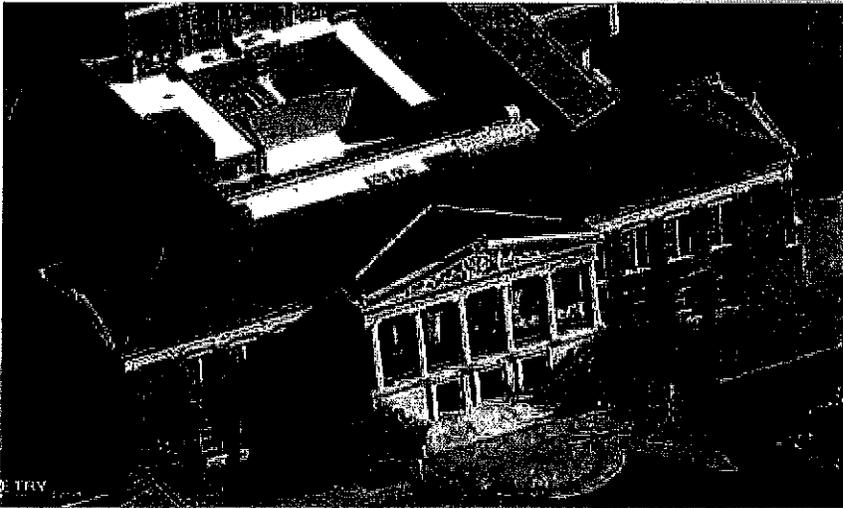
Budget Proposal

Proposal for: City of Allen Park
 Project Name: Oblique Imagery
 Contract Term: 3 Years
 Number of Flights: 1
 Targeted Capture: Spring 2016

Pictometry Rep: Brian Kienle
 Phone Number: (614) 323-5099
 Email: brian.kienle@pictometry.com
 Date: 10/29/2015
 Expiration Date: 12/28/2015

| <u>Single-Flight Summary</u> | |
|------------------------------|--------------------|
| Flight Cost: | \$10,802.00 |
| Project Total: | \$10,802.00 |

Traditional 3" Neighborhood Imagery



Example of 3" high resolution imagery

This quote is non-binding, creates no legal rights, duties or obligations, expressed or implied, on either party, and shall become binding only in the event that Pictometry and Customer enter into a definitive agreement incorporating it. The pricing quoted above does not reflect applicable taxes, which will be reflected in any resulting definitive agreement with Customer. This quote is valid until the date shown above, after which it expires. All Discounts are approximate.



Single-Flight Details

Proposal for: City of Allen Park
 Project Name: Oblique Imagery
 Contract Term: 3 Years
 Number of flights: 1

Pictometry Rep: Brian Klenle
 Date: 10/29/2015
 Expiration Date: 12/28/2015
 Targeted Capture: Spring 2016

Traditional Imagery

| Sq. Miles/Qty. | Product Name | List Price | Discount | Subtotal |
|-----------------------|---------------------------------------|------------|----------|-------------------|
| 10 | 3" Neighborhood | \$595.00 | | \$5,950.00 |
| 16 | 3" Neighborhood JPG Tile | \$20.00 | | \$320.00 |
| 1 | Individual 3" Area Wide Mosaic, MrSID | \$32.00 | | \$32.00 |
| Imagery Total: | | | | \$6,302.00 |

Products

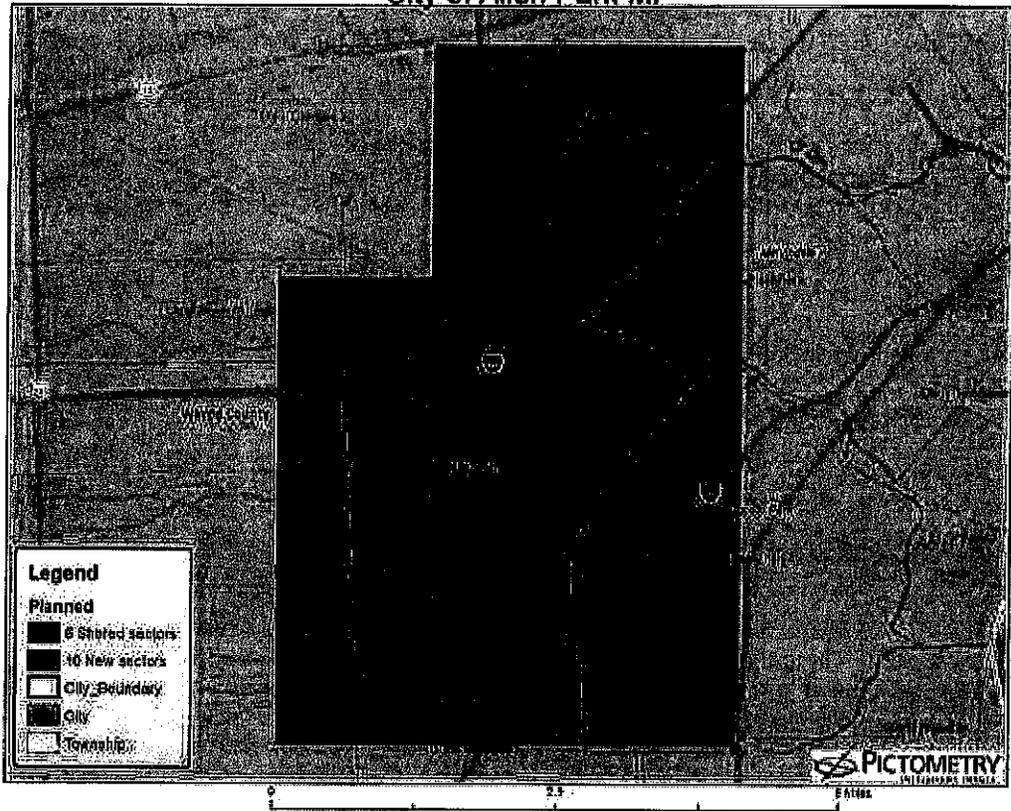
| Qty | Product Name | List Price | Discount | Subtotal |
|------------------------|---------------------|------------|----------|-------------------|
| 3 | Connect 50 (Annual) | \$2,000.00 | 25% | \$4,500.00 |
| 1 | Hard Drive, 1 TB | \$199.00 | 100% | \$0.00 |
| Products Total: | | | | \$4,500.00 |

Project Total: \$10,802.00

Proposal for: City of Allen Park
 Project Name: Oblique Imagery
 Contract Term: 3 Years
 Number of Flights: 1

Pictometry Rep: Brian Klenle
 Date: 10/29/2015
 Expiration Date: 12/28/2015
 Targeted Capture: Spring 2016

City of Allen Park MI



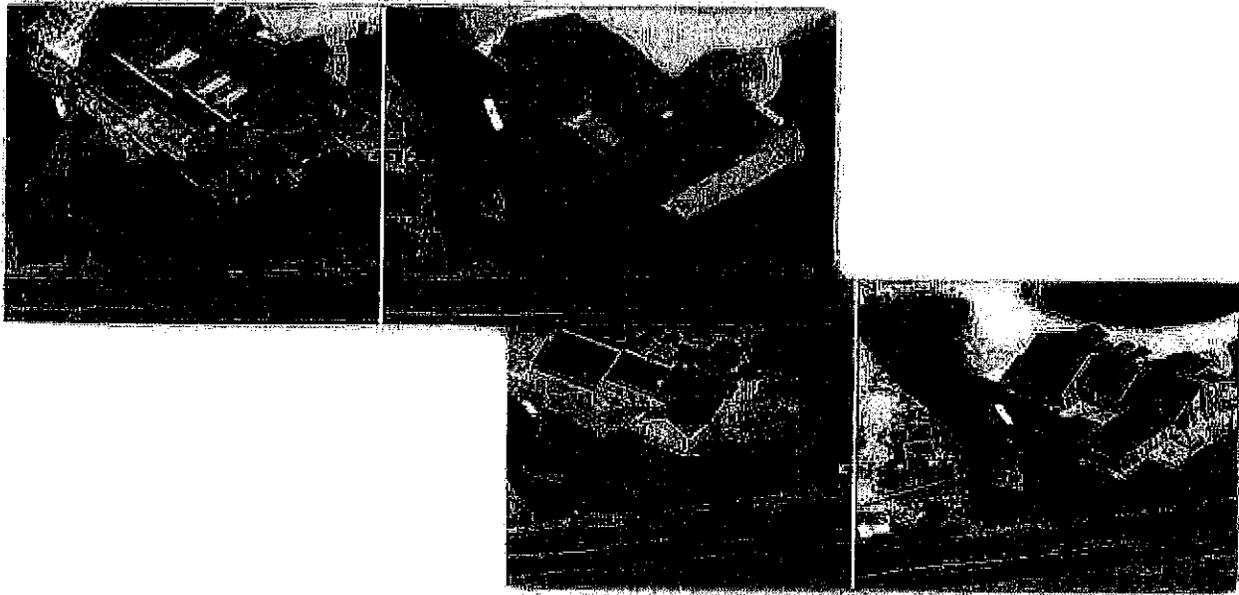
Proposal for: City of Allen Park
 Project Name: Change Detection
 Contract Term: 1 Year
 Number of Flights: 1

Pictometry Rep: Brian Klenke
 Date: 10/29/2015
 Expiration Date: 12/28/2015
 Targeted Capture: Spring 2016

| Number of Parcels | Analysis Type | List Price | Subtotal |
|-------------------|-----------------------------|------------|------------|
| 12,779 | Change Detection & Outlines | \$0.75 | \$9,584.25 |
| 0 | PoolFinder | \$0.00 | \$0.00 |

Total ChangeFindr Project Estimate: \$9,584.25

*After the first flight in a Multi-Flight deal all other ChangeFindr Projects will be
 Analysis Only at the following price per flight: \$5,111.60



The following structures of 150 square feet or larger and 5 pixels wide or larger (based on imagery with 12 inch GSD or better) are targeted by the ChangeFindr process:

- * Residential, Commercial and Industrial Buildings
- * Attached Decks and Porches with a roof or railing
- * Isolated Garages, Mobile Homes and Sheds
- * Greenhouses and Silos
- * Other features with a roof

Deliverables Available With ChangeFindr Project

- * Building Outlines: An ESRI File Geodatabase containing building outlines as a polygon feature class
- * Length of Buildings: A polyline shapefile including the lengths of building sides
- * Regional Status Report: Shows statistical information by region as defined by customer
- * Regional Status Report: Shows statistical information by region as defined by customer

Ry

SENATE BILL No. 350

May 21, 2015, Introduced by Senators HOPGOOD and GREGORY and referred to the Committee on Local Government.

A bill to amend 1974 PA 57, entitled

"An act relating to the sport of racing and carrier pigeons; authorizing the flying of such pigeons; and providing for regulation thereof by cities, villages, townships, and counties,"

by amending section 2 (MCL 433.352).

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

SENATE BILL No. 350

1 Sec. 2. (1) The department shall issue a carrier pigeon permit
2 to the owner of carrier pigeons who complies with the following
3 requirements:

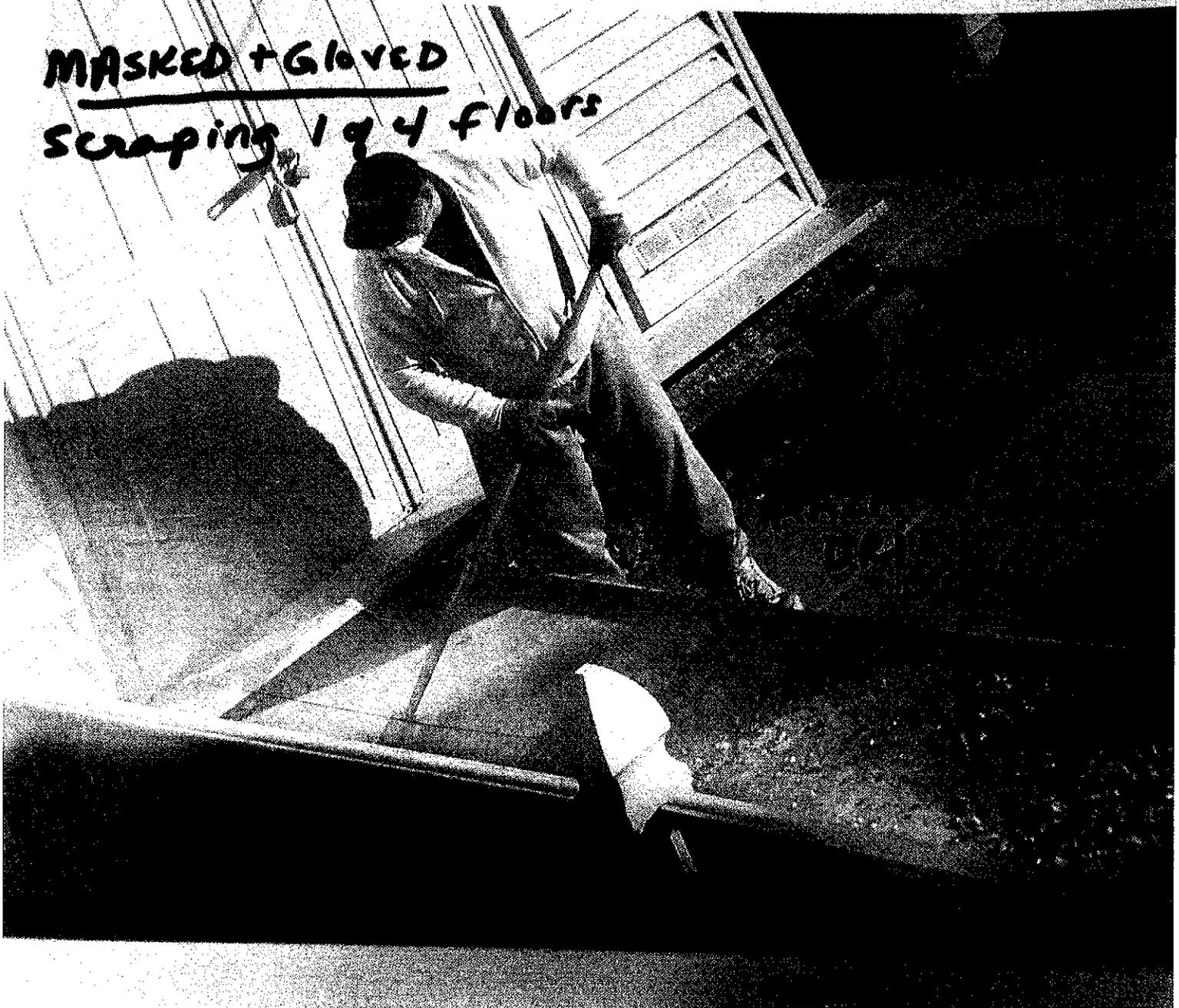
4 (A) THE KEEPING OF CARRIER PIGEONS IS IN COMPLIANCE WITH THE
5 REGULATIONS AND ORDINANCES OF THE CITY, VILLAGE, TOWNSHIP, OR
6 COUNTY IN WHICH THEY WILL BE LOCATED.

7 (B) ~~(a)~~ The loft is found on inspection to be in compliance
8 with regulations prescribed by the department, ~~and~~ is maintained in
9 a clean ~~AND~~ orderly condition, and IS kept in good repair.

1 (C) ~~(b)~~ The construction of a loft complies with the building
2 . code regulations of the city, village, township, or county in which
3 it is erected.

4 (2) ~~The requirements of zoning regulations relating to~~
5 ~~restrictions on the location of stables and poultry enclosures~~
6 ~~shall not apply to a loft for which a permit has been issued. A~~
7 CITY, VILLAGE, TOWNSHIP, OR COUNTY SHALL NOT ENACT AN ORDINANCE
8 THAT PROHIBITS THE KEEPING OF CARRIER PIGEONS.

MASKED + GLOVED
Scraping 194 floors



MASKED + GLOVED
Scraping 1 of 4 floors





Fence Line

Birds are 28 inches from our view

11
Pigeon Camp - 10110
Shed





**City of Allen Park
State of Michigan**

RS

Mark A. Kibby
City Administrator
mkibby@cityofallenpark.org
(P) 313-928-1883

16630 Southfield Road
Suite 3100
Allen Park, MI 48101

To: Mayor and City Council
From: Mark A. Kibby, City Administrator
Date: November 20, 2015
Re: Street Administrator

With the results of the recent election, the City has a vacancy in the position of Street Administrator, as that position was held by Councilman Hayes. Given some of the complexity of the position requirements and required timeliness in dealing with Michigan Department of Transportation (MDOT), I would request that I be appointed to serve in that capacity.

At this time, I am requesting that the Mayor and City Council appoint Mark A. Kibby as the Street Administrator for the City of Allen Park, pursuant to the MDOT Resolution for Designation of Street Administrator.

Thank you for your consideration on this matter.

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the _____ day of _____

| | | |
|-----------------------------------|---------------|--------------|
| CITY OR VILLAGE CLERK (SIGNATURE) | EMAIL ADDRESS | DATE |
| STREET ADMINISTRATOR (SIGNATURE) | EMAIL ADDRESS | DATE |
| ADDRESS OF CITY OR VILLAGE OFFICE | | P.O.BOX |
| CITY OR VILLAGE | ZIP CODE | PHONE NUMBER |

Mark Kibby

From: Souheil Sabak <ssabak@charlesraines.com>
Sent: Thursday, November 19, 2015 11:51 AM
To: Mark Kibby
Cc: Robert Cady
Subject: Street Administrator

Good Morning Mark,

Pursuant to the recent election, The City of Allen Park needs to appoint, by Council Resolution, a new Street Administrator to handle all of the Act 51 matters and reports. The Administrator needs to be familiar with the street system, Act 51 funding mechanism, distribution of funds, streets certification and the preparation of the street financial report (SFR) thru ADARS. It is recommended to make this appointment as soon as possible to facilitate the reporting of past year's street improvements.

The State has a specific resolution language that must be used. Please let me know if you need any assistance.

Thanks,

Souheil

Souheil k. Sabak, P.E.

Souheil

C. E. Raines Company
Engineers / surveyors
17700 Fort St.
Riverview, MI 48193

Ph: (734) 285-7510

Fax: (734) 285-7572



**City of Allen Park
State of Michigan**

R6

Mark A. Kibby
City Administrator
mkibby@cityofallenpark.org
(P) 313-928-1883

16630 Southfield Road
Suite 3100
Allen Park, MI 48101

To: Mayor and City Council
From: Mark A. Kibby, City Administrator
Date: November 20, 2015
Re: Noise Ordinance Waiver

The City received a request from the Michigan Department of Transportation (MDOT) for a Noise Ordinance Waiver for work they will be doing on M-39 (Southfield Freeway) starting around May 2016. The work will be conducted between Pinecrest Drive and M-153 (Ford Road). The work hours will be weeknights from 9:00 PM to 5:00 AM, and continuously on the weekends from 9:00 PM Friday through 5:00 AM Monday. I have attached the letter from MDOT for your review.

At this time, I am requesting Mayor and Council to authorize a Noise Ordinance Waiver to MDOT for 2016 work on M-39 from Pinecrest Drive to the City of Allen Park/Dearborn border.

Thank you for your consideration on this matter.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION

KIRK T. STEUDLE
DIRECTOR

TAYLOR TRANSPORTATION SERVICE CENTER

November 13, 2015

Mr. Bob Keenan
City of Allen Park
16630 Southfield Road, Suite 3100
Allen Park, MI 48101

Dear Councilperson Keenan:

Subject: Request for Noise Ordinance Waiver submitted for concrete patching on M-39 between M-153 (Ford Road) and Pinecrest Drive (job number 127611).

This letter is being written in reference to Allen Park's noise ordinance regarding nighttime work operations. The Michigan Department of Transportation (MDOT) will begin a concrete pavement restoration project on M-39 (Southfield Freeway) mainline between M-153 and Pinecrest Drive. Work is expected to begin in or around May of next year (2016).

The proposed work will including full depth concrete patches on M-39 as well as partial depth non-cementitious (emerging technology) patching. Single and double lane closures will be needed at various times during construction to access the middle lanes. One lane will always be open in each direction. Ramps to and from M-39 will need to be closed and detoured at certain times while work is occurring within their areas of influence.

Patching operations will occur during weeknights and weekends. Ramp closures will also occur during these hours. Weeknights are defined as 9 PM to 5 AM, and weekends are from 9 PM Friday continuously through 5 AM Monday.

These time frames should help preserve weekday travel mobility as well as contractor safety. Because some work will occur at night, MDOT respectfully requests a reprieve from Allen Park's ordinance regarding work and noise during the nighttime hours. A copy of this request has also been sent to Mayor Matakas and Police Chief Wilkewitz as a courtesy.

A response is respectfully requested by December 14, 2015. Should you need any further information, please feel free to contact me at (313) 375-2411 or via email at paepkei@michigan.gov. Your assistance in this matter is greatly appreciated.

OK'S

Sincerely,

A handwritten signature in black ink, appearing to read "John Paepke". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

John Paepke, PE, PTOE
Traffic Operations Engineer –Taylor
Transportation Service Center
Metro
Highways

cc: Mayor William Matakas
Police Chief James Wilkewitz



**City of Allen Park
State of Michigan**

R7

Mark A. Kibby
City Administrator
mkibby@cityofallenpark.org
(P) 313-928-1883

16630 Southfield Road
Suite 3100
Allen Park, MI 48101

To: Mayor and City Council
From: Mark A. Kibby, City Administrator
Date: November 20, 2015
Re: Bids for Demolitions

The City Attorney has notified my office that the time has passed for the owner of 4100 Allen Road (commonly referred to as the Gun Range) to tear down the remaining structure on his property. The City will need to solicit bids for the demolition and then place a lien on the property.

While we are going through the process of soliciting demolition bids, it has been recommended that we also seek bids to demolish the old City Hall building.

At this time, I am requesting Mayor and Council to authorize the Administration to solicit demolition bids for 4100 Allen Road and 16850 Southfield Road.

Thank you for your consideration on this matter.

RS



**City of Allen Park
State of Michigan**

Mark A. Kibby
City Administrator
mkibby@cityofallenpark.org
(P) 313-928-1883

16630 Southfield Road
Suite 3100
Allen Park, MI 48101

To: Mayor and City Council

From: Mark A. Kibby, City Administrator

Date: November 20, 2015

Re: MDOT Title VI Non-Discrimination Plan - Revision

The Michigan Department of Transportation (MDOT) recently notified the City that we needed to update our Title VI Non-Discrimination Plan. The document is required to be on file with MDOT if we wish to remain eligible to receive future funding through MDOT. I have worked with the MDOT Civil Rights Program Unit to make the necessary revisions.

At this time, I am requesting the Mayor and Council to re-adopt the City of Allen Park Title VI Non-Discrimination Plan; designate Mark A. Kibby, City Administrator, as the Title VI Coordinator; and authorize the Mayor and City Administrator to sign the documents on behalf of the City.

Thank you for your consideration on this matter.

CITY OF ALLEN PARK

TITLE VI

NON-DISCRIMINATION PLAN

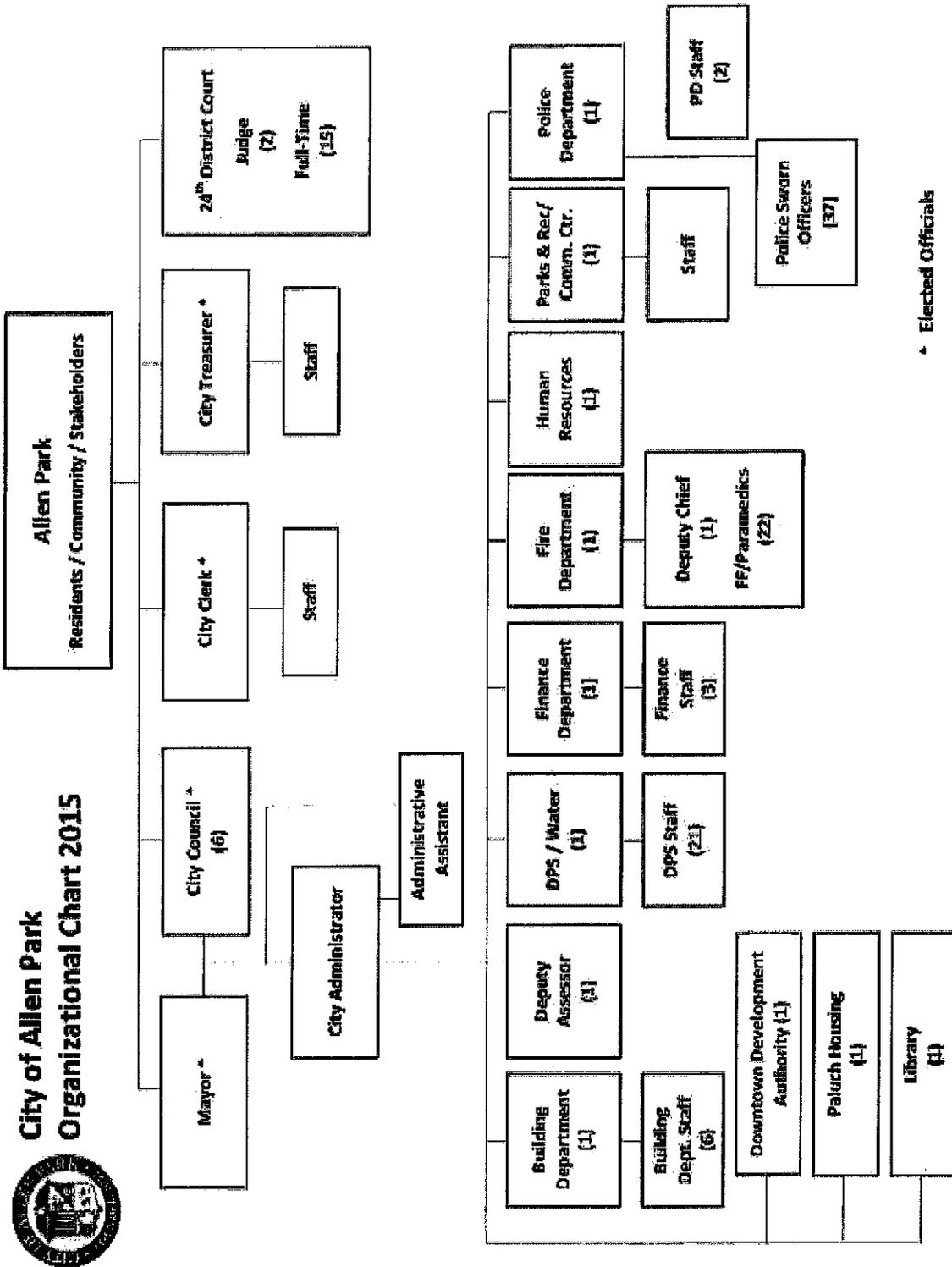
16630 Southfield Road
Suite 3100
Allen Park, MI 48101
Phone: 313-928-1400
Fax: 313-382-7946
Website: www.cityoffallenpark.org

Title VI Coordinator:
Mark A. Kibby, City Administrator
Phone: 313-928-1883
Fax: 313-386-2125
Email: mkibby@cityoffallenpark.org

TABLE OF CONTENTS

| | |
|---|-----------|
| Organization Chart..... | 3 |
| Introduction..... | 4 |
| Non-Discrimination Policy Statement..... | 7 |
| Standard Title VI Assurances | 9 |
| Authorities | 11 |
| Definitions | 12 |
| Administration | 14 |
| Limited English Proficiency (LEP) | 15 |
| Environmental Justice (EJ) | 22 |
| Filing a Title VI Complaint | 25 |
| Investigation | 26 |
| Appendix A – Required Contract Language | 28 |
| Appendix B – Transfer of Property | 30 |
| Appendix C – Permits, Leases, and Licenses | 32 |
| Appendix D – Title VI Complaint Form | 33 |
| Appendix E – Determine/Distinguish Significant/Non-Significant Effects | 35 |
| Appendix F – Program Compliance/Program review Goals for Current Plan Year | 36 |

CITY OF ALLEN PARK ORGANIZATION CHART



* Elected Officials

INTRODUCTION

The City of Allen Park is a City in Wayne County in the State of Michigan. Ford Motor Company is an integral part of the community. Many of the company's offices and facilities lie within the City limits. Since 2002, Allen Park is the practice home of the Detroit Lions and is also the site of the team's headquarters. As of the 2013 census, the population was 26,472. The suburb of Detroit was recognized in Money Magazine's list of America's Best Small Cities. The City of Allen Park serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the City. Allen Park recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Allen Park must provide access to individuals with limited ability to speak, write, or understand the English language. The City will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause

adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Allen Park's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of Allen Park's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City's services, programs or activities.

As a sub-recipient of federal transportation funds, the City of Allen Park must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City of Allen Park shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of Allen Park, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Allen Park’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of Allen Park has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**CITY OF ALLEN PARK
NON-DISCRIMINATION POLICY STATEMENT**

The City of Allen Park reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City of Allen Park will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Allen Park designates Mark A. Kibby, City Administrator as the Title VI Coordinator. The City Administrator will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Allen Park complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Allen Park and Title VI may be directed to the City Administrator; 16630 Southfield Road, Suite 3100, Allen Park, MI 48101; Phone: 313-928-1883; Fax: 313-386-2125; Email: mkibby@cityofallenpark.org.

William B. Matakas
Mayor

Mark A. Kibby
City Administrator/Title VI Coordinator

CITY OF ALLEN PARK TITLE VI ASSURANCES

The City of Allen Park (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Allen Park

William B. Matakas, Mayor

Date

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

ADMINISTRATION – GENERAL

The City of Allen Park designates Mark A. Kibby, City Administrator, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Kibby shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to the City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI

language in contracts and publishing the City's Title VI Plan within 90 days of approval on the main page of the City of Allen Park's internet website, at www.cityoffallenpark.org.

Remedial Action: The City, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiencyⁱ, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounterⁱⁱ. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Allen Park receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.ⁱⁱⁱ

The Guidance implies that the City of Allen Park is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage

extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Allen Park and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Allen Park services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the Census 2013 Data for the City of Allen Park shows a small number of the population that speak English less than ‘very well.’

TABLE #1

| LANGUAGE SPOKEN AT HOME | # of Individuals | Percentage |
|---|------------------|------------|
| Population 5 years and over | 26,472 | |
| English only | 24,061 | 90.9% |
| Language other than English | 2,411 | 9.1% |
| Speak English less than "very well" | 677 | 2.6% |
| Spanish | 1,224 | 4.6% |
| Speak English less than "very well" | 269 | 1.0% |
| Other Indo-European languages | 797 | 3.0% |
| Speak English less than "very well" | 303 | 1.1% |
| Asian and Pacific Islander languages | 60 | 0.2% |
| Speak English less than "very well" | 44 | 0.2% |
| Other languages | 330 | 1.2% |
| Speak English less than "very well" | 61 | 0.2% |

Source: U.S. Census Bureau, American FactFinder website
 DP02: SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

Factor 2: Frequency of Contact with LEP Individuals

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have had few encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals. We also have staff that work in the field that could encounter LEP individuals. Additionally, regular City of Allen Park Council meetings are held on the 2nd and 4th Tuesday of each month at 6:00 p.m., which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Allen Park serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the City, we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Allen Park and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."

The City of Allen Park serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

Safe Harbor Stipulation

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "Safe Harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Allen Park's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Allen Park to proceed with oral interpretation options for compliance with LEP regulations.

Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Allen Park.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.^{iv}

The City of Allen Park is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.^v

Considering the relatively small size of the City of Allen Park, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

What the City of Allen Park will do. What actions will the City of Allen Park take?

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.

- Publications of the City's complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken by the LEP individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken by the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line, and if possible, determine the language spoken by the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The City of Allen Park's Staff Training

The City of Allen Park's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, follow mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

STEP ONE: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services, as required by statute.

II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period,

he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Allen Park, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Allen Park, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a City of Allen Park sub-recipient should be investigated by the City following the internal complaint process.
- Within 60 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of Mark A. Kibby, City Administrator for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Mark A. Kibby, City Administrator
City of Allen Park
16630 Southfield Road
Suite 3100
Allen Park, MI 48101
Phone: 313-928-1883
Fax: 313-386-2125
Email: mkibby@cityofallenpark.org

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

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

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or

- b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions**: The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and

the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D - TITLE VI COMPLAINT FORM

**CITY OF ALLEN PARK
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the City of Allen Park based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact Mark A. Kibby by phone at 313-928-1883 or via e-mail at mkibby@cityofallenpark.org.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

| | | |
|-----------|---------------------|-----------------|
| ___ Race | ___ Disability | ___ Sex |
| ___ Color | ___ Religion | ___ Income |
| ___ Age | ___ National Origin | ___ Retaliation |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to: Mark A. Kibby, City Administrator; 16630 Southfield Road, Suite 3100, Allen Park, MI 48101; Phone: 313-928-1883; Fax: 313-386-2125; Email: mkibby@cityoffallenpark.org.

Note: The City of Allen Park prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

(a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.

(b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

- (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City Administrator.

APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR

1. The City of Allen Park's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees. All City of Allen Park employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The City of Allen Park's Title VI Plan will be published on the main page of the City's website www.cityoffallenpark.org, within 90 days of approval.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Allen Park's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
 - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
 - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
 - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
 - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
 - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
 - h. **Program Participants:** Racial data of program participants where possible.

¹ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

² Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

³ The DOT has also posted an abbreviated version of this guidance on their website at <https://www.civilrights.dot.gov/civil-rights-awareness-enforcement/language-assistance/dots-lep-guidance>

⁴ <http://www.dotcr.ost.dot.gov/asp/lep/asp>

⁵ Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

R9



City of Allen Park
State of Michigan

Robert Cady
Finance Director
rcady@cityofallenpark.org

16850 Southfield Road
Allen Park, MI 48101
(P) 313-928-3236

November 20, 2015

To: Mayor and Council

From: Robert E. Cady

Re: Investment Policy

Attached for Council's consideration is the Investment Policy that was part of the Council Work Session packet on November 17, 2015. Please note one change made to the policy is under Section 5.1.3. This change would limit the ability of the Finance Director or Treasurer to commit no more than 30% of the City's total cash reserves to allowable investment vehicles at any one time.

City of Allen Park
Investment Policy

1.0 PURPOSE

It is the policy of the City of Allen Park (“City”) to invest public funds in a manner which will ensure the preservation of principal while providing the highest return with maximum security. All investments must enable the City to meet its cash flow demands and conform to all applicable state statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all financial assets held by the City except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These assets are accounted for in the City’s Comprehensive Annual Financial Report and include the following:

- General Fund
- Special Revenue Funds
- Internal Service Funds
- Capital Project Funds
- Debt Service Funds
- Trust and Agency Funds
- Any new fund created by the City Council, unless specifically exempted by State law.

This investment policy applies to all transactions involving the financial assets related activity of all the foregoing funds.

3.0 DELEGATION OF AUTHORITY

The City Treasurer shall work with the Finance Director to invest any surplus funds in accordance with this policy.

3.1 Investment Procedures Manual:

The Investment Procedures Manual is included as “Appendix A” of this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy which includes the Investment Procedures Manual.

4.0 PRUDENCE

The standard of prudence to be used by the City Treasurer and Finance Director shall be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Investment officers acting in good faith and in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

City of Allen Park
Investment Policy

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

5.0 INVESTMENT OBJECTIVES

The funds of the City of Allen Park shall be invested in accordance with State of Michigan Public Act 20 of 1943, as amended, these policies and written administrative procedures. The primary objectives, in priority order, of the City's investment activities shall be:

5.1 Safety:

Safety of principal is the primary objective of the City's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate risk.

5.1.1 Credit Risk.

The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities specified in Section 8.0 of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the City will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

5.1.2 Interest Rate Risk.

The City will minimize the risk that the market value of the securities in the portfolio will fall due to changes in the general interest rates, by:

- Structuring the maturities of the portfolio to meet cash requirements of ongoing operations, thereby avoiding the need to liquidate securities prior to maturity.
- Investing operating funds primarily in short-term securities or investment pools.
- Only purchasing securities with the intent to hold until maturity.

5.1.3 Concentration Credit Risk.

The City will minimize inherent investment risk by having no more than 30% of the total portfolio's deposits and cash-equivalent securities invested in authorized investment vehicles at any one time.

City of Allen Park
Investment Policy

5.1.4 Custodial Credit Risk.

The City will minimize custodial risk by:

- Using only financial institutions and brokers meeting pre-established criteria.
- Holding all securities in the name of the City of Allen Park.

5.2 Liquidity:

The investment portfolio of the City of Allen Park will remain sufficiently liquid to enable the City to meet all operating requirements that may be reasonably anticipated.

5.3 Yield:

The investment portfolio of the City of Allen Park shall be designed with the objective of attaining a benchmark rate of return throughout the budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio. The benchmark rate of return shall be the average U.S. Treasury Bill rate most closely approximating the average maturity of the portfolio.

6.0 ETHICS AND CONFLICT OF INTEREST

All participants in the City's investment process shall seek to act responsibly as custodian of the public trust. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any personal financial/investment positions that could be related to the performance of the City's portfolio.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Finance Director shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services. The Finance Director will conduct an annual evaluation of each financial institution and broker/dealer for credit worthiness to determine whether it should be on the "Qualified Institution" listing. The authorized listing of institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Allen Park City Council.

7.1 Financial Institutions:

All financial institutions (Commercial Banks, Savings & Loans and Credit Unions) utilized by the City of Allen Park shall maintain an office within the State of Michigan and meet the following requirements and financial criteria:

7.1.1 Assets of at least \$50,000,000.

7.1.2 Equity to asset ratio of at least 5.5%.

City of Allen Park
Investment Policy

- 7.1.3 Filed with the City an "Acknowledgement of Receipt of the Investment Policy of the City of Allen Park and Agreement to Comply" (Appendix C).
- 7.1.4 Yearly submission of, or electronic access to, audited annual financial statements.

- 7.2 Brokers & Dealers:
All broker/dealers utilized by the City of Allen Park shall meet the following requirements and financial criteria:
 - 7.2.1 Minimum capitalization of \$100,000,000.
 - 7.2.2 Minimum of five years of continuous operation.
 - 7.2.3 Qualify under Securities and Exchange Commission Rule 15C3-1.
 - 7.2.4 Certified by the National Association of Securities Dealers.
 - 7.2.5 Filed with the City an "Acknowledgement of Receipt of the Investment Policy of the City of Allen Park and Agreement to Comply" (Appendix C).
 - 7.2.6 Yearly submission of, or electronic access to, audited annual financial statements.

8.0 AUTHORIZED INVESTMENTS

The Finance Director is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following types of securities:

- 8.1 Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States (not to include collateralized mortgage obligations).
- 8.2 Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings & loan which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration.
- 8.3 Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- 8.4 Banker's acceptances of United States banks.
- 8.5 Repurchase agreements, consisting of instruments listed in (8.1).
- 8.6 Obligations of the State of Michigan, or any of its political subdivisions, that at the time of purchase are rated as investment grade by not less than two standard rating services.
- 8.7 Mutual funds registered under the investment company act of 1940, Title I of Chapter 686, 54 Stat. 78915 U.S. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in the State of Michigan. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- 8.8 Obligations described in subdivisions 8.1 through 8.7 if purchased through an inter-local agreement under the urban cooperation act of 1967, (Ex. Sess.) PA7, MCL 124.501 to 124.512.

City of Allen Park

Investment Policy

- 8.9 Investment pools organized under the surplus funds investment pool act, 1982 Public Act 367, MCL 129.111 to 129.118.
- 8.10 Investment pools organized under the local government investment pool act, 1985 Public Act 121, MCL 129.141 to 129.150.

9.0 COLLATERALIZATION

Collateralization of certificates of deposit may be required, at the discretion of the Finance Director. Collateralization will be required on authorized repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 102% of the market value of principal and accrued interest. The collateral shall be subject to the custody and safekeeping provisions of this investment policy.

10.0 MAXIMUM MATURITIES

It is the objective of the City's investment policy to schedule maturities to coincide with projected cash flow needs. Unless matched to a specific cash flow, the City of Allen Park will not directly invest in securities maturing more than two years from the date of purchase. Debt funds may be invested in securities exceeding two years if the maturity of the investments are made to coincide as nearly as practicable with the expected use of the funds.

11.0 DIVERSIFICATION

It is the policy of the City of Allen Park to maintain a diversified investment portfolio. All cash and cash equivalent assets of the City will be diversified to eliminate the risk of loss resulting from an over-concentration of assets in a specific maturity, individual financial institution(s), or a specific class of securities. Diversification strategies shall be determined and revised periodically by the Finance Director.

11.1 Diversification by Instrument

| <u>Instrument</u> | <u>Maximum % of Accounts/Funds</u> |
|---|------------------------------------|
| U.S. Treasury Obligations | 100% |
| U.S. Gov. Agency Securities & Instruments | 75% |
| Pool Funds | 50% |
| Gov. Short-term Investment Trust Funds | 50% |
| Certificates of Deposit | 50% |
| Money Market Funds | 50% |
| Mutual Funds | 50% |
| Commercial Paper | 50% |
| Banker's Acceptance | 50% |

11.2 Diversification by Security Issuer

| <u>Issuer</u> | <u>Maximum % of Accounts/Funds</u> |
|-----------------------------|------------------------------------|
| Commercial Paper Issuer | 5% |
| Bank and Savings & Loan CDs | 5% |
| U.S. Gov. Agency | 20% |
| Individual Pool Accounts | 25% |
| U.S. Treasury Obligations | 100% |

City of Allen Park
Investment Policy

12.0 SAFEKEEPING AND CUSTODY

Investment securities purchased by the City of Allen Park shall be held in third party safekeeping by an institution previously approved by the City Council. The Treasurer or Finance Director has the authority to execute a third party safekeeping agreement if necessary. The agreement shall include the responsibilities of each party, provisions for delivery vs. payment, procedures in case of failure or other mishaps, including the liability of each party.

13.0 INTERNAL CONTROLS

The Finance Director shall maintain a system of internal controls which shall conform to generally accepted accounting principles and be designed to minimize losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the City of Allen Park. The Treasurer and Finance Director shall ensure the City's annual financial audit includes a review of the City's investments.

14.0 PERFORMANCE STANDARDS

The investment portfolio shall be managed to obtain a market average rate of return during a market/economic environment of stable interest rates, taking into account the City's investment risk constraints and cash flow needs. The City's investment strategy is passive. Therefore, the basis used by to determine whether market yields are being achieved shall be the average U.S. Treasury Bill rate most closely approximating the average maturity of the portfolio.

15.0 COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

A minimum of three competitive bids shall be solicited prior to the investment of surplus City funds. Relative to the City's position regarding concentration risk and diversification objectives, bids shall be requested from financial institutions for various options with regard to terms and instruments. The City will accept the bid that provides the highest rate of return with respect to maturity requirements and within the parameters of the City's investment policy. Records of bids offered and bids accepted shall be kept by the Finance Director.

16.0 COMBINING FUNDS

The City may combine money from two or more funds for the purpose of making an investment. In the event of a combination of funds, investment earnings shall be prorated between the funds based on principal contribution.

17.0 REPORTING

The Finance Director shall provide the Mayor and City Council with a written quarterly investment report within 31 days of the end of each quarter. The quarterly report shall include the following:

- A. Analysis of the prior period's economic and market activity.
- B. Investment Maturity Calendar.
- C. Report of Investments by Fund.
- D. Report of Investments by Banks/Brokers/Dealers.
- E. Analysis of investments by type.

City of Allen Park
Investment Policy

- F. Analysis of available and invested balances by fund.
- G. Interest income and average invested balances by fund.
- H. Analysis of investments by maturity date (exclusive of pooled funds).

The Finance Director shall prepare a comprehensive annual report on the investment program within 120 days of the end of the fiscal year. The annual report shall include:

- A. The information included in the quarterly reports.
- B. A concentration risk report.
- C. A “marked to market” analysis of the investment portfolio at fiscal year-end.
- D. A 12 month comparison of investment returns.
- E. Proposed improvements to the investment policy, if needed.

All investment related documents and reports shall be retained for a minimum of one year after the completion of the annual city audit. All investment records shall be retained in accordance with applicable State and City retention schedules.

The Finance Director shall cooperate fully with the City’s auditors in regard to all aspects of the City’s investment program. The Finance Director shall incorporate into the investment policies and procedures recommendations made by the auditors when they are required by statute, ordinance or recommended best practices for investment programs. Changes to the City’s Investment Policy require a Resolution of Approval by the Allen Park City Council.

18.0 POLICY CONSIDERATIONS

Any investment currently held by the City that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such funds shall be reinvested only as provided by this policy.

19.0 INVESTMENT POLICY REVIEW

The policy shall be reviewed annually by the Treasurer and Finance Director. Any modifications made to the investment policy must be approved by City Council.

20.0 GLOSSARY

In order to facilitate a thorough understanding of this investment policy, a glossary of related investment terminology has been incorporated as Appendix B of this investment policy.

Appendix A

INVESTMENT PROCEDURES MANUAL

1. Purpose

The purpose of the investment procedures manual is to assist finance staff with day-to-day investment operations, consistent with the Investment Policy of the City of Allen Park.

2. Cash Review

The Finance Director, or designee thereof, must review the cash balances and portfolio daily, or as needed. Resources to be referenced and reviewed include:

- A. Cash Summary Report – Listing of balances, by fund, in: checking, savings, money market funds, certificates of deposit, investment pools, mutual funds, commercial paper investments, and US Treasury/Agency investments.
- B. Investment Calendar – Listing investment maturities by date, fund, amount and security type.
- C. Debt Payment Schedule – Estimated debt payments and transfers by fund.
- D. Payroll and payables schedules.
- E. Annual calendar of sizable receipts and payments by fund, type and amount.
- F. Historical Cash Fund Summary Reports – Average monthly balances for the year by fund.
- G. Current year and proposed budget documents, as needed.
- H. Current rates of return and economic trends.

3. Investment Selection

The Finance Director or authorized designee shall determine how much of the cash balance is available for investment and shall select the area of the yield curve that most closely matches the possible maturity date(s). In determining the maturity date(s), the investment officer should consider liquidity, cash flow and projected expenditures. A review of available financial information sources should be made to determine whether the investments should be placed to match projected expenditures or shorter, or take advantage of current and expected interest rate environments.

The investment selection should be accomplished by reviewing the current diversification of the portfolio, authorized investment instruments that meet the diversification criteria, and the authorized security issuers that meet the diversification criteria.

4. Purchasing an Investment

The Treasurer and Finance Director shall establish with whom the City of Allen Park is going to conduct business. This should be accomplished by reviewing the current authorized financial dealers and institutions that can provide the financial service required, within the constraints of the portfolio diversification requirements. Based upon the prevailing economic conditions, the investment officer, as a matter of practice, may employ more restrictive diversification requirements than the norm. A minimum of two brokers/dealers shall be selected for competitive quotes for treasury and/or commercial paper investments. A minimum of three qualified institutions shall be selected for competitive quotes for certificates of deposit.

The following must be determined prior to contacting the providers:

- A. Type of security(s) to be quoted.
- B. Targeted maturity range.
- C. Amount
- D. Settlement – rollover or cash, same day or date certain.

Before concluding the transaction, the Finance Director shall:

- A. Verify that the security selected for purchase meets all criteria, including portfolio diversification, collateralization (if appropriate) and maturity. If the security contains any imbedded options, such as call provisions or coupon adjustments, these should also be reviewed.
- B. Verify yield calculations.
- C. Verify that total purchase cost does not exceed funds available for investment.
- D. Advise the successful provider that their offering has been selected for purchase and confirm the particulars of the security purchased (type, identification number, maturity date, price, yield cost, par value, etc.).

After consummation of the transaction, and prior to settlement, the Finance Director and the securities provider should exchange and review the following information to ensure prompt and uninterrupted settlement.

- A. Name of third-party safekeeping agent.
- B. ABA number for safekeeping agent.
- C. Safekeeping account number(s).
- D. Confirmation amount of transaction.
- E. Confirmation of settlement date.
- F. CUSIP/CD number of security deposit.

5. Settlement and Follow-through

It is the Finance Director's responsibility to forward to and confirm the receipt of, all wire instructions (incoming or outgoing wire transfers) with the City's primary bank. Should the transaction fail to take place for any reason, the City's primary bank will notify the Finance Director immediately after it has been notified.

City of Allen Park
Investment Policy

Once the security transaction has been consummated, the Finance Director shall:

- A. Create an investment record for the security.
- B. Place the original investment record into the investment binder. For investment redemptions, place the records in the redeemed investments binder.
- C. Manually update the investment calendar.

6. Segregation of Duties

Electronic wire transfers of funds for investment purposes shall require the authorization of the City Administrator and the Finance Director. All City of Allen Park banking resolutions shall contain this provision.

The City Administrator shall receive confirmation of all investment transactions, including purchases, sales and transfers of investments. Confirmation may be electronic and/or written. The City Administrator shall maintain a file of investment transaction confirmations that shall be provided to the City's auditor's in the performance of the annual city audit.

Appendix B GLOSSARY

AGENCIES: Federal agency securities and/or Government sponsored enterprises.

ASKED: The price at which securities are offered.

BANKER'S ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance of risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities.

BROKER: A broker brings buyers and sellers together for a commission.

COMMERCIAL PAPER: A short term, unsecured debt obligation issued by a bank holding company, finance company, utility or industrial company to raise short term cash.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the governmental entity.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions; buying and selling for his/her own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with exchange of money for the securities. Delivery

City of Allen Park
Investment Policy

versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: Financial instruments whose return profile is linked to, or derived from the movement of one or more underlying indices or securities, and may include a leveraging factor.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed Funds are traded. The Federal Reserve sets this rate through open market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): A congressionally chartered corporation which buys mortgages on the secondary market, pools them and sells them as mortgage-backed securities to investors on the open market. Monthly principal and interest payments are guaranteed by FNMA but not by the U.S. government.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA): A government owned agency which buys mortgages from lending institutions, securitizes them, and then sells them to investors. Because the payments to investors are guaranteed by the full faith and credit of the U.S. government, they return slightly less interest than other mortgage backed securities.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without substantial loss of value. In the money market, a security is said to be liquid if the spread between the bid and asked prices is narrow and reasonable size can be done at those quotes.

City of Allen Park
Investment Policy

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Finance Director for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could likely be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments are issued and traded.

OFFER: The price asked by a seller of securities.

PORTFOLIO: Collection of securities held by an investor.

PREMIUM: The difference between the cost of a security and its maturity value when quoted at higher than face value. A security selling above its original offering price shortly after sale also is considered to be at a premium.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard in which a trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT (RP OR REPO): A contractual arrangement, not a security, between a financial institution or dealer and an investor. The investor puts up his funds for a certain number of days at a stated yield, and in return takes title to a given block of securities as collateral. At maturity the securities are returned and the funds repaid plus interest.

SAFEKEEPING: A service to customers rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

TREASURY NOTES: Medium-term coupon-bearing U.S. treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1. Also called net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Income Yield is obtained by dividing the current dollar income by the current market price for the security. Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Appendix C

**ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT
POLICY AND AGREEMENT TO COMPLY**

I have fully read and fully understand Act 20 of PA 1943, as amended, and the Investment Policy of the City of Allen Park

Any investment advice or recommendation given by _____, representing _____, to the City of Allen Park shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the City of Allen Park. Any existing investment not conforming to State statute or the City investment policy will be disclosed promptly to the Allen Park Finance Director.

By: _____

Title: _____

Date: _____

R10



City of Allen Park
State of Michigan

Robert Cady
Finance Director
rcady@cityofallenpark.org

16850 Southfield Road
Allen Park, MI 48101
(P) 313-928-3236

November 20, 2015

To: Mayor and Council

From: Robert E. Cady

Re: Water and Sewer Study

Plante Moran finished the Water and Sewer Rate Study that Council commissioned with funding from the SAW Grant. This was presented to Council on September 29, 2015. Staff reviewed the changes and updated the new Council during the November 17th Council Work Session. At this time, staff requests that Council approve the recommendations from the study to allow staff time to make preparations for the changes to go into effect in January 2016 billing.

**City of Allen Park
Wayne County, Michigan**

**Water and Sewer Fund Utility Rate Model
Significant Assumptions and Policies Considered
For the Years Ending June 30, 2017 to 2021**

City of Allen Park, Wayne County, Michigan

Summary of Significant Assumptions/ Significant Accounting Policies Considered For Purposes of the Model

The assumptions disclosed herein are those that management believes are significant for the calculation of customer water and sewer rates.

Significant assumptions include the following:

- All projected revenue and expenditures are reported using the cash flow basis. Revenue is recognized when it is received in cash. Expenditures are recorded when there is a cash outflow.
- The model projects operations on a cash basis so as to provide an analysis of sufficient working capital, minus receivables. The rate increases projected by the model are smoothed over a five year period so that the target amount of working capital is achieved in the fifth year, 2021.
- The City's water and sewer rate ordinance (Sec. 48-31(b)) states:

"After July 1, 2005, any water rate or fee increase assessed against the city by the Detroit Water and Sewerage Department, or its successor, shall be added to the rate or fee then in effect for city consumers in the same percentage as assessed or charged against the city by the Detroit Water and Sewerage Department. Such increase shall not require any action or ordinance by the city council and shall be effective on the date the assessment by the Detroit Water and Sewerage Department is effective against the city."

This ordinance has not been consistently followed over the last several years. Rates were most recently increased for fiscal year ending June 30, 2015, but were not increased the preceding two years. As such, the current city rates are lagging behind where they need to be in order to keep current with its increasing costs. Going forward, the City should raise rates consistent with the greater of the model's calculation or the actual increases from DWSD.

- The volume of water purchased and sold over the last several years has experienced some erratic fluctuations. Because there is no discernable trend by which to project an increase or decrease, the City is using the volume of water purchased in 2014 as the baseline and assumes water will continue to be purchased at this volume.
- The "per unit or variable rate" cost of water purchased from DWSD has increased, on average, by 7.3% per year over the past 6 years; however, the increase for fiscal year 2015-16 is 12%. In addition, there is uncertainty related to the cost of water once DWSD transitions its operations to the Great Lakes Water Authority. For the purposes of the model, we have assumed a cost increase of 10% going forward.

City of Allen Park, Wayne County, Michigan

Summary of Significant Assumptions/ Significant Accounting Policies Considered For Purposes of the Model (Continued)

- The City utilizes both the Downriver Wastewater Treatment Facility and DWSD for sewage treatment. This, in addition to the transition from a variable volume based charge to DWSD's monthly flat charge, makes it very challenging to see any kind of trend by which to project an increase or decrease. From 2011 to 2014, the annual increase to the total cost of sewage treatment was approximately 5.5% per year. We have assumed this same increase for each year of the model.
- Because of some difficulties the City experienced with billing its customers a few years ago, it is not possible to analyze water loss in several individual years as there were long periods of time without issuing bills. Instead of measuring water loss on an annual basis, we calculated it over a 6 year period. For the purpose of the model, water loss is estimated to be consistent with this previous 6 year period at 22 percent. This level of water loss is fairly high and is being addressed by management as noted in the following bullet.
- The City has developed a water and sewer capital plan for replacing water mains, improving several pump stations, performing sewer lining, and replacing various trucks and equipment. This plan totals over \$12 million, of which \$7.9 million is water related and the remainder is sewer related. As the City does not have adequate cash reserves to pay for these improvements and short term user charge increases would be unacceptably large, the model assumes the City will issue \$12.2 million of capital improvement bonds and include the debt service payments on these bonds over 20 years in the projected rates. For the 5 years of the model, this debt service is approximately \$1 million per year.
- Debt service related to the 2002 and 2005 General Obligation bonds is split between water and sewer at the ratio of 46/54. This is based on the capital improvements made in those years from the proceeds of those bonds.
- The City pays a portion of the debt of the Downriver Sewage Disposal System. For debt issued prior to 2005, the City makes its required payments from the proceeds of a judgment property tax levy. For debt issued since 2005, the City pays its required payments out of current cash flow. The payments related to that post-2005 debt are included in the model.
- In addition to the vehicles that would be paid for out of the bond proceeds noted above, the City would pay for any other necessary vehicle repairs, maintenance, or replacement out of current cash flows.
- In addition to the projects noted above, the model does include some less significant capital purchases for machinery or equipment that will be paid out of current cash flows.
- For operating and administrative expenses without a separate assumption, a 3 percent inflationary increase has been assumed.

City of Allen Park, Wayne County, Michigan

- The model does not assume any further development or growth to the customer base, i.e. no additional water or sewer taps.

Summary of Significant Assumptions/ Significant Accounting Policies Considered For Purposes of the Model (Continued)

- Beginning working capital has been allocated between water and sewer at the ratio of 40/60, consistent with the actual ratio of administrative expenses.
- Water and sewer rates have been allocated to cover proportional costs (water versus sewer) based on actual operating expenses in fiscal year 2015 and budgeted operating expenses in fiscal year 2016.
- Wages and non-insurance fringes are projected to be frozen for fiscal year 2017 and then increase 1.5% annually in the following 4 years. Healthcare insurance is assumed to increase 8 percent per year.
- The City has not begun prefunding the other postemployment benefits (i.e. retiree healthcare), instead retiree healthcare insurance premiums have been paid on a “pay-as-you-go” basis. The model does not assume any prefunding, nor does it include any expense related to paying down the growing recorded OPEB liability.
- The City has historically charged its customers three separate fixed charges on the monthly or quarterly bills: Sewer Maintenance, Sewer Operations- flat, and Meter Service. Each of these charges were different based on meter size, type of customer, and other factors. The proceeds from these charges were not segregated or accumulated in any way for current or future uses (i.e. no “running balance”). As these charges have not changed in many years, we were unable to locate any documentation to support the amount charged (i.e. a calculation of some kind).

City of Allen Park, Wayne County, Michigan

Summary of Significant Assumptions/ Significant Accounting Policies Considered For Purposes of the Model (Continued)

The model proposes replacing these three separate charges with a single Readiness to Serve (RTS) charge. The RTS charge would be based on the customer's meter size without any consideration of whether the customer is residential or commercial. Presently, the three individual charges generate approximately \$700,000 per year. Given the City's existing fixed or non-variable costs, the RTS could justify generating as much as \$2.9 million per year. The model assumes the RTS will be set at such a rate as to generate \$1.5 million, which will be used to offset increases to the commodity (per unit) charge. With these changes, most customers will see an increase in the amount charged for fixed fees, although there will be some that will see a decrease. For residential accounts, the increase will be \$2.36 over the course of a year. The model does not include any additional increases to the RTS after the first year.

The suggested RTS charge by meter size is as follows:

| Meter Size (in inches) | Meter Volume Ratio | No. of Meters in City | Annual Charge Per Meter | if billed | | |
|---------------------------|-----------------------|-----------------------------|-------------------------------|-----------|------------|-------------|
| | | | | monthly | bi-monthly | quarterly |
| 5/8 | 1.00 | 20,645 | \$ 63.00 | \$ 5.25 | \$ 10.50 | \$ 15.75 |
| 3/4 | 1.00 | 894 | \$ 63.00 | \$ 5.25 | \$ 10.50 | \$ 15.75 |
| 1 | 1.00 | 356 | \$ 63.00 | \$ 5.25 | \$ 10.50 | \$ 15.75 |
| 1.5 | 2.25 | 166 | \$ 141.75 | \$ 11.81 | \$ 23.63 | \$ 35.44 |
| 2 | 4.00 | 170 | \$ 252.00 | \$ 21.00 | \$ 42.00 | \$ 63.00 |
| 3 | 9.00 | 47 | \$ 567.00 | \$ 47.25 | \$ 94.50 | \$ 141.75 |
| 4 | 16.00 | 21 | \$ 1,008.00 | \$ 84.00 | \$ 168.00 | \$ 252.00 |
| 6 | 36.00 | 4 | \$ 2,268.00 | \$ 189.00 | \$ 378.00 | \$ 567.00 |
| 8 | 64.00 | 1 | \$ 4,032.00 | \$ 336.00 | \$ 672.00 | \$ 1,008.00 |

City of Allen Park, Wayne County, Michigan

Summary of Significant Assumptions/ Significant Accounting Policies Considered For Purposes of the Model (Continued)

Water and Sewer Rates

As a result of these assumptions, and after several discussions with the City management, the following rate increases were selected by management to be presented to the City Council for approval:

| | <u>Current Rate</u> | <u>Suggested Rate</u> | <u>Percent Increase</u> |
|------------------------------|---------------------|-----------------------|-------------------------|
| Water rate per 1,000 gallons | \$ 2.77 | \$ 3.05 | 10% |
| Sewer rate per 1,000 gallons | \$ 2.33 | \$ 2.74 | 18% |
| | <u>\$ 5.10</u> | <u>\$ 5.79</u> | <u>14%</u> |

Given the assumptions noted above, the model requires an annual water rate increase of 10 percent. With this increase, water operations would generate a slight net increase in working capital; however, as these new rates were not in effect as of July 1, it is likely fiscal year 2016 will actually end with a decrease to working capital. In the short term, water operations will be subsidized by the accumulated working capital that already exists in the Water and Sewer Fund. Target working capital reserves will not be achieved until the fifth year of the model.

At these rates, sewer operations will also incur a net decrease in working capital during 2016, but it will also achieve the target level over the next five years. In the short term, sewer will be subsidized by the accumulated surplus that already exists in the Water and Sewer Fund. Given the assumptions noted above, the model requires an annual sewer rate increase of 18%.

On the following two pages, you will find the summary calculation that supports the rate increases noted above. The bright yellow cell on each page is the amount over and above the target working capital the City will achieve after 5 years if all of the assumptions were to hold true and be achieved. If this number is negative, the model's suggested rate is not sufficient to meet the target working capital. If this number is positive, the target has been achieved. The goal of the model is for this number to approach zero.

City of Allen Park, Wayne County, Michigan

Water Summary

Fiscal Year Ended June,

Working Capital and Use of Cash

Beginning Working Capital (July 1)

| | Budget 2016 | Forecast 2017 | Forecast 2018 | Forecast 2019 | Forecast 2020 | Forecast 2021 |
|--|-------------|---------------|---------------|---------------|---------------|---------------|
| \$ | 1,862,917 | \$ 1,857,035 | \$ 1,732,594 | \$ 1,642,908 | \$ 1,614,411 | \$ 1,737,280 |
| Operating/Admin outflows | 1,512,633 | 1,555,900 | 1,610,023 | 1,666,864 | 1,726,599 | 1,789,414 |
| Consumption outflow | 2,161,240 | 2,377,364 | 2,615,100 | 2,876,610 | 3,164,271 | 3,480,699 |
| Capital improvements | 482,150 | 55,150 | 65,150 | 105,000 | 65,150 | 25,000 |
| Annual debt service (not covered by taxes) | 217,636 | 833,832 | 881,249 | 873,292 | 866,957 | 858,033 |
| Total Use of Cash | 4,373,659 | 4,832,246 | 5,171,522 | 5,521,766 | 5,822,977 | 6,155,145 |
| Beginning Working Capital Less Total Use of Cash | (2,510,742) | (2,975,211) | (3,438,928) | (3,878,858) | (4,208,566) | (4,415,865) |
| Target Working Capital and Reserves Balance | 2,302,661 | 2,397,190 | 2,444,325 | 2,500,370 | 2,576,323 | 2,010,648 |
| Target Revenue Required to Meet Target Reserves | 4,813,403 | 5,372,401 | 5,883,253 | 6,379,228 | 6,784,890 | 6,426,514 |

Revenue Breakdown

Target Revenue Required to Meet Target Reserves
 Less: Non user fee revenue:
 Readiness to Serve, Penalties, Interest, and Other

User Fee Required to Meet Target Reserves
 Forecasted Revenue Generated under Smoothed Rate

| | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 3,845,903 | 4,404,901 | 4,915,753 | 5,411,728 | 5,817,390 | 5,459,014 |
| 3,400,277 | 3,740,305 | 4,114,336 | 4,525,769 | 4,978,346 | 5,476,181 |
| (445,281) | (664,596) | (801,417) | (865,959) | (839,044) | (172,967) |
| 1,857,035 | 1,732,594 | 1,642,908 | 1,614,411 | 1,737,280 | 2,027,815 |

Over (Short) of Target Working Capital and Reserves at Year End

Forecasted Working Capital and Reserves at Year End

| | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 1,114,334 | 1,114,334 | 1,114,334 | 1,114,334 | 1,114,334 | 1,114,334 |
|-----------|-----------|-----------|-----------|-----------|-----------|

Resulting Usage Fee (MCF)

\$ 3.05 \$ 3.36 \$ 3.69 \$ 4.06 \$ 4.47 \$ 4.91

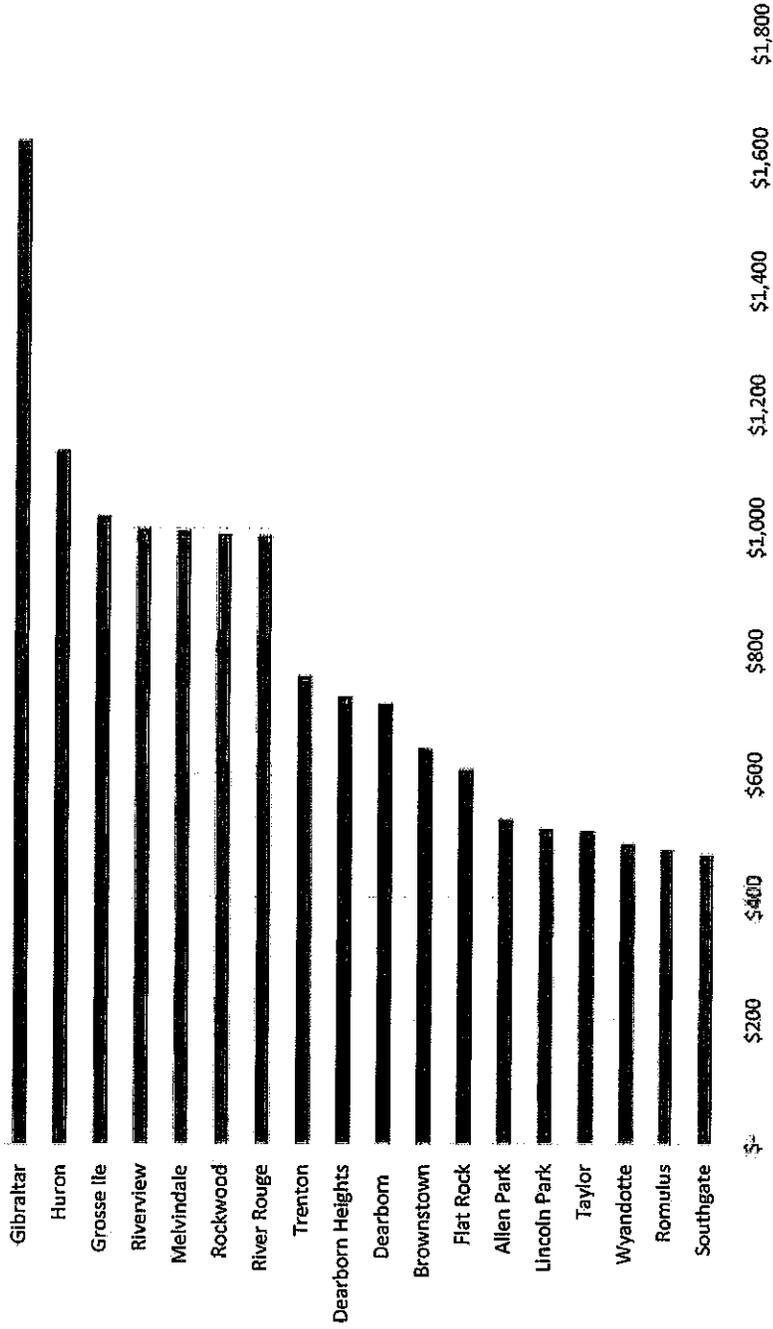
Annual Average Rate Increase

10.00% 10.00% 10.00% 10.00% 10.00% 10.00%

Annual Rate Increase

10.00%

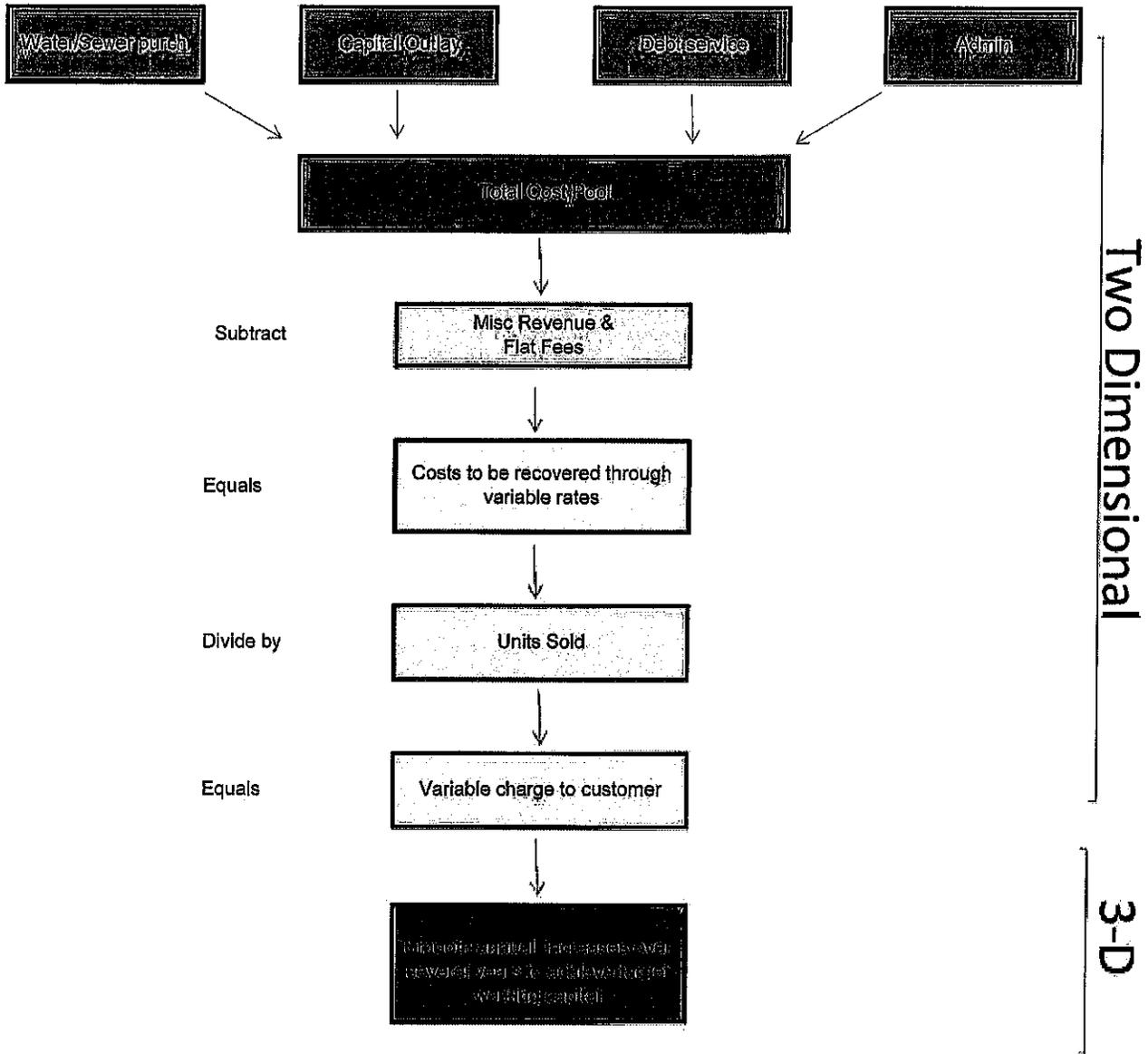
Approximate Annual Cost of Water/Sewer for Average User



Note: Rate information for other cities obtained from their websites and phone calls to water departments. All rates may not be current. Separate fixed charges may also not be included if not specified on their websites. Further, some cities, including Allen Park, have separate millages to help pay for certain debt service.

This chart is for discussion purposes only for the City of Allen Park and should not be relied upon for other cities when considering changes to their own rate structure.

Water/Sewer Rate Setting Methodology



- Target Working Capital**
1. 90 days of operations
 2. Annual debt service (when appropriate)
 3. Emergency capital replacement



City of Allen Park
State of Michigan

Robert E. Cady
Finance Director
rcady@cityofallenpark.org

16630 Southfield Road
Allen Park, MI 48101
(P) 313-928-3236

R11

To: Mayor and Council
From: Robert E. Cady, Finance Director
Date: 11/16/15
Subject: Mid-year Budget Amendments

At this time I am requesting the following budget amendments be approved:

| | | |
|-----------------|----------------|--------------|
| 101-221-848.000 | 2015 Bond Fees | \$536,190.00 |
| 101-221-999.000 | Contingencies | \$536,190.00 |

Transfer from General Fund contingency to pay issuing costs and fees for 2015 bond issue.

| | | |
|-----------------|-------------------------------------|--------------|
| 101-000-573.000 | Local Community Stabilization Share | \$166,272.00 |
| 101-221-999.000 | Contingencies | \$166,272.00 |

To record personal property taxes re-imbursement from State of Michigan

| | | |
|-----------------|--------------------|-------------|
| 101-305-717.000 | Police Holiday Pay | \$86,458.00 |
| 101-221-999.000 | Contingencies | \$86,458.00 |

To fund police holiday day per new 4 year contract

| | | |
|-----------------|---------------|----------|
| 101-263-920.000 | Utilities | \$51,000 |
| 101-221-999.000 | Contingencies | \$51,000 |

To adjust budget for utilities paid on former City Hall until Police could be moved to new site.

| | | |
|-----------------|------------------------|-----------|
| 101-000-676.593 | Land Contract payments | \$326,082 |
| 101-221-965.593 | SLP Bond Payment | \$326,082 |

To record the remaining bond payments due from Time-Equities for the fiscal year

| | | |
|-----------------|-------------------|------------|
| 101-101-701.000 | Personal Services | \$2,550.00 |
| 101-221-999.000 | Contingencies | 2,550.00 |

To adjust Mayor and Council salaries to approved amount from compensation commission.

| | | |
|-----------------|-------------------------------------|----------------|
| 203-000-403.100 | Property Taxes-Road Construction | \$1,430,450.00 |
| 203-479-801.200 | Professional Services- Construction | \$1,430,450.00 |

To Record new voted December millage for road construction

| | | |
|-----------------|-------------------|-------------|
| 592-000-699.500 | Fund Balance | \$47,968.00 |
| 592-601-987.200 | Personal Services | \$47,968.00 |

To adjust 2015-2016 budget for 2014-2015 budgeted equipment ordered but delivered and paid after invoice cutoff date in August of 2015.

Thank you.

Robert E. Cady

Robert E. Cady, Finance Director



City of Allen Park
State of Michigan

R12

Mark A. Kibby
City Administrator
mkibby@cityofallenpark.org
(P) 313-928-1883

16630 Southfield Road
Suite 3100
Allen Park, MI 48101

To: Mayor and City Council
From: Mark A. Kibby, City Administrator
Date: November 20, 2015
Re: Solid Waste Collection Agreement

The City is about halfway through the Solid Waste Collection Agreement with Republic Services. From our research of our neighboring communities, the market is showing that our costs are high in comparison, and going higher because the agreement has set annual increases of 3%.

The good news for the City is that there is a clause in the agreement (6.5) that allows the City to terminate the agreement without cause or reason by providing the Contractor sixty (60) day written notice. Just eliminating the 3% increase this year would save the City nearly \$42,000, and there is also a discrepancy in the number of pickups that would be corrected, resulting in an approximate savings of another \$100,000. Additionally, there are some amenities that are now available that would improve the services for our residents, including enclosed totes for trash and recyclables

At this time, I am requesting Mayor and Council to authorize the Administration to provide Republic Services with a sixty (60) day written termination notice and authorization to solicit bids for Solid Waste Collection Services.

Thank you for your consideration on this matter.

SOLID WASTE COLLECTION AGREEMENT

THIS AGREEMENT (the "Agreement") made and entered into as of 1/16/15, 2015 by and between the City of Allen Park of Wayne County, a municipal corporation of the State of Michigan, hereinafter referred to as the "City", and Allied Waste Systems Inc., a Delaware corporation d/b/a Allied Waste Services of Detroit West / Republic Services of Southeast Michigan, (hereinafter called the "Contractor").

WITNESSETH:

WHEREAS, the City is desirous of securing the services of Contractor to provide residential and limited commercial and multi-family collection and disposal of solid waste, yard waste and recyclables for and on behalf of the City and Contractor desires to provide said services;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. General Scope of Collection Services. The work under this Agreement shall consist of the following (herein collectively called "Collection Services"):

- 1.1 Contractor agrees to provide unlimited weekly curbside solid waste collection, transportation to the Riverview Landfill of all mixed waste placed curbside from all residents and limited commercial businesses and multi-family units, located within the City.
- 1.2 All solid waste shall be contained in approved water tight containers of not more than thirty-five (35) gallon capacity each, with handles and tight fitting covers, or in standard plastic-type collection bags (one-way containers). Any material that will not conveniently fit inside containers shall be tied in bundles not to exceed four (4) feet in length for collection. Containers, bags or bundles shall not exceed fifty (50) pounds each.
- 1.3 Weekly service will also include the collection of bulky items per week at no additional charge if the appropriate equipment and staff are dispatched.
- 1.4 Bulky items shall be bundled by the resident in parcels not to exceed four (4) feet in length and/or fifty (50) pounds in weight. The term "Bulky Item" shall include such items as stoves, water tanks, washing machines, furniture, swing sets, patio furniture, chairs, couches, bedsprings, water heaters and other large waste materials. Residents are required to call Contractor in advance so that the proper equipment may be dispatched to collect these items.
- 1.5 For those items containing CFC's (Freon bearing appliances such as refrigerators, ice makers, air conditioners, and freezers, etc) it is mandated by Federal law that the Freon has been safely removed (indicated by a sticker from a certified technician), prior to placement at the curb. This service will be available by Contractor for a fee of \$15/unit, payable in advance. For the reason of public safety, residents will be requested to remove the doors of any refrigerator/freezer.

- 1.6 The solid waste, recyclable materials, and "bulky Items" collected under this Agreement shall not include any "Excluded Waste" defined as any organic or otherwise putrescible animal or vegetable matter; yard waste mixed with solid waste; whole tires; carbonated beverage containers; dead animals or human waste; hazardous waste; large auto engines and/or chassis parts; metal drums, liquids of any kind; stone, rock, dirt, steel, iron; large amounts of construction/demolition materials or any other material banned from the landfills as per the City's disposal contract with the City of Riverview or such other disposal site in use during the life of this Agreement. Excluded Waste also refers to any materials that are hazardous, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or listed or characteristic hazardous waste as defined by federal, state, provincial or local law or any otherwise regulated waste. Hazardous waste shall include, but not be limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended, and including future amendments thereto, and any other applicable law. Notwithstanding anything to the contrary in this Agreement, title to and liability for Excluded Waste shall at no time pass to Contractor.
- 1.7 Curbside recycling will be provided on the same day as solid waste collection to all residential and small commercial and multi-family hand-stops every other week. The Contractor shall provide one (1) eighteen (18) gallon recycle bin for any new residential property or as a replacement for damaged bins. Contractor shall be responsible for the replacement cost of eighteen (18) gallon recycle bins damaged by Contractor's negligence or willful misconduct.
- 1.8 Materials designated as recyclable are newspapers (w/insets), tin & aluminum beverage/food containers, clear, green, brown glass beverage/food containers, plastics PETE #1 and HDPE #2 and corrugated cardboard. Contractor shall deliver said materials to a Material Recovery Facility (MRF) for processing. Contractor shall remit documented and detailed account, of all materials collected. City shall receive a credit of 50% on all revenues from recycling.
- 1.9 Contractor shall collect all yard waste on a weekly basis on the same day as solid waste and recyclables from April 1st through December 15th of every year of the contract. Yard waste must be placed in biodegradable kraft paper bags or placed loose in 10-35 gallon cans clearly marked with a "Yard Waste" sticker. Positively no plastic bags will be accepted. Branches and twigs must be placed in bundles/tied no larger than two (2) feet by four (4) feet long or fifty (50) pounds per bag or bundles. No tree trunks or stumps will be accepted. Christmas trees will be collected as trash for three weeks following the holiday.
- 1.10 All homes residing on private drives must place their refuse at the end of the private drive for collection unless, they have enough space, meaning width of drive and ample room for the truck to turn around and have signed a waiver releasing Contractor from any damage that may occur to their property while servicing their container.

Handicapped individuals may request side door service provided they submit documented proof of their handicap and do not reside on a private drive.

2. Operations

- 2.1 Hours of Operation — Collection Services shall not start before 7:00 a.m. or continue after 7:00 p.m. on the same day. Exceptions to collection hours shall be effected only upon the mutual agreement of the City and the Contractor or when it is reasonably determined by Contractor that an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances. The Contractor shall notify the City if this shall occur.
- 2.2 Routes of Collection — Collection routes and schedules within the City shall be established by the Contractor and approved by the City for five (5) days per week collection.
- 2.3 Holidays — the following shall be holidays for purposes of this Agreement:
- | | |
|------------------|------------------|
| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |
- 2.4 Contractor shall observe all of the above-mentioned holidays by suspension of collection service on the holiday, in which case the City residents will be serviced on the next working day during the week in which the holiday occurs.
- 2.5 Interrupted Collection - in the event Contractor is unable to provide service due to inclement weather, collection will take place the next day following the scheduled collection day, or as soon as weather conditions allow. Contractor shall notify the City should service be interrupted due to weather conditions.
- 2.6 Disposal All solid waste collected for disposal by the Contractor shall be hauled to the Riverview Land Preserve Landfill (or at another appropriate landfill as designated by the City) located in Riverview, Michigan (the "Disposal Site"). City shall be responsible for remittance of all fees associated for the waste that was generated under the confines of this contract.
- 2.7 Alternate Disposal Facility — Should Contractor be required, through no fault of the Contractor, to transport waste to a disposal facility other than the Riverview Land Preserve, the City and Contractor shall first negotiate in good faith compensation for the extra distance. Contractor agrees to provide a fair and reasonable rate and guarantees 5 years of disposal capacity for the City at the Carleton Farms Landfill.
- 2.8 All yard waste shall be disposed at the Carleton Farms Landfill Organics Facility. Contractor shall be responsible the remittance of all fees associated for that yard waste that was generated under the confines of this contract.

- 2.9 Contractor shall remit all tonnage reports for all solid waste deposited at the landfill, all recyclables delivered to the MRF and all yard waste delivered to the compost facility, by the 15th of every month.
- 2.10 Contractor will have regular hours of 8:00 AM through 5:00 PM to answer all questions and complaints, if any, that the City residents may have. Residents may contact the Contractor's office locally at 734-727-2100 or toll-free at 800- 264-5544

3. Compensation.

- 3.1 Rates. The City shall pay Contractor on a monthly basis amounts for Collection Services hereunder, regardless of participation by the City residents, at the rates as set forth in Exhibit A.
- 3.2 Rate Adjustment. Contract shall be adjusted for changes in the City's unit count based upon a Certificate of Occupancy being granted or the demolition of an existing unit. The City will provide Contractor with proper notification of location to be serviced along with C of O. If the commencement of collection is before the 15th of the month, contractor will adjust the unit count for that month's billing. If the commencement of collection is after the 15th of the month, the next months billing will be adjusted.
- 3.3 Contract may be extended for the same terms and conditions as set forth hereto, based upon mutual agreement with the City and the Contractor, provided prior notification is given by either party, 90 days in advance. Pricing predicated upon all governmental surcharges currently enacted.

4. Additional Possible Fees

- 4.1 The rates, upon ten (10) days written notice, shall be increased to account for any additional taxes, charges, surcharges and fees imposed by governmental authorities on the Collection Services after the date hereof and due to laws, rules, regulations and ordinances which are passed after the date hereof or the interpretation or enforcement of which has changed after the date hereof which have the effect of increasing the Collection Services direct costs.
- 4.2 Contract predicated upon the base price of \$4.25/gallon for diesel fuel. Should diesel fuel prices go up or down by \$0.20/gallon at any given time during the term of this contract, a \$0.07/unit increase OR decrease shall be applied over and above the base price.
- 4.3 The Contractor shall not be entitled to any increase associated with violations of law, regulations, ordinances, or permit conditions.

5. Invoices & Payments

The Contractor shall bill the City on a monthly basis for Collection Services to be provided for the following month and the City shall pay the Contractor within twenty (20) days of receipt of invoice. Such billing and payment shall be based on the rates set forth herein, as may be adjusted in accordance herewith. The Contractor shall be entitled to payment for services rendered based solely upon the unit count, irrespective of whether or not any waste was collected from a unit.

6. Term and Termination.

- 6.1 This agreement shall be for a term of five (5) years, commencing on October 1, 2012 and ending on September 30, 2017 unless otherwise extended.
- 6.2 This agreement may be extended for the same terms and conditions as set forth hereto, based upon mutual agreement by the City and the Contractor, provided prior notification is properly given by either party, ninety (90) days in advance.
- 6.3 In the event there should occur any material breach or material default in the performance of any covenant or obligation of the City or the Contractor which has not been remedied within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach or default (or such longer period of time as is reasonably necessary to cure any such breach or default which is not capable of being cured within thirty (30) days provided the breaching party has undertaken to cure within such thirty (30) days and proceeds diligently thereafter to cure in an expeditious manner), the non-breaching party may, if such breach or default is continuing, terminate this Agreement upon written notice to the breaching party. The accumulation of "cured" breaches or defaults may be considered as "just cause" for termination. In the event of a breach, even of default, or termination of this Agreement, each party shall have available all remedies in equity or at law, unless otherwise provided elsewhere in this Agreement.
- 6.4 No later than sixty (60) days before the annual anniversary date of this agreement, the Contractor's performance shall be reviewed. The performance review shall include, but not be limited to, the number and type of complaints received by the City during the past twelve (12) months, the maintenance of the equipment, the timeliness of collections, the handling of the collection containers and the cleanliness of the streets after collection. Should the Contractor's performance be deemed to be unsatisfactory, the City, upon notice to Contractor, may impose additional terms and conditions to ensure compliance or terminate this Agreement in accordance with Section 6.3. If the Agreement is to be terminated under this section, the City shall provide the Contractor sixty (60) days written notice.
- 6.5 Notwithstanding anything contained herein to the contrary, the City may terminate this agreement without cause or reason upon sixty (60) days written notice to the Contractor.

7. Insurance:

Contractor shall furnish proof of insurance including Workmen's Compensation, liability, and truck coverage to the City on an annual basis as identified within the Bid Specifications attached hereto as Exhibit B, subject to the modifications set forth in this Section. Contractor shall also name the City as additionally insured on all certificates.

Section VI.C. of the City's Service Descriptions and Specifications are hereby modified as follows:

- Subsection 3.d. is hereby deleted in its entirety and replaced with the following language: "The City of Allen Park will be named as an additional insured on a primary basis on all insurance other than Workers Compensation/Employers Liability."
- Subsection 3.e. is hereby deleted in its entirety and replaced with the following new Subsection 3.e.: "Thirty (30) days written, advance notice of cancellation is to be furnished to the City finance Director. The certificate of insurance will be supplemented by a Notice of Cancellation endorsement that will afford the City a 30-day notice in the event of cancellation."

8. Performance Bond:

Contractor shall provide a performance bond to the City in the amount of One Million Dollars (\$1,000,000.00) with sureties acceptable to the City on an annual basis and any extensions thereof.

9. Compliance with Law:

The Contractor shall conduct operations under this Agreement in compliance with applicable laws. Should a change in any law (Federal or State), ordinance or administrative rule render these services to be performed under the Agreement impractical or illegal, the City and Contractor shall renegotiate this Agreement and the services anticipated under this Agreement. Pending such negotiation, any service that will or may result in a violation of such law, ordinance or administrative rule may be suspended by the Contractor after notification to the City. The City shall advise the Contractor of any contemplated change to any ordinance which would affect the Contractor's ability or manner in which the Contractor would have to perform its services under this Agreement.

10. Force Majeure.

10.1 Except for the payment obligations of the City hereunder, if the City or the Contractor is unable to perform, or is delayed in its performance of any of its obligations under this Agreement by reason of any event of force majeure, such inability or delay shall be excused at any time during which compliance therewith is prevented by such event and during such period thereafter as may be reasonably necessary for the City or the Contractor to correct the adverse effect of such event of force majeure.

10.2 An event of "Force Majeure" shall mean any events or circumstances beyond the reasonable control of the affected party to the extent that they delay the City or the Contractor from performing any of its obligations (other than payment obligations) under this Agreement; including the following:

10.2.1 Acts of God, tornadoes, hurricanes, floods, sinkholes, fires, and explosions (except those cause by negligence of the Contractor, its agents, and assigns), landslides, earthquakes, epidemics, quarantine, pestilence, and inclement weather; and

10.2.2 Acts of a public enemy, acts of war, terrorism, effects of nuclear radiation, blockages, insurrections, riots, strikes directed against third parties, civil disturbances, or national or international calamities.

10.3 In order to be entitled to the benefit of this section, a party claiming an event of force majeure shall be required to give prompt written notice to the other party specifying in detail the event of force majeure and shall further be required to use its best efforts to cure the event of force majeure. The parties agree that, as to this section, time is of the essence.

10.4 The City will grant such variances in routes and schedules as are reasonably required in the event of force majeure and will negotiate with the Contractor fees for any additional work, which the Contractor may agree to perform in such event.

11. Assignment

No assignment, subletting or transfer of this Agreement of any part thereof or assignment of monies due under this contract shall be made by the Contractor without the written consent of the City. Such consent shall not be unreasonably withheld and shall serve to release Contractor of its obligations.

12. Notice

All notices, payments, demands or requests required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given or served and shall be effective upon personal delivery, or upon the second (2nd) business day after being deposited in the United States mail, postpaid and registered or certified with return receipt requested; or when sent by private courier service for same-day delivery or one day after being sent by private courier service for next-day delivery. The time period in which a response to any notice, demand or request must be given shall commence on the date of receipt by the addressee thereof. Rejection or other refusal to accept delivery or inability to deliver because of changed address, of which no notice has been given, shall constitute receipt of the notice, demand or request sent. Any such notice, demand or request shall be sent to the respective addresses set forth below:

To Contractor: Allied Waste Systems Inc.
5400 Cogswell
Wayne, MI 48184

To City: City of Allen Park
Attn: City Administrator
16850 Southfield Road
Allen Park, MI 48101

With a copy to: City of Allen Park
Attn: City Attorney
16850 Southfield Road
Allen Park, MI 48101

13. Indemnity.

Contractor's indemnification obligation as set forth in Section VI. F. on pages 13 to 14 of the City's Service Descriptions and Specifications shall apply as written..

14. Field Rules and Regulations.

Section VII.J.'s requirement on pages 19 to 20 of the City's Service Descriptions and Specifications to remove or dismiss employees for failure to comply with the rules and regulations of such section shall be interpreted to mean removal or dismissal from services under this Agreement and not as removal or dismissal from employment with Contractor.

15. Amendments; Conflict.

This Agreement shall include the following exhibits: Exhibit A - Pricing Schedule, Exhibit B - the City's Service Descriptions and Specifications, Exhibit C - Contractor's Proposal and Exhibit D - Notice of Intent. This Agreement together with all of the listed exhibits shall constitute the entire agreement of the parties regarding the subject matter hereof and may be amended or modified only by a written agreement signed by both parties. Any conflict between this Agreement and the Exhibits hereto shall be controlled by this Agreement.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and ordinances of the city of Allen Park affecting those engaged in the work to be done under this Agreement, including but not limited to "Garbage and Refuse Ordinance" and any contract for any disposal site that the City have in effect.

17. Exclusivity

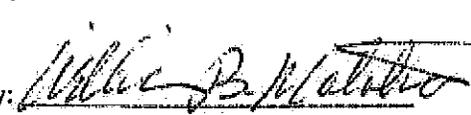
The Contractor shall have the sole and exclusive franchise, license and privilege to provide solid waste collection services to all single family residents within the City during the term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its duly authorized officers or agents as of the date first above stated.

ATTEST:

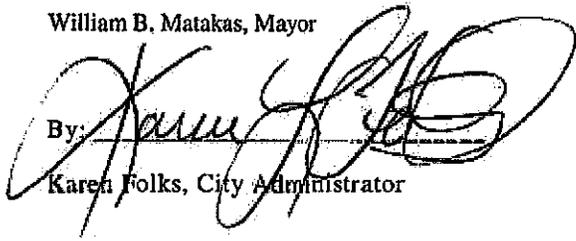
City of Allen Park

By: 

By: 

William B. Matakas, Mayor

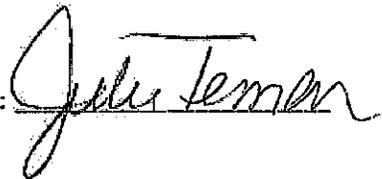
By: 

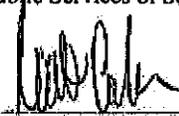
By: 

Karen Folks, City Administrator

ATTEST:

Allied Waste Systems, Inc.
d/b/a Allied Waste Services of Detroit West /
Republic Services of Southeast Michigan

By: 

By: 

Scott Cabauatan, Municipal Services Manager

EXHIBIT A

PROPOSAL FORM
(FIVE [5] YEAR CONTRACT)

SOLID WASTE, RECYCLABLE, & YARD WASTE COLLECTION

| 1 Year | 2 nd Year | 3 rd Year | 4 th Year | 5 th Year | TOTAL |
|---------------|----------------------|----------------------|----------------------|-----------------------|---------------|
| <u>\$9.17</u> | <u>\$9.45</u> | <u>\$9.73</u> | <u>\$10.02</u> | <u>\$10.32</u> | <u>\$9.73</u> |
| Unit/Month | Unit/Month | Unit/Month | Unit/Month | Unit/Month Average | Unit/Month |



CITY OF ALLEN PARK
16850 SOUTHFIELD RD.
ALLEN PARK, MI. 48101

TO: REPUBLIC WASTE SERVICES

FROM: DOUG MORTON, DPS/ENGINEERING DIRECTOR

DATE: SEPTEMBER 17, 2012

SIAM ADDENDUM TO SOLID WASTE DISPOSAL CONTRACT

The City of Allen Park after careful review of the specification submitted for the Solid Waste Collection Bid document hereby amends the following:

1. OPTION A PROPOSAL FORM PAGE 21

The City of Allen Park hereby deletes in its entirety from the Solid Waste Collection. Bid the following language. "The City of *ALLEN PARK* reserves the right to cancel the contract 30 days before the annual anniversary date of the contract."

2. OPTION B — PROPOSAL FORM PAGE 22

The City of Allen Park hereby deletes in its entirety from the Solid Waste Collection Bid the following language. "The City of *ALLEN PARK* reserves the right to cancel the contract 30 days before the annual anniversary date of the contract."

If you have any questions concerning this matter please contact my office at 313-928-4134. Thank you.

CERTIFICATE OF SECRETARY

The undersigned, Secretary of **ALLIED WASTE SYSTEMS, INC.**, a Delaware corporation (the "Company"), hereby certifies that the following is a true and correct copy of the resolution which was duly adopted by unanimous written consent of the Board of Directors of the Company on July 15, 2011, that such resolution has not been rescinded, amended or modified in any respect, and is in full force and effect on the date hereof:

**RELATING TO THE SOLID WASTE COLLECTION AGREEMENT
WITH THE CITY OF ALLEN PARK
IN THE STATE OF MICHIGAN**

RESOLVED, that any individual at the time holding the position of Area President, Area Controller, or General Manager be, and each of them hereby is, appointed as an Authorized Agent, to act in the name and on behalf of the Company, in connection with the day-to-day business activities of the Company, and further, in addition to the foregoing positions, any Municipal Services Director or Area Municipal Services Manager be, and each of them hereby is, appointed as an Authorized Agent to execute any bid and proposal, and if awarded, any related contract for services to be performed by the Company and any bond required by such bid, proposal or contract in accordance with the existing Levels of Authority.

I further certify that **SCOTT R. CABAUTAN** holds the title of Municipal Services Manager and in such capacity has full authority to act in the name and on behalf of the Company as set forth in the foregoing resolution.

WITNESS MY HAND, this 5th day of August, 2013.



Eileen B. Schuler, Secretary