

Plymouth City Commission

Regular Meeting Agenda

Monday, July 1, 2024 7:00 p.m.
Hough Park (Maple & Evergreen)

City of Plymouth
201 S. Main St.
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. June 17, 2024 Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Authorization to Hire – Police Officer
 - b. Authorization to Hire – Administrative Assistant for City Manager
 - c. Community Development Block Grant (CDBG) Subrecipient Agreement 2023-25
 - d. Interlocal Agreement – 35th District Court
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
10. **ADJOURNMENT**

Consent Agenda - The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

"The government in this community is small and accessible to all concerned."

-Plymouth Mayor Joe Bida

November 1977



City of Plymouth City Commission Regular Meeting Minutes Monday, June 17, 2024, 7:00 p.m. Lions Park (Burroughs and Harding)

City of Plymouth
201 S. Main St.
Plymouth, Michigan 48170-1637

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Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

a. Mayor Suzi Deal called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, and Nick Moroz

Also present: City Manager Paul Sincock, City Attorney Bob Marzano, and various members of the city administration

c. Proclamation: LGBTQ Month
Deal read the proclamation.

d. Proclamation: Pollinator Week
Deal read this proclamation as well.

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Kehoe, to approve the June 3, 2024 regular meeting minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by O'Donnell, to approve the agenda for the June 17, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Bumpers, Bikes & Bands, Sunday 7/21/2024
- b. Approval of May 2024 Bills

Filipczak offered a motion, seconded by Kehoe, to approve the consent agenda for June 17, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Penny Kazmierski, 295 Burroughs, asked for a crosswalk for Smith School and suggested placing pedestrian crossing signs in the streets.

Carly Cirilli, 202 N. Mill, thanked the city for the Pollinator Week proclamation and gave a report on Plymouth Pollinators.

Ellen Elliott, 404 Irvin, thanked the Plymouth Pollinators for their work.

Ron Picard, 1373 Sheridan, thanked Deal for participating in the Memorial Day program.

6. COMMISSION COMMENTS

Kehoe spoke about crosswalks and thanked Carly and Dave Cirilli for their work with Plymouth Pollinators.

O'Donnell spoke about Keep Plymouth Leafy and Plymouth Pollinators working together. She asked Sincock to give examples of projects that could be done at Lions Park if the parks millage passed. He said the two-acre park could potentially house a small soccer field, and that the playground equipment could be updated. He also noted that Tonquish Creek runs through the park, and a partnership with Friends of the Rouge could be helpful. He stressed that residents in the neighborhood would be consulted prior to any upgrades.

Filipczak thanked residents for coming to the meeting in the park and said all neighborhood parks needed some upgrades.

Moroz thanked the DDA and DMS for their work on the Music in the Air concerts.

Deal reminded the group that phase 2 of the summer infrastructure improvements would begin soon on Penniman, Arthur, Theodore, and Adams. She also congratulated the 2024 graduates.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Community Development Department Fee Schedule

The following motion was offered by Filipczak and seconded by Minton.

RESOLUTION 2024-62

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments; and

WHEREAS The City of Plymouth Community Development Department monitors and suggests fee changes as necessary; and

WHEREAS The suggested amendments will allow staff to cover costs related to the operation of the building department and planning and zoning projects; and

WHEREAS Staff recommends that the City Commission reviews these fee schedules annually as part of the city budget process.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby adopt the attached fee schedule.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the proposed and amended fee schedule as attached will go into effect for all plan reviews completed and permits applied for and issued on or after July 1, 2024.

General Permit Requirements

ADMINISTRATIVE FEES

A \$25.00 administrative fee will be added to building, electrical, and municipal services permits. A \$40.00 application fee will be added to mechanical and plumbing permits. The minimum permit fee is \$70.00. The penalty for starting work without first obtaining a permit is double permit fees.

PERMIT REFUNDS

A permit refund must be requested in writing by the permit holder. When a permit refund is approved, an administrative fee of \$150.00 shall be retained. Plan review fees are not refundable. Expired permits are not refundable.

PERMIT RENEWALS

Permit renewal fees shall be 50% of the original permit fee or \$100.00, whichever is greater. Permits may be renewed once for a period of six (6) months.

BONDS

A performance bond is required as necessary to protect the public and public property. The fee is \$2,500.00. Fees shall be paid using a certified check, money order, or cash. Abandonment of work for a period of six (6) months or failure to call for a final inspection upon completion of work will result in forfeiture of bond monies. Bonds will not be returned on expired permits.

INSPECTION FEES

Additional or special inspections beyond those inspections covered within the permit fees shall be charged at a fee of \$80.00 per inspection. An \$80.00 re-inspection fee shall be added to each permit when two or more inspections are disapproved or locked out. Overtime inspections fees are assessed when an inspection is required outside of the 8:00 a.m. to 4:30 p.m. business hours. Holiday inspection fees are assessed when an inspection is required on a day when City of Plymouth offices are closed. Fees for overtime or holiday inspections shall be \$150.00 per half hour or fraction thereof.

DEFINITIONS

Residential is any development that falls under the purview of the Michigan Residential Code. Commercial/industrial is any development that falls under the purview of the Michigan Building Code.

CURRENT CODE BOOKS

2015 Michigan Building Code
2015 Michigan Residential Code
2021 Michigan Mechanical Code
2021 Michigan Plumbing Code
2023 National Electrical Code

Building

| | Effective Date | Current Fee |
|--|----------------|--------------------|
| ADMINISTRATIVE | | |
| Moving structure within or through City of Plymouth | 7/1/2024 | \$3,000.00 |
| Moving structure into City of Plymouth | 7/1/2024 | \$6,000.00 |
| Temporary certificate of occupancy | 7/1/2024 | \$300.00 |
| Certificate of occupancy for existing building or addition | 7/1/2024 | \$150.00 |
| Builder registration, one year cycle ending May 31 | 7/1/2024 | \$30.00 |
| PLAN REVIEW: RESIDENTIAL | | |
| New construction - up to 2,999 square feet | 7/1/2024 | \$350.00 |
| New construction - 3,000 square feet or more | 7/1/2024 | \$550.00 |
| Addition, alteration - up to 1,499 square feet | 7/1/2024 | \$150.00 |
| Addition, alteration - 1,500 square feet or more | 7/1/2024 | \$300.00 |
| Basic zoning review | 7/1/2024 | \$35.00 |
| PLAN REVIEW: COMMERCIAL/INDUSTRIAL | | |
| New construction, per square foot | 7/1/2024 | \$0.15, \$400 min. |
| Addition, alteration, per square foot - up to 1,499 square feet | 7/1/2024 | \$0.15, \$150 min. |
| Addition, alteration, per square foot - 1,500 square feet or more | 7/1/2024 | \$0.15 |
| Basic zoning review | 7/1/2024 | \$50.00 |
| NEW CONSTRUCTION, ADDITIONS, ALTERATIONS | | |
| Base fee | 7/1/2024 | \$100.00 |
| Each \$1,000 of construction cost, residential | 7/1/2024 | \$15.00 |
| Each \$1,000 of construction cost, commercial/industrial | 7/1/2024 | \$17.00 |
| SIGNS | | |
| Sign permit, includes two (2) signs at one business site | 7/1/2024 | \$100.00 |
| DEMOLITION | | |
| Residence | 7/1/2024 | \$400.00 |
| Commercial/industrial, per square foot | 7/1/2024 | \$0.12, \$500 min. |
| Accessory structure | 7/1/2024 | \$100.00 |
| Interior only | 7/1/2024 | \$200.00 |
| OTHER FEES | | |
| Roof, windows, door/doorwall, siding, awning or canopy, basement waterproofing | 7/1/2024 | \$125.00 |
| Prefabricated shed, accessory structure, or ramp (less than 200 SF) | 7/1/2024 | \$100.00 |
| Residential concrete | 7/1/2024 | \$150.00 |
| Fence/wall | 7/1/2024 | \$90.00 |
| Insulation only | 7/1/2024 | \$125.00 |

Plumbing

| | Effective Date | Current Fee |
|--|----------------|-------------|
| ADMINISTRATIVE | | |
| Plumbing registration, three year cycle | 7/1/2024 | \$15.00 |
| FIXTURES | | |
| New stack or stack alteration (soil, waste, vent and inside conductor), each | 7/1/2024 | \$15.00 |
| Sump pump, sewage ejector, or interceptor (any description), each | 7/1/2024 | \$15.00 |
| Fixtures, floor drains, special drains, water connected appliances, each | 7/1/2024 | \$15.00 |
| Water heater, new | 7/1/2024 | \$30.00 |
| Water heater, replacement | 7/1/2024 | \$50.00 |
| WATER DISTRIBUTION SYSTEM | | |
| 3/4" to 1" water piping | 7/1/2024 | \$40.00 |
| 1 1/4" to 2" water piping | 7/1/2024 | \$50.00 |
| 2 1/2" and larger water piping | 7/1/2024 | \$65.00 |
| Backflow preventor | 7/1/2024 | \$100.00 |
| SEWERS AND DRAINS | | |
| Sub soil drains (inside) | 7/1/2024 | \$35.00 |
| Interior sewer | 7/1/2024 | \$200.00 |
| Interior water service | 7/1/2024 | \$200.00 |
| GAS PIPING AND PRESSURE TEST | | |
| Residential gas piping | 7/1/2024 | \$50.00 |
| Commercial or industrial gas piping | 7/1/2024 | \$60.00 |
| Gas pressure test | 7/1/2024 | \$50.00 |
| Additional gas pressure test, same location | 7/1/2024 | \$45.00 |
| PLAN REVIEW FEES | | |
| Plumbing plan review, per hour | 7/1/2024 | \$60.00 |

Electrical

| | Effective Date | Current Fee |
|---|----------------|------------------------|
| ADMINISTRATIVE | | |
| Electrical registration, one year cycle | 7/1/2024 | \$20.00 |
| SERVICE | | |
| Service, up to 200 Amp | 7/1/2024 | \$60.00 |
| Service, over 200 Amp through 599 Amp | 7/1/2024 | \$110.00 |
| Service, over 600 Amp | 7/1/2024 | \$160.00 |
| Temporary service | 7/1/2024 | \$60.00 |
| Sub panels | 7/1/2024 | \$20.00 |
| CIRCUITS | | |
| Circuits | 7/1/2024 | \$15.00 |
| Data/Telecommunications, per device | 7/1/2024 | \$6.00 each, \$25 min. |
| Furnace, central air conditioning circuit | 7/1/2024 | \$20.00 |
| Smoke Detector, per system | 7/1/2024 | \$25.00 |
| Fire Alarm System, per device | 7/1/2024 | \$5.00 each, \$60 min. |
| FIXTURES | | |
| Fixtures (lights and plugs), per 25 | 7/1/2024 | \$20.00 |
| Pole lights in parking lots, per light | 7/1/2024 | \$15.00 |
| MOTORS/GENERATORS | | |
| Up to 20 HP or KW | 7/1/2024 | \$30.00 |
| More than 20 HP or KW to 40 HP or KW | 7/1/2024 | \$40.00 |
| More than 40 HP or KW to 60 HP or KW | 7/1/2024 | \$50.00 |
| More than 60 HP or KW | 7/1/2024 | \$55.00 |
| FEEDERS | | |
| Feeders, bus ducts, etc. | 7/1/2024 | \$20 per 50 feet |
| Conduit only | 7/1/2024 | \$60.00 |
| EQUIPMENT | | |
| Swimming pools or hot tubs | 7/1/2024 | \$60.00 |
| Car chargers | 7/1/2024 | \$60.00 |
| Solar panels, per panel | 7/1/2024 | \$20.00 |
| Power outlets (ranges, dryers, etc.) | 7/1/2024 | \$15.00 |
| SIGN | | |
| Sign | 7/1/2024 | \$60.00 |
| PLAN REVIEW FEES | | |
| Electrical plan review, per hour | 7/1/2024 | \$60.00 |
| Solar panel plan review, (includes 2 hours for building and electrical) | 7/1/2024 | \$160.00 |
| Fire alarm review (includes 3 review hours) | 7/1/2024 | \$200.00 |

Mechanical

| | Effective Date | Current Fee |
|---|----------------|-------------|
| ADMINISTRATIVE | | |
| Mechanical registration, three year cycle | 7/1/2024 | \$15.00 |
| GAS PIPING AND PRESSURE TEST | | |
| Residential gas piping | 7/1/2024 | \$50.00 |
| Commercial or industrial gas piping | 7/1/2024 | \$60.00 |
| Gas pressure test | 7/1/2024 | \$50.00 |
| Additional gas pressure test, same location | 7/1/2024 | \$45.00 |
| Exhaust or ventilation systems test | 7/1/2024 | \$50.00 |
| ITEM | | |
| Air Conditioning (including split systems) | 7/1/2024 | \$60.00 |
| Bath fan with ventilation | 7/1/2024 | \$15.00 |
| Boilers | 7/1/2024 | \$80.00 |
| Coils (heat/cool) | 7/1/2024 | \$60.00 |
| Damper (control, back draft, barometric, or fire/smoke) | 7/1/2024 | \$50.00 |
| Duct alteration or addition onto existing system | 7/1/2024 | \$60.00 |
| Gas/oil burning equipment (furnace, roof top units, generators) | 7/1/2024 | \$60.00 |
| Gas burning fireplace (including pre-fab, gas log) | 7/1/2024 | \$85.00 |
| Heat pumps | 7/1/2024 | \$60.00 |
| Make up air units | 7/1/2024 | \$80.00 |
| Refrigeration (split system) | 7/1/2024 | \$60.00 |
| Solid fuel equipment (includes chimney) | 7/1/2024 | \$80.00 |
| Unit heaters | 7/1/2024 | \$60.00 |
| Water heater, new | 7/1/2024 | \$30.00 |
| Water heater, replacement | 7/1/2024 | \$50.00 |
| Fire suppression system | 7/1/2024 | \$60.00 |
| Each sprinkler head/nozzle | 7/1/2024 | \$2.00 |
| DUCTWORK AND PIPING | | |
| Humidifier/Air Cleaner | 7/1/2024 | \$50.00 |
| Chimney Liner | 7/1/2024 | \$40.00 |
| Complete distribution system | 7/1/2024 | \$90.00 |
| Exhaust fans (kitchen and bath) | 7/1/2024 | \$15.00 |
| PLAN REVIEW FEES | | |
| Mechanical plan review, per hour | 7/1/2024 | \$60.00 |
| Fire suppression review (includes 3 review hours) | 7/1/2024 | \$200.00 |

Right-of-Way

| | Effective Date | Current Fee |
|--|----------------|-------------|
| ADMINISTRATIVE | | |
| Alley, street, or easement vacation petition (see City Clerk for details) | 7/1/2024 | \$1,000.00 |
| CLOSURE | | |
| Dumpster, trailer, POD, etc. in legal parking space between 7 and 90 days | 7/1/2024 | \$100.00 |
| Sidewalk closure between 7 and 90 days | 7/1/2024 | \$150.00 |
| Renewal of dumpster, trailer, POD, etc. in legal parking space between 91 and 180 days | 7/1/2024 | \$175.00 |
| Renewal of sidewalk closure between 91 and 180 days | 7/1/2024 | \$200.00 |
| Temporary road closure | 7/1/2024 | \$200.00 |
| Temporary lane closure | 7/1/2024 | \$150.00 |
| Temporary public parking space closure | 7/1/2024 | \$100.00 |
| PLAN REVIEW | | |
| Closure/detour plan review | 7/1/2024 | \$50.00 |
| Basic ordinance review, residential | 7/1/2024 | \$35.00 |
| Basic ordinance review, commercial/industrial | 7/1/2024 | \$50.00 |
| Stormwater impact review | 7/1/2024 | \$100.00 |
| Engineering fees may apply (see pg. 11) | 7/1/2024 | |
| WORK IN THE RIGHT-OF-WAY | | |
| Fiber optics, cable, utility work (not covered by the Metro Act) | 7/1/2024 | \$125.00 |
| Residential driveway approach, curb cut, public sidewalk | 7/1/2024 | \$100.00 |
| Commercial/industrial driveway approach, curb cut, public sidewalk | 7/1/2024 | \$150.00 |

Water and Sewer

| | Effective Date | Current Fee |
|---|----------------|-----------------------------|
| WATER AND SEWER CONNECTION CHARGES | | |
| Residential connection from sump pump to storm sewer line | 7/1/2024 | \$300.00 |
| Up to and including 1 inch water tap | 7/1/2024 | \$3,530.00 |
| 1.5 inch water tap | 7/1/2024 | \$3,750.00 |
| 2 inch water tap | 7/1/2024 | \$6,515.00 |
| 3 inch water tap | 7/1/2024 | \$11,410.00 |
| 4 inch water tap | 7/1/2024 | \$19,274.00 |
| Up to and including 6 inch sewer tap | 7/1/2024 | \$10,000.00 |
| 6 inch water tap | 7/1/2024 | \$38,792.00 |
| 8 inch sewer tap | 7/1/2024 | \$25,000.00 |
| 8 inch water tap | 7/1/2024 | \$50,000.00 |
| 10 inch sewer tap | 7/1/2024 | \$40,000.00 |
| 12 inch sewer tap | 7/1/2024 | \$55,000.00 |
| 14 inch sewer tap | 7/1/2024 | \$70,000.00 |
| Road replacement fee | 7/1/2024 | Actual cost, \$500 min. |
| WATER AND SEWER SERVICE CHARGES | | |
| New construction meter install | 7/1/2024 | \$150.00 |
| Water service disconnection | 7/1/2024 | \$200.00 |
| Fire hydrant usage | 7/1/2024 | \$100 plus charge for water |
| EXTERIOR PLUMBING WORK | | |
| Storm sewer (building to main or any part therein) | 7/1/2024 | \$200.00 |
| Sanitary sewer (building to main or any part therein) | 7/1/2024 | \$200.00 |
| Water service (building to main or any part therein) | 7/1/2024 | \$200.00 |
| Manholes, catch basins | 7/1/2024 | \$200.00 |

Housing Inspection

| | Effective Date | Current Fee |
|---|----------------|-------------|
| HOUSING INSPECTION FEES | | |
| Registration fee | 7/1/2024 | \$30.00 |
| Initial inspection | 7/1/2024 | \$60.00 |
| Re-inspection fee | 7/1/2024 | \$50.00 |
| Each additional unit over three (3) (applicable to initial and re-inspection) | 7/1/2024 | \$5.50 |
| No show/no access fee | 7/1/2024 | \$50.00 |
| Tenant requested inspection | 7/1/2024 | \$50.00 |
| Certificate of compliance | 7/1/2024 | \$10.00 |
| Transfer certificate of compliance to new owner | 7/1/2024 | \$10.00 |
| VA and FHA inspections, per inspection | 7/1/2024 | \$500.00 |

Planning and Zoning

| | Effective Date | Current Fee |
|--|----------------|-------------|
| PLANNING COMMISSION FEES | | |
| The applicant/developer is fully responsible for any and all fees, costs, and/or expenses, including any charges incurred due to outside plan review, which are associated with the development/application review, whether approval of the application is granted or not. All outstanding fees shall be paid to the City of Plymouth prior to being placed on a meeting agenda and prior to the issuance of a permit. | | |
| Site Plan | | |
| Pre-application meeting, per meeting | 7/1/2024 | \$350.00 |
| Conceptual review | 7/1/2024 | \$550.00 |
| Site plan review, base fee | 7/1/2024 | \$1,000.00 |
| Site plan review, per acre fee | 7/1/2024 | \$75.00 |
| Revised site plan | 7/1/2024 | \$800.00 |
| Minor site plan review | 7/1/2024 | \$650.00 |
| Special Land Use and Site Plan | | |
| Special land use and site plan review, base fee | 7/1/2024 | \$1,800.00 |
| Special land use and site plan review, per acre fee | 7/1/2024 | \$75.00 |
| Zoning Change | | |
| Zoning district boundary change or conditional rezoning | 7/1/2024 | \$800.00 |
| Zoning ordinance text amendment | 7/1/2024 | \$800.00 |
| Planned Unit Development | | |
| Preliminary planned unit development, base fee | 7/1/2024 | \$1,500.00 |
| Preliminary planned unit development, per acre fee | 7/1/2024 | \$75.00 |
| Final planned unit development, base fee | 7/1/2024 | \$1,100.00 |
| Final planned unit development, per acre fee | 7/1/2024 | \$75.00 |
| Revised preliminary or final planned unit development | 7/1/2024 | \$1,000.00 |
| Planned unit development approval extension | 7/1/2024 | \$850.00 |
| Planned unit development approval amendment | 7/1/2024 | \$850.00 |
| Other Planning Commission fees | | |
| Ann Arbor Road Corridor sign review | 7/1/2024 | \$400.00 |
| Special meeting (at the Commission's discretion) | 7/1/2024 | \$800.00 |
| ZONING FEES | | |
| Zoning verification letter | 7/1/2024 | \$75.00 |
| Site plan verification, base fee | 7/1/2024 | \$200.00 |
| Site plan verification, per acre fee | 7/1/2024 | \$25.00 |
| Land division, land recombination, per involved parcel | 7/1/2024 | \$150.00 |
| Condominium review | 7/1/2024 | \$500.00 |
| Address creation, per new address | 7/1/2024 | \$30.00 |

Planning and Zoning (Cont.)

| | Effective Date | Current Fee |
|--|----------------|----------------------------------|
| ENGINEERING FEES | | |
| Wade Trim daily inspection rate | 7/1/2024 | \$850.00 |
| Engineering deposit | 7/1/2024 | 3% of total project |
| Engineering plan review | 7/1/2024 | Actual cost + 5% |
| OTHER REVIEW FEES | | |
| Planning consultant review | 7/1/2024 | Actual cost + 5% |
| City department review fee, per hour | 7/1/2024 | \$100.00 |
| ZONING BOARD OF APPEALS | | |
| Ordinance interpretation only | 7/1/2024 | \$300.00 |
| Single-family residential variance application | 7/1/2024 | \$300.00 |
| All other uses variance application | 7/1/2024 | \$550.00 |
| Special meeting (at the Board's discretion) | 7/1/2024 | \$300.00 |
| HISTORIC DISTRICT COMMISSION | | |
| Administrative review | 7/1/2024 | \$75.00 |
| Historic District Commission review | 7/1/2024 | No fee |
| BROWNFIELD REDEVELOPMENT FEES | | |
| Administrative fee (comes out of the tax capture) | 7/1/2024 | 10% of captured value per PA 381 |
| Application fee, total project investment \$0-5 Million | 7/1/2024 | \$250.00 |
| Application fee, total project investment \$5-10 Million | 7/1/2024 | \$500.00 |
| Application fee, total project investment \$10 Million+ | 7/1/2024 | \$1,000.00 |
| PAYMENT IN LIEU OF PARKING | | |
| One parking space | 7/1/2024 | \$10,000.00 |

There was a voice vote.
MOTION PASSED UNANIMOUSLY.

b. Fourth Quarter Budget Amendments

The following resolution was offered by O'Donnell and seconded by Moroz.

RESOLUTION 2024-63

WHEREAS Actual patterns of departmental expenditures occur differently than originally projected in the 2023-2024 City Budget as adopted in June of 2023; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City;

NOW, THEREFORE BE IT RESOLVED that the 2023-2024 City Budget is hereby amended as indicated in the 4th quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to change the budgetary appropriations as necessary to comply with the Budget Amendments Summary effective June 17, 2024.

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24**

| FUND DEPT /ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| GENERAL FUND REVENUE: | | | | | | | |
| #101 | | | | | | | |
| Property Taxes | 7,007,370 | - | - | - | 125,000 | 125,000 | 7,132,370 |
| Licenses & Permits | 3,700 | - | - | - | - | - | 3,700 |
| Federal/State Grants | 550,682 | - | - | - | - | - | 550,682 |
| State-Shared Revenues | 1,322,322 | - | 28,350 | - | 98,000 | 127,350 | 1,449,672 |
| Charges for Services | 933,880 | 1,707 | - | - | - | 1,707 | 935,587 |
| Cemetery Revenues | 157,500 | - | 3,500 | 11,900 | 18,700 | 34,100 | 191,600 |
| Parking Revenues | 65,200 | 1,800 | 5,750 | - | 175 | 7,725 | 72,925 |
| Other Operating Revenues | 650,540 | 27,000 | 41,500 | 102,510 | 21,455 | 192,465 | 843,005 |
| Appropriation of Surplus | 855,476 | (1,677) | 31,846 | 122,503 | - | 152,771 | 1,008,247 |
| Total Operating Revenue | 11,546,770 | 28,830 | 111,045 | 236,913 | 264,330 | 641,118 | 12,187,888 |
| Transfers In From Other Sources | 10,000 | - | - | - | - | - | 10,000 |
| Total Revenue All Classes | 11,556,770 | 28,830 | 111,045 | 236,913 | 264,330 | 641,118 | 12,197,888 |
| GENERAL FUND EXP: | | | | | | | |
| #101 | | | | | | | |
| City Commission | 145,375 | - | 28,250 | 13,550 | 19,000 | 60,800 | 266,175 |
| City Manager | 376,145 | 275 | 6,880 | 5,850 | 2,825 | 15,830 | 391,775 |
| Finance Department | 587,260 | - | 2,995 | (28,850) | - | (28,855) | 540,805 |
| City Clerk | 181,885 | 2,325 | 10,720 | 12,000 | 14,100 | 39,145 | 221,010 |
| Management Information Services | 408,135 | - | 6,620 | 8,700 | 400 | 15,720 | 423,855 |
| City Assessor | 82,918 | - | - | (3,800) | 100 | (3,700) | 79,218 |
| Election Services | 130,320 | - | 485 | 450 | 3,850 | 4,585 | 134,905 |
| City Hall Maintenance | 150,955 | - | - | 7,450 | 6,095 | 13,545 | 164,500 |
| Legal Services | 155,500 | - | 7,100 | (10,000) | - | (2,900) | 152,600 |
| Other Fundings | 322,061 | 7,025 | 29,000 | (4,000) | 4,000 | 36,025 | 358,086 |
| Police Department | 4,586,813 | - | (5,300) | (12,600) | 51,800 | 34,000 | 4,600,813 |
| Fire Department | 1,180,515 | 3,050 | 5,225 | 265,338 | 1,080 | 269,693 | 1,425,188 |
| MSD Administration | 311,055 | 8,155 | 22,335 | 3,350 | 2,100 | 34,240 | 345,295 |
| MSD Yard Maintenance | 85,505 | - | 10,850 | 7,350 | 24,000 | 42,300 | 127,805 |
| Street Lighting | 185,000 | - | - | - | 55,000 | 55,000 | 240,000 |
| Miscellaneous MSD Services | 2,280 | - | - | - | - | - | 2,280 |
| Bathry Maintenance Expense | - | - | - | - | 2,000 | 2,000 | 2,000 |
| Special Events | 145,475 | - | (16,100) | - | 3,650 | (12,450) | 133,025 |
| Parking System | 51,800 | - | - | 20,080 | 150 | 20,230 | 72,030 |
| MSD Services - DDA | 177,440 | - | 29,500 | 7,800 | 8,500 | 45,800 | 223,240 |
| Cemetery | 178,550 | - | (10,000) | (5,200) | 800 | (14,700) | 163,850 |
| Parks & Public Property | 218,655 | - | 25,085 | (3,450) | 25,500 | 47,135 | 265,790 |
| Capital Outlay | 1,530,700 | - | (42,700) | (65,000) | - | (107,700) | 1,423,000 |
| Debt Service | 32,412 | - | - | - | - | - | 32,412 |
| Tot. Gen'l Operating Expenditures | 11,177,344 | 18,830 | 111,045 | 208,518 | 224,330 | 562,723 | 11,740,067 |
| Transfers Out to Other Funds | 379,428 | 10,000 | - | 28,365 | 40,000 | 78,365 | 457,821 |
| Contingency | - | - | - | - | - | - | - |
| Total Expenditures | 11,556,770 | 28,830 | 111,045 | 236,913 | 264,330 | 641,118 | 12,197,888 |

| FUND DEPT /ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|-------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| MAJOR ST FUND REV: | | | | | | | |
| #202 | | | | | | | |
| Gas & Weight Taxes | 802,874 | - | - | - | - | - | 802,874 |
| Contrib & Other | 5,000 | - | - | 10,600 | - | 10,600 | 15,000 |
| Appropriation of Surplus | - | - | - | 40,998 | 79,950 | 120,948 | 120,948 |
| TOTAL REVENUE | 807,874 | - | - | 50,998 | 79,950 | 130,948 | 938,822 |
| MAJOR ST FUND EXP: | | | | | | | |
| #202 | | | | | | | |
| Administration/Debt | 27,580 | - | 880 | - | - | 880 | 28,460 |
| Routine Maintenance | 152,530 | - | 10,880 | 36,700 | 10,100 | 57,480 | 209,990 |
| Stormwater System Maintenance | 3,000 | - | - | - | - | - | 3,000 |
| Traffic Signal Maintenance | 84,970 | - | - | - | 100 | 100 | 85,070 |
| Snow & Ice Control | 70,120 | - | 1,295 | 2,700 | 2,750 | 6,745 | 78,865 |
| Road Construction | - | - | 2,000 | 65,000 | 67,000 | 134,000 | 134,000 |
| Transfers Out to Other Funds | 401,437 | - | - | - | - | - | 401,437 |
| Contingency | 88,237 | - | (14,835) | (53,402) | - | (68,237) | - |
| TOTAL EXPENDITURES | 807,874 | - | - | 50,998 | 79,950 | 130,948 | 938,822 |

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24**

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| LOCAL ST FUND REV: #203 | | | | | | | |
| Gas & Weight Taxes | 281,056 | - | - | - | - | - | 281,056 |
| Contrib & Other | 401,427 | 5,000 | - | - | - | 5,000 | 406,427 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUE | 682,483 | 5,000 | - | - | - | 5,000 | 687,483 |
| LOCAL ST FUND EXP: #203 | | | | | | | |
| Administration/Debt | 25,385 | - | - | - | - | - | 25,385 |
| Routine Maintenance | 159,085 | - | 10,560 | 17,025 | 11,100 | 38,685 | 197,690 |
| Stormwater System Maintenance | 1,000 | - | - | - | - | - | 1,000 |
| Traffic Signal Maintenance | 51,885 | 150 | 80 | - | - | 230 | 52,115 |
| Snow & Ice Control | 32,770 | - | 4,070 | 9,280 | 1,220 | 15,350 | 48,120 |
| Road Construction | - | - | - | 280,000 | 50,000 | 330,000 | 330,000 |
| Contingency | 412,448 | 4,850 | (15,510) | (306,285) | (82,320) | (379,285) | 33,163 |
| TOTAL EXPENDITURES | 682,483 | 5,000 | - | - | - | 5,000 | 687,483 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|----------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| RECREATION FUND REV: #208 | | | | | | | |
| Cultural Center Revenues | 501,000 | - | 18,490 | 17,615 | 17,200 | 53,305 | 554,305 |
| Transfer from General Fund | 288,881 | - | - | - | - | - | 288,881 |
| Administrative Charges | 1,000 | - | - | 10,000 | - | 10,000 | 11,000 |
| Program Fees & Charges | 298,000 | - | 3,110 | 675 | 17,850 | 21,735 | 319,735 |
| Appropriation of Surplus | 161,849 | - | - | 24,510 | - | 24,510 | 186,359 |
| TOTAL REVENUE | 1,260,510 | - | 21,600 | 52,800 | 35,150 | 109,550 | 1,370,060 |
| RECREATION FUND EXP: #208 | | | | | | | |
| Cultural Center & Administration | 1,084,755 | - | 12,950 | 28,100 | 25,400 | 66,450 | 1,151,205 |
| Basic Skills | - | - | - | - | - | - | - |
| Recreation Vending | - | - | - | - | - | - | - |
| Recreation Services | 18,850 | - | - | 2,600 | - | 2,600 | 16,450 |
| Adult Athletics | - | - | - | - | - | - | - |
| Youth Athletics | 5,500 | - | 310 | - | - | 310 | 5,810 |
| Miracle League | 10,000 | - | 2,255 | 13,200 | - | 15,455 | 25,455 |
| PCHA | - | - | - | - | - | - | - |
| PCHA - Mini Miles | - | - | - | - | - | - | - |
| MSD Services | 6,740 | - | 330 | 100 | - | 430 | 7,170 |
| Soccer | 118,150 | - | - | 7,800 | 9,750 | 17,550 | 135,700 |
| Liquor | 10,549 | - | - | 1,000 | - | 1,000 | 11,549 |
| Classes & Special Events | 4,650 | - | 5,755 | - | - | 5,755 | 10,405 |
| Therapeutic Program | 1,000 | - | - | - | - | - | 1,000 |
| Senior Programs - Classes | 5,325 | - | - | - | - | - | 5,325 |
| Plymouth-Canton Steelers | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 1,260,510 | - | 21,600 | 52,800 | 35,150 | 109,550 | 1,370,060 |

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24**

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|-----------------------------------|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| SOLID WASTE FUND REV: #226 | | | | | | | |
| Property Taxes | 1,198,160 | - | 12,000 | 11,700 | 50,000 | 73,700 | 1,269,860 |
| Sales of Service | 440,600 | - | 1,425 | 1,875 | 7,600 | 10,900 | 451,500 |
| Transfer from General Fund | 7,756 | - | - | - | - | - | 7,755 |
| Appropriation of Surplus | 156,138 | - | 31,075 | (2,475) | - | 28,600 | 184,738 |
| TOTAL REVENUE | 1,800,653 | - | 44,500 | 11,100 | 57,600 | 113,200 | 1,913,853 |
| SOLID WASTE FUND EXP: #226 | | | | | | | |
| Operating Expenses | 1,780,653 | - | 44,500 | 11,100 | 57,600 | 113,200 | 1,873,853 |
| Capital Outlay | 40,000 | - | - | - | - | - | 40,000 |
| Contingency | - | - | - | - | - | - | - |
| Transfers Out to Other Funds | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 1,800,653 | - | 44,500 | 11,100 | 57,600 | 113,200 | 1,913,853 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|-------------------------------|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| PARKING FUND REV: #231 | | | | | | | |
| Miscellaneous | 10 | - | - | - | 120,000 | 120,000 | 120,010 |
| Appropriation of Surplus | 180,000 | - | - | - | (120,000) | (120,000) | 60,000 |
| TOTAL REVENUE | 180,010 | - | - | - | - | - | 180,010 |
| PARKING FUND EXP: #231 | | | | | | | |
| Contingency | 10 | - | - | - | - | - | 10 |
| Construction | 180,000 | - | - | - | - | - | 180,000 |
| TOTAL EXPENDITURES | 180,010 | - | - | - | - | - | 180,010 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|---|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| BROWNFIELD SITE REM FUND REV: #242 | | | | | | | |
| Federal/State Grants | - | - | - | - | - | - | - |
| Contrib. & Other | 50 | - | - | - | - | - | 50 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | 50 | - | - | - | - | - | 50 |
| BROWNFIELD SITE REM FUND EXP: #242 | | | | | | | |
| Capital Improvements | - | - | - | - | - | - | - |
| Miscellaneous | 50 | - | - | - | - | - | 50 |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 50 | - | - | - | - | - | 50 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|---------------------------------------|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| BROWNFIELD OPER FUND REV: #243 | | | | | | | |
| Property Taxes | 572,440 | - | - | - | - | - | 572,440 |
| Contrib. & Other | 210 | - | - | - | 10,000 | 10,000 | 10,210 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | 572,650 | - | - | - | 10,000 | 10,000 | 582,650 |
| BROWNFIELD OPER FUND EXP: #243 | | | | | | | |
| Administration | 57,240 | - | - | - | - | - | 57,240 |
| Site Remediation | 515,200 | - | - | - | - | - | 515,200 |
| Contrib & Other | - | - | - | - | - | - | - |
| Contingency | 210 | - | - | - | - | - | 210 |
| TOTAL EXPENDITURES | 572,650 | - | - | - | - | - | 572,650 |

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24**

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| DDA OPER FUND REV: #248 | | | | | | | |
| Property Taxes-Non School | 1,550,600 | - | (318,735) | - | - | (318,735) | 1,233,865 |
| Program Fees & Other | 82,550 | - | 25,450 | 12,110 | - | 37,560 | 120,110 |
| Appropriation of Surplus | - | - | 41,740 | (2,710) | - | 39,030 | 39,030 |
| TOTAL REVENUES | 1,633,150 | - | (248,545) | 9,400 | - | (240,145) | 1,393,005 |
| DDA OPER FUND EXP: #248 | | | | | | | |
| Administration | 332,580 | - | 1,400 | 800 | - | 2,200 | 334,780 |
| Police Services | 35,820 | - | 45 | 100 | - | 145 | 35,965 |
| Streetscape Maintenance | 325,810 | - | 800 | 6,500 | - | 7,100 | 332,910 |
| Parking System | 55,350 | - | - | - | - | - | 55,350 |
| Saxton Parking Facility | - | - | 1,000 | 2,000 | - | 3,000 | 3,000 |
| DDA Marketing | 113,700 | - | - | - | - | - | 113,700 |
| Contrib to DDA Debt Funds | 217,300 | - | - | - | - | - | 217,300 |
| Contrib to DDA Cap Imp Fund | 300,000 | - | - | - | - | - | 300,000 |
| Contingency | 252,580 | - | (252,590) | - | - | (252,590) | - |
| TOTAL EXPENDITURES | 1,633,150 | - | (248,545) | 9,400 | - | (240,145) | 1,393,005 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| BLDG & ENGINEERING FD REV: #249 | | | | | | | |
| Permit Fees | 610,300 | - | 3,090 | 5,687 | 1,940 | 10,717 | 621,017 |
| Contrib. & Other | - | 10,000 | - | 30,000 | 40,000 | 80,000 | 80,000 |
| Appropriation of Surplus | 81,375 | (10,000) | - | (35,687) | (35,688) | (81,375) | - |
| TOTAL REVENUES | 691,675 | - | 3,090 | - | 6,252 | 9,342 | 701,017 |
| BLDG & ENGINEERING FD EXP: #249 | | | | | | | |
| Engineering/Inspections | 691,675 | - | 3,090 | - | 6,252 | 9,342 | 701,017 |
| Capital Outlay | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 691,675 | - | 3,090 | - | 6,252 | 9,342 | 701,017 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|-------------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| NBHD SERVICES FUND REV: #252 | | | | | | | |
| Miscellaneous | 18,040 | - | - | - | - | - | 18,040 |
| Transfer from General Fund | 73,010 | - | - | - | - | - | 73,010 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | 89,050 | - | - | - | - | - | 89,050 |
| NBHD SERVICES FUND EXP: #252 | | | | | | | |
| Administration | 500 | - | - | - | - | - | 500 |
| OVDA Community Center | 2,000 | - | - | - | - | - | 2,000 |
| Senior Transportation | 86,550 | - | - | - | - | - | 86,550 |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 89,050 | - | - | - | - | - | 89,050 |

BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|-----------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| REC CAP IMP FUND REV: #408 | | | | | | | |
| Contrib. & Other | 274,000 | - | - | - | 152,650 | 152,650 | 426,650 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | 274,000 | - | - | - | 152,650 | 152,650 | 426,650 |
| REC CAP IMP FUND EXP: #408 | | | | | | | |
| Capital Improvements | 250,000 | - | - | - | 152,650 | 152,650 | 402,650 |
| Contingency | 24,000 | - | - | - | - | - | 24,000 |
| TOTAL EXPENDITURES | 274,000 | - | - | - | 152,650 | 152,650 | 426,650 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| 2016 LTGO CAP IMP BD CONST FD REV: #485 | | | | | | | |
| Contrib. & Other | - | - | - | - | - | - | - |
| Appropriation of Surplus | 1,200,000 | - | - | - | (401,035) | (401,035) | 798,965 |
| TOTAL REVENUES | 1,200,000 | - | - | - | (401,035) | (401,035) | 798,965 |
| 2016 LTGO CAP IMP BD CONST FD REV: #486 | | | | | | | |
| Capital Outlay | 1,200,000 | - | - | - | (401,035) | (401,035) | 798,965 |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 1,200,000 | - | - | - | (401,035) | (401,035) | 798,965 |

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|--|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| 2024 GO CAP IMP BD CONST FD REV: #489 | | | | | | | |
| Contrib. & Other | - | - | - | - | 5,039,740 | 5,039,740 | 5,039,740 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | - | - | - | - | 5,039,740 | 5,039,740 | 5,039,740 |
| 2024 GO CAP IMP BD CONST FD EXP: #488 | | | | | | | |
| Capital Outlay | - | - | - | - | 1,014,230 | 1,014,230 | 1,014,230 |
| Contingency | - | - | - | - | 4,025,510 | 4,025,510 | 4,025,510 |
| TOTAL EXPENDITURES | - | - | - | - | 5,039,740 | 5,039,740 | 5,039,740 |

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 23-24**

| FUND DEPT/ACTIVITY | Approved Budget | 1st Qtr Amendments | 2nd Qtr Amendments | 3rd Qtr Amendments | 4th Qtr Amendments | Tot. All Amendments | Amended Budget |
|-----------------------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------------|
| WATER/SEWER OPER FUND REV: | | | | | | | |
| #692 | | | | | | | |
| Sales & Service Charges | 4,898,825 | 40,000 | - | - | - | 40,000 | 5,038,825 |
| Sale of Bonds | - | - | - | - | - | - | - |
| Appropriation of Surplus | 383,435 | - | 49,870 | - | 82,150 | 111,820 | 495,255 |
| TOTAL REVENUES | 5,382,260 | 40,000 | 49,870 | - | 82,150 | 161,820 | 5,534,080 |
| WATER/SEWER OPER FUND EXP: | | | | | | | |
| #692 | | | | | | | |
| Administration | 4,483,730 | - | 1,285 | (12,400) | 3,000 | (7,705) | 4,476,025 |
| Trunk & Lateral | 332,840 | - | 21,000 | (5,000) | 12,000 | 28,000 | 360,840 |
| Mains Maintenance | 226,100 | - | 20,750 | 12,250 | 18,100 | 61,100 | 277,200 |
| Meter Maintenance | 176,350 | 80,000 | 900 | 1,200 | 15,000 | 97,000 | 273,350 |
| Service Maintenance | 111,345 | (40,000) | 5,725 | 6,500 | 12,050 | (15,725) | 96,620 |
| Hydrant Maintenance | 51,895 | - | 100 | (2,950) | 2,000 | (850) | 51,045 |
| Capital Outlay | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - |
| TOTAL EXPENDITURES | 5,382,260 | 40,000 | 49,870 | - | 82,150 | 161,820 | 5,534,080 |
| EQUIPMENT FUND REV: | | | | | | | |
| #661 | | | | | | | |
| Miscellaneous | 1,028,463 | - | 32,045 | 26,500 | 63,702 | 122,247 | 1,150,710 |
| Appropriation of Surplus | - | - | - | - | - | - | - |
| TOTAL REVENUES | 1,028,463 | - | 32,045 | 26,500 | 63,702 | 122,247 | 1,150,710 |
| EQUIPMENT FUND EXP: | | | | | | | |
| #661 | | | | | | | |
| Miscellaneous | 993,698 | - | 1,315 | 26,500 | 14,150 | 41,965 | 1,035,863 |
| Contingency | 34,765 | - | 30,730 | - | 49,652 | 80,282 | 115,047 |
| TOTAL EXPENDITURES | 1,028,463 | - | 32,045 | 26,500 | 63,702 | 122,247 | 1,150,710 |

There was a voice vote.
MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe said the Old Village Pride event was scheduled for June 23 and that the Old Village Association would be meeting on June 26.

Filipczak said the HDC was scheduled to meet on June 19.

Minton gave an update on the ZBA and Planning Commission.

Deal said she met with chairs of all of the boards and commissions prior to this meeting.

b. Appointments

Deal offered a motion, seconded by Filipczak, to appoint Tara Ahmet to the Housing Commission.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

10. ADJOURNMENT

Filipczak offered a motion, seconded by Minton, to adjourn the meeting at 7:35 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization to Hire - Police Officer - 07-01-24.docx
Date: June 24, 2024
RE: Authorization to Hire – Police Officer

Background

The City Commission was made aware that we had a police officer who has recently resigned, and this has created a vacancy in the department. The budget is authorized for 16 police officers, including the Chief.

In August of 2000 the City Commission adopted a Hiring Ordinance, which requires the Administration to seek prior and express approval for any full time hiring. In compliance with that Ordinance the Administration is seeking approval to proceed with the hiring of a full time Police Officer.

The Commission may also aware that it takes a new police officer approximately four months to complete the Field Training Officer (FTO) Program. Upon completion of the FTO the officer can then be on their own and a part of the regular shift rotation.

This is a replacement position, and it will maintain our police staffing at the budgeted levels. The hiring of police officers is very difficult as there is a very limited supply of candidates.

Recommendation

The City Administration recommends that the City Commission provide prior and express approval to begin the hiring procedures for a police officer in accordance with the City's Hiring Ordinance. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions regarding this matter please feel free to contact me in advance of the meeting.

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000; and

WHEREAS The Ordinance requires that the City Administration seek prior and express approval for any full-time position; and

WHEREAS The City Administration is seeking prior and express approval for the hiring of a police officer to fill a vacancy in that department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new police officer.



Administrative Recommendation

City of Plymouth
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Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *Memorandum - Authorization to Hire - Administrative Assistant for the City Manager - 07-01-24*
Date: June 27, 2024
RE: Authorization to Hire – Administrative Assistant for the City Manager

Background

The City Commission adopted the Employment Ordinance on August 7, 2000, and it requires that the City Manager seek advance and express approval prior to filling any full-time position.

At this time, the City Administration is seeking approval to begin the process of hiring an Administrative Assistant for the City Manager's Office. As you are aware, Sue Campbell is retiring to spend more time with her family. This leaves a vacancy in the City Manager's area for a skilled multi-tasking Administrative Assistant. We will be posting for the position in the Manager's Office. This person will also have responsibilities to assist with the coordination of city content across all Departments on the web and internally. This person will also provide clerical assistance to the City Commission, City Manager, I.T./Human Resources and all Departments as needed. This position is included in the budget as a full-time employee.

The current clerical person is extremely busy with handling routine matters as well as projects and research that we need to insure a smooth operation.

Recommendation

The City Administration recommends that the City Commission authorize the hiring of an Administrative Assistant for the City Manager's Office. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City Commission passed a hiring ordinance that requires that the City Administration seek prior and express approval before any full time hiring; and

WHEREAS The City Administration has requested prior and express approval for the hiring of an Administrative Assistant for the City Manager's Office.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of a full time Administrative Assistant for the City Manager's Office.



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - CDBG Intergovernmental Agreement with County ending June 30 2025.docx*
Date: June 27, 2024
RE: Intergovernmental Contract – Wayne County for Block Grant Funding (CDBG)

Background

The City Commission is aware that we are part of a consortium of communities that participate in the Wayne County Community Development Block Grant Program. These are federal funds that are passed through the County and then out to the local municipalities. Due to our population demographics, it is difficult for us to receive funding directly from the state and federal government. We typically use this funding to help us fund a small portion of our share of the senior transportation program that is run with Plymouth Township.

There have been a number of staff changes and responsibility changes at Wayne County and as a result there was a delay in getting this package to us. This agreement covers the period from July 1, 2023, to June 30, 2025.

Our Economic Development Director, John Buzuvis handles processing these funds and we have attached a memorandum which will provide additional background information. In addition, we have attached the entire intergovernmental contract between the City and County.

Recommendation

The City Administration recommends that the City Commission approve the intergovernmental contract, known as the Subrecipient Agreement for Community Development Block Grant between the Charter County of Wayne and the City of Plymouth. This agreement will remain in effect through June 30, 2025.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please contact John Buzuvis or myself.




Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Paul Sincock, City Manager

From: John Buzuvis, Economic Development Director 

CC: S:\Community Development\John\John\CDBG\2023-2024

Date: June 17, 2024

RE: Community Development Block Grant (CDBG) Subrecipient Agreement 2023-2025

Background: The City of Plymouth is a sub-recipient of Wayne County for Community Development Block Grant (CDBG) funds administered by the Department of Housing and Urban Development (HUD). The City has been a sub-recipient of Wayne County for CDBG funds for decades and as such have from time-to-time had to renew contracts and enter into agreements with Wayne County to remain in compliance with HUD. The city has typically dedicated as much CDBG funding as allowed by HUD to offset the cost of the Senior Transportation and/or Americans with Disabilities (ADA) compliance projects. The City of Plymouth received \$20,000 in CDBG funding for the 2023 program year (to be spent by December 31, 2024) to be used in public service projects that enhance suitable living environment.

Historically, as you may recall, the City was required to do a significant amount of administrative work including multiple public hearings and legal postings to receive CDBG funding from Wayne County. In 2019 Wayne County streamlined the process and reduced the administrative burden on sub-recipients for CDBG funding and took on the responsibility for holding public hearings, compiling myriad reports and applications. The City is required to maintain a Subrecipient Agreement with Wayne County to remain eligible for CDBG funding. These agreements are multi-year in nature and as such need to be executed by the city and county on occasion. Wayne County is requesting the city, review, approve and execute the enclosed subrecipient agreement.

The enclosed agreement once executed will run through June 30, 2025. The agreement memorializes each parties' responsibilities for compliance with HUD and other federal requirements related to CDBG funding. The agreement precludes the city from applying for CDBG funding through the Small Cities or State of Michigan directly while this agreement is in effect. Additionally, the agreement contains requirements specific to HOME Investment Partnership Program requirements; however, these requirements do not apply as the city does not, and has not, participated in that program.

If the City Commission should choose to not renew the agreement our relationship as a subrecipient our CDBG relationship with Wayne County would be terminated. The City would have to seek CDBG funds from the State of Michigan directly. This would create a significant administrative burden and would require a myriad of staff resources to set the program up and operate it.

RECOMMENDATION:

The Administration recommends the City Commission review and approve the enclosed Community Development Block Grant Subrecipient Agreement and authorize the mayor to sign the agreement on behalf of the city.

Attached please find a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.

SUBRECIPIENT AGREEMENT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BETWEEN THE
CHARTER COUNTY OF WAYNE
AND
CITY OF PLYMOUTH

Term July 1, 2023 through June 30, 2025

**Catalog of Federal Domestic Assistance (CFDA)
14.218 Community Development Block Grants/Entitlement Grants**

THIS SUBRECIPIENT AGREEMENT (“the “ Agreement”) is made effective as of the 1st day of July, 2023, by and between the Charter County of Wayne, acting through the Community Development Department a Division of the Economic Development Department whose address is the Guardian Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the **City of Plymouth, whose address is 201 South Main, Plymouth MI 48170(the “S ubrecipient”)**.

Mutual Understandings

- A. Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“**HUD**”) to be the recipient of Community Development Block Grant (“**CDBG**”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “**Act**”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B. The Subrecipient has applied to the Recipient for a grant pursuant to the CDBG Program to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2023 starting July 1, 2023 (“Program Year”).
- C. The Subrecipient may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D. Both the Subrecipient and the Recipient (“**Parties**”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E. The Work to be performed under this Agreement must be completed within twenty-four (24) months of July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.
- F. The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G. The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

Section 1

Definitions

In addition to the words and terms elsewhere defined in this Agreement and the exhibits hereto, the following words and terms as used in this Agreement shall have the following meanings for the purposes of this Agreement unless the context or use indicates another or different meaning or intent. Furthermore, any definition that conflicts with a definition as provided for in any laws, rules, and regulations applicable to Community Development Block Grants and a specific context shall supersede the definition or portion of the definition that conflicts below:

- 1.01. **"Agreement"** means this document in its final form, including all exhibits, as executed by the County and Subrecipient.
- 1.02. **"CDBG"** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **"CDBG Funds"** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG Activities under this Agreement. **The CDBG Funds contemplated for this Agreement are \$20,000 (Twenty Thousand Dollars).**
- 1.04. **"City"** means the following:
 - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
 - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **"Closing or Closing Date"** shall mean the date and time, which shall be mutually agreed upon by the Subrecipient and the County, at which the Subrecipient shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.
- 1.06. **"Contractor"** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipient unless otherwise noted in this Agreement.
- 1.07. **"Counsel"** shall mean a person admitted to practice law in the State of Michigan and who may be the legal advisor for the County or the Subrecipient.

- 1.08. **"LMA"** shall mean low and moderate income area benefiting all residents of a primarily residential area in which at least 51% of the residents have incomes at or below 80% of area income.
- 1.09. **"LMI"** shall mean low and moderate income.
- 1.10. **"LMH"** shall mean low and moderate housing activities that will be occupied by a household whose income is at or below 80% of area median income.
- 1.11. **"LMC"** shall mean low and moderate limited clientele activities whose income is at or below 80% of area median income.
- 1.12. **"LMJ"** shall mean low and moderate job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- 1.13. **"Program Income"** means revenue (i.e., gross income) received by a state, unit of general local government, or Subrecipient that is directly generated from the use of CDBG Funds.
- 1.14. **"Program Manager"** means the Wayne County staff person currently managing the Wayne County CDBG program.
- 1.15. **"Recipient"** or **"County"** shall mean the County of Wayne, Michigan.
- 1.16. **"Records"** shall mean all records, data, notes, reports, discs, and documents in whatever format related to this Agreement and the Work under this Agreement and as further defined in Section 5 of this Agreement.
- 1.17. **"Regulations"** shall mean the regulations relating to the CDBG Program promulgated by HUD.
- 1.18. **"Rehabilitation"** shall mean any rehabilitation of residential property to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality and habitability, in order to sell, or redevelop such homes and properties. Rehabilitation may include improvements to increase the energy efficiency or conservation of such homes and properties or provide a renewable energy source for such homes and properties.

- 1.19. “Subrecipient” shall mean the City of Plymouth a unit of local government or municipality that the County has awarded CDBG Funds to perform eligible activities under the CDBG Program.

Section 2

Statement of Purpose and Eligible Activities of the Housing and Community Development Act

2.01 CDBG Objective

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the community development program of each grantee, is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. By executing this Agreement the Subrecipient agrees with the Recipient to provide housing and community development activities in accordance with the objectives of the Act.

2.02 Compliance With CDBG Eligible Activity Requirements

The Subrecipient will be responsible for administering the CDBG Program in a manner satisfactory to the County and consistent with any standards as a condition of providing these Funds. The following is a list of eligible activities for CDBG under this Agreement:

Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State

in which it is located) in the 12 calendar months before the submission of the action plan;

2.03 National Objectives.

Each eligible activity funded with CDBG Funds must meet one of the three national objectives:

1. Benefits low and moderate income persons

a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:

- 1) Area is primarily residential and activity meets LMI needs.
- 2) Income levels are documented by Census or an approved substitute.
- 3) Exceptions apply under special circumstances.

b. (LMC) Limited Clientele -- activity benefits a limited number of persons who are at least 51% (LMI) Low and Moderate Income:

- 1) Persons are presumed to be LMI (abused children, elderly, homeless).
- 2) Assistance is for LMI persons owning or developing microenterprises.
- 3) Activity is a job training or placement activity. (Conditions do apply.)

c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:

- 1) At least 51% of units must be occupied by LMI.
- 2) Exceptions to the 51% rule are possible under limited circumstances.

d. (LMJ) Jobs -- activity creates or retains jobs:

- 1) At least 51% of the jobs must be held by or available to LMI persons.

2. Aids in the prevention or elimination of slums or blight

The area in which the activity occurs must be designated as slum or blighted. The following tests apply:

a. The delineated area in which the activity occurs must meet a definition of a slum, blighted, deteriorated or deteriorating area under state or local law;

- b. The area must also meet either one of the two conditions specified below:
 - 1) At least 25 percent of the properties throughout the area exhibit the following:
 - i. Physical deterioration of buildings/improvements;
 - ii. Abandonment of properties;
 - iii. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - iv. Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - v. Known or suspected environmental contamination. •
 - 2) Public improvements throughout the area are in a general state of deterioration. |
- c. Documentation must be maintained by the State on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications

3. Meets a need having a particular urgency (referred to as urgent need).

- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
- 2) It cannot fund activity on its own as other sources of money are unavailable.

Section 3

Statement of Work/Budget, Payment Guidelines, and Due Diligence Requirements

3.01 Description of Work and Deadlines

The term of this Agreement is July 1, 2023 to June 30, 2025 The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A (“Work”) and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipient to Recipient in the process of receiving the CDBG Funds.

Any Work shall be completed on or before twenty-four (24) months from July 1 of the respective HUD Program Year unless otherwise extended through Recipient's approved modification process. The Subrecipient agrees that this deadline may be unilaterally shortened by the Recipient, at the Recipient's sole discretion, if a more expeditious schedule is required for the Recipient to comply with any HUD regulations, including, but not limited to, 24 CFR 570.902.

3.02 CDBG Activity Description

The description of each CDBG activity shall be in sufficient detail as to provide a sound basis for the Recipient to effectively monitor performance under this Agreement. Such description will, at minimum, allow for a clear understanding of the need and benefit of the activity and the proposed eligible activity and National Objective. Recipient may ask for a written clarification of the work and CDBG activity at any time during this Agreement before making a payment under this Agreement. If such clarification does not reasonably indicate compliance with CDBG standards, Recipient will not be required to release any payment until a sufficient clarification is provided. The Subrecipient shall submit to the Recipient a budget covering the costs for the CDBG eligible activities.

3.03 Transfer or Reallocation

During the term of this Agreement, Subrecipient may transfer or reallocate the budget covering costs between different eligible activities that were originally set up in the application. However, if an activity was not set up in the original application, then Subrecipient must follow the rules for public hearings to add such new activity. All transfers of eligible activities are limited to transfer within the CDBG Program only and with consent from the County.

3.04 Payment Restrictions

It is expressly agreed and understood that the total amount to be paid by the Recipient under this Agreement shall not exceed the CDBG Funds amount **actually awarded and received by Recipient** for this Agreement as specifically noted in Section 1 (Definitions) of this

Agreement. It is also expressly agreed and understood that all amounts allocated hereunder to the Subrecipient by the Recipient shall be on a reimbursement basis for monies already spent by the Subrecipient or its contractors on approved (or pre-approved in writing if required by 2 CFR 200.407) eligible activities for projects meeting National Objectives. Subrecipient shall have no claim for detrimental reliance or otherwise for expenses it incurs for ineligible activities or projects not meeting National Objectives as interpreted by HUD or for claims for funds that have not been actually awarded to Recipient. All requests for payment reimbursements shall be submitted on a monthly basis with all the required documentations and certifications of the Subrecipient's financial management system in accordance with the standards specified in OMB Circular A-85. All incomplete payment requests will not be processed and will be returned to the Subrecipient to complete.

3.05 Payment Disputes

In the event that there is a disagreement over the eligibility of a payment by Recipient to Subrecipient of CDBG Funds under this Agreement, Recipient will not be required to make any such payment until a clear written ruling by HUD has been obtained. If the payment has already been made and the funds are still in the possession of Subrecipient or its agents, the funds will be returned to Recipient immediately until a written ruling by HUD has been obtained. Recipient may waive this requirement in writing or require another reasonable alternative such as escrow if it deems it in the best interest of the Recipient. In any event, Subrecipient must repay Recipient for any payment made by Recipient to Subrecipient subsequently disallowed by HUD. Such repayment will be with interest and administrative fees if HUD has demanded repayment and Recipient has already paid HUD.

3.06 Timely Execution of Agreement Required

The CDBG Funds are subject to strict timelines for eligible expenditure or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within 30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG

Funds allocated to Subrecipient if Subrecipient does not comply with the provisions of this sub-section and Subrecipient will have no claim against Recipient.

3.07 Due Diligence Requirements

Recipient may require Subrecipient to provide certain documents and documentation to ensure that the work is in compliance with CDBG Requirements and this Agreement. Subrecipient must provide such documentation in a reasonable and timely manner. Recipient may condition any payment under this Agreement on the provision of such documentation. All such requests will be made in writing by the Subrecipient.

Section 4

Contractors

4.01 Using Contractors

Subrecipient may only use a contractor for work performed with CDBG Funds in compliance with all applicable laws, rules, and regulations governing contractors for CDBG projects. Any request for reimbursement for a non-conforming use of contractors will be denied and may also require recoupment by Subrecipient of any compensation of the contractor in violation of any laws, rules, or regulations.

4.02 Contractor Procurement

Contractors must be procured competitively according to Federal Office of Management and Budget (OMB) rules, **24 CFR 85.36, and 2 CFR 200.320**. If the Subrecipient is acquiring goods and services, such as professional consulting, environmental review or planning, totaling no more than **\$100,000** then small purchase procurement (24 CFR 85.36(d)(1) and 84.44(e)(2)) can be used which allows Subrecipient to obtain quotes from potential vendors with a detailed description of the goods or services needed without publishing a formal request for proposals or invitation for bids. This method cannot be used if the amount of contract exceeds \$100,000 in value. In general, the small purchases

procedures also should not be used to acquire construction Contractors. It is recommended that these acquisitions occur under the sealed bid approach.

4.03 Agreements with Contractors

Subrecipients must enter into written agreements with Contractors.

In order to meet HUD and County CDBG Program requirements, agreements with Contractors must address the following:

1. Scope of services to be provided, consistent with this Agreement.
2. Identification of intended beneficiaries, if applicable.
3. Schedule for work completion.
4. Budget and payment schedule.
5. Provisions for termination for nonperformance or poor performance.
6. Other provisions required regarding:
 - a. Equal opportunity
 - b. Nondiscrimination
 - c. Labor standards
 - d. Anti-lobbying
 - e. Conflict of interest
7. Provisions for maintenance of workers' compensation insurance.
8. Provisions for maintenance of unemployment, disability and liability insurance as required.
9. Provisions for records retention (min. 4 yrs. from submittal of final expenditure report or conclusion of any audit or litigation).
10. Provision permitting monitoring/auditing by County and Subrecipient.
11. Provision requiring Contractor to abide by the covenants of this Agreement.
12. Provisions requiring appropriate bonds where required or reasonable.

4.04 Limitation on Term of Contractor Agreements

In compliance with federal procurement rules, the term of and agreements between Subrecipient and Contractors may not exceed three years.

Section 5
Records and Reports

5.01 Records Requirements

The Subrecipient shall comply with 24 CFR Part 570.506 and maintain full and complete books, ledgers, journals, accounts, or records wherein are kept all entries reflecting its operation pursuant to this Agreement. The records shall be kept in accordance with generally accepted accounting principles and practices and according to the provisions of the 2 CFR 200 and the provisions of 24 CFR Part 85, as modified by 24 CFR 570.502(a). The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- C. Records required to determine the eligibility of activities;
- D. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- F. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

5.02 Retention of Records

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of three (3) years. The retention period begins on the date of the submission of the Recipient's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is

litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

5.03 Recipient Right to Examine and Audit

The Recipient, including the Legislative Auditor General, shall have the right to examine and audit all books, records, documents and other supporting data of the Subrecipient, or any consultants or agents rendering services under this Agreement, whether directly or indirectly, which will permit adequate evaluation of the services, the cost, or pricing data submitted by the Subrecipient. The Subrecipient shall include a similar covenant allowing for Recipient audit in any contract it has with a Contractor, consultant or agent whose services will be charged directly or indirectly to the Recipient. This right to audit shall include, but shall not be limited to, the Recipient's right to request, and to be supplied in a timely manner, copies of any and all such books, documents, records and other supporting data. The Recipient may delay payment to the Subrecipient pending the receipt of such records and the results of any related audit without penalty or interest.

5.04 Activity Description Records

The records shall contain a full description of each activity assisted or being assisted with CDBG Funds. This description shall include its location and the amount of CDBG Funds budgeted and expended for the activity; and whether (i) the activity assists persons who qualify as Low-to-Moderate-Income persons; (ii) will aid in the prevention or elimination of blight or slums; (iii) or is designed to alleviate conditions which pose a serious and immediate threat to the health or welfare of the community.

5.05 Program Related Reports

The Subrecipient shall prepare in a timely manner and submit, to the Recipient, all program-related reports required by the Wayne County CDBG Manual. These reports

include, but are not limited to, a year-end report and the Program Income report described in Section 6 below.

Section 6

Program Income

6.01 Treatment of Program Income

Program Income (as defined at 24 CFR 570.500(a) and as further clarified in 2 CFR 200.80 if applicable) generated by activities carried out with CDBG Funds made available under this Agreement may be retained by the Subrecipient upon written permission of Recipient via its authorized director of CDBG Programs if the income is treated as additional CDBG Funds subject to all applicable requirements governing the use of CDBG Funds, the Recipient's Procedures for Reporting Program Income and Direct Benefit Activities. The Recipient's Procedures for Reporting Program Income and Direct Benefit Activities are subject to change with reasonable notice to the Subrecipient. The use of Program Income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Subrecipient may only use such Program Income during the Agreement period and only for activities permitted under this Agreement and shall reduce requests for additional CDBG Funds by the amount of any such Program Income balance on hand.

6.02 Interest Bearing Account Requirement

Program Income in the form of repayments to, or interest earned on, a revolving fund shall be deposited into an interest-bearing account and any interest earned by such funds accumulating in this account must be remitted annually, at the end of each program year, to the Recipient.

6.03 Remittance Guidelines

Program Income cash balances or investments thereof in excess of one-twelfth of the CDBG Funds amount under this Agreement, except for those needed immediately, those in revolving loan Funds, those resulting from lump-sum draw-downs authorized under 24 CFR Part 570.513, and those invested or held as additional security for a Section 108 loan

guarantee, must be remitted to the Recipient annually, at the end of each program year. The amount to be remitted will be calculated based on the total Program Income balances (with the exceptions noted above) held by the Subrecipient and all of its subrecipients as of the last day of the Recipient's Program Year.

Section 7

Use of Real Property

7.01 Use Restrictions

Without properly authorized permission from Recipient, the Subrecipient may not change the use of any real property acquired or improved with CDBG Funds in excess of \$25,000 from the use for which the acquisition or improvement was made. Permission for an exception to this rule from Recipient will not be given unless the Subrecipient provides affected citizens with reasonable notice of any proposed change and the new use meets one of the objectives of the program earlier set forth and authorized under this Agreement. If such new use does not qualify under those objectives, the new use may be permitted, provided that the CDBG fund is reimbursed for the current fair market value of the property, less any portion of the value attributable to expenditure of non-CDBG Funds.

7.02 Security Requirement

In the event that the Subrecipient intends to perform an activity that involves real property, Wayne County may require a mortgage, note, or other instrument to secure the National Objective.

7.03 Requirement of Notice and Permission for Sale of Property

Subrecipient may not sell any property acquired with CDBG Funds without providing adequate advance written notice to Recipient and obtaining duly authorized written permission from Recipient for such a sale.

Section 8

Compliance with Federal Laws, Rules, and Regulations

8.01 General Compliance With Law and Specifically Federal Law

Subrecipient shall comply with all Regulations including 24 CFR Part 570.502 and the Uniform Administrative Requirements and shall carry out each activity in compliance with all Federal, State and local laws, rules, and regulations, including but not limited to the following:

- A. Subrecipient will affirmatively further fair housing and shall comply with the letter and spirit of Title VIII of the Civil Rights Act of 1968, as amended.
- B. Subrecipient shall insure that all contracts involving the employment of laborers and mechanics comply with the provisions of the Davis Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the Fair Labor Standards Act.
- C. Subrecipient shall comply with the National Environmental Policy Act of 1969, and its associated regulations and Executive Orders.
- D. Subrecipient shall provide reasonable relocation assistance to any persons displaced as a result of any Work performed under this Agreement. All assistance must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- E. Subrecipient will comply with the Single Audit Act of 1984 and 2 CFR 200.
- F. Subrecipient will insure that no CDBG Funds will be expended for acquisition or construction purposes in an area that has been designated as having special flood hazards, unless the community in which the area is situated is participating in a National Flood Insurance Program.

- G. Subrecipient shall not discriminate in the sale, leasing, financing, or the provision of brokerage services for housing, because of race, color, religion, sex, national origin or disability.
- H. Subrecipient shall not exclude any person from participation in the program on the basis of race, color, national origin, sex, age, or disability.
- I. Subrecipient shall not discriminate against any person on the basis of race, color, religion, sex, national origin or disability in all phases of construction during the performance of any federally-assisted construction contracts.
- J. Subrecipient agrees that no lead paint shall be used in any residential structure constructed or rehabilitated with CDBG Funds.
- K. Subrecipient agrees to all terms of Executive Order 12549 regarding suspension or debarment outlined through 24 CFR Part 570.609 and 24 CFR Part 24 and agrees to execute the Certification Regarding Debarment and Suspension in Appendix D. In addition, the Subrecipient agrees to require all contractors and subcontractors under this Agreement to execute the Certification Regarding Debarment and Suspension in **Appendix D**.
- L. The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Recipient may preempt the optional policies.] The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Recipient ordinances, resolutions and policies concerning the displacement of persons from their residences.

- M. Subrecipient must comply with the requirements of 2 CFR Part 200 (OMB-87) and any of its provisions or requirements that override any other regulation or circular listed in this Agreement will supersede the requirements of those restrictions in this Agreement.
- N. In compliance with 2 CFR, Section 200.338 Subrecipient must make proper disclosures of all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award under this Agreement.
- O. Subrecipient is subject to other applicable regulations governing the use of the CDBG Funds, whether set forth herein or not, and any amendments or policy revisions thereto which may become effective during the term of this Agreement.

8.02 Compliance With State and Local Law

Subrecipient is deemed to be aware of all applicable State and Local laws, rules and regulations and must comply with all such laws, rules, and regulations. The laws, rules, and regulations include, but are not limited to:

- A. Wayne County Ethics in Public Contracting Ordinance
- B. Wayne County Contracting Requirements
- C. Wayne County Legislative Auditor General audit requirements.
- D. For any property funded by CDBG, state and local regulations governing construction, rehabilitation, and rental of that property.
- E. All state and local permitting requirements.
- F. All state and local laws regarding participation and inclusion of minority and women owned businesses or individuals.
- G. All state and local laws prohibiting business with certain entities.
- H. All applicable state and local environmental laws, rules, and regulations.

- I. All applicable state and local human and civil rights laws.

Section 9

Suspension and Termination

9.01 Termination For No Cause

The County may terminate this Agreement without cause at any time in accordance with 24 CFR Part 85.43 and 24 CFR Part 85.44, without incurring any further liability, other than as stated in this Article by giving written notice to the Subrecipient of the termination. The notice must specify the effective date, at least 30 days prior to the effective date of the termination, and this Agreement will terminate as if the date were the date originally given for the expiration of this Agreement. If the Agreement is terminated, the County will pay the Subrecipient for the eligible and authorized services rendered prior to notice of termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Subrecipient accepts the payment, the Agreement is satisfied.

9.02 Termination for Material Breach

The County may terminate this Agreement because the Subrecipient has failed to materially comply with any term of this Agreement, or any award or grant it receives. The grant or award may be suspended or terminated according to the specifications or within the time limit provided in this Agreement. The County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those terminated, and the Subrecipient shall be liable to the County for any costs to obtain and transition similar services, provided the Subrecipient shall continue the performance of this Agreement to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Subrecipient shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Agreement. Such expenses shall be deducted

from any monies due or which may become due to the Subrecipient under the Agreement. If such expense exceeds the sum which would have been payable under the Agreement, then the Subrecipient shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may, to the extent allowed by law, offset such a deficiency against any compensation or reimbursement due or allocated by County or any of its component units to the Subrecipient in any context. . All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Agreement.

9.03 Subrecipient's Duties After Termination

After receipt of a Notice of Termination and except as otherwise directed by the County, the Subrecipient must:

- A. Stop work under the Agreement on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional CDBG Funds for payroll costs and other costs beyond the date as the County specifies.
- C. No later than the date the termination is effective but sooner if County requests, present all Agreement records and submit to the County all Records as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within 30 days a final report of receipts and expenditures of CDBG Funds relating to this Agreement.
- E. Place no further orders on contracts or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under this Agreement as is not terminated;
- F. Terminate all orders and subcontracts to the extent that they relate to the portion of Work so terminated;
- G. Submit within 30 days a listing of all creditors, Contractors, lessors, and other parties with which the Subrecipient has incurred financial obligations pursuant to the Agreement.

H. Secure any Work to prevent any damage or waste.

9.04 Records Upon Termination

Upon termination of this Agreement, all Records prepared by the Subrecipient under this Agreement or in anticipation of this Agreement shall, at the option of the County, become County's exclusive property, whether or not in the possession of the Subrecipient. The Records are free from any claim or retention of rights on the part of the Subrecipient except as specifically provided. The Subrecipient must return all properties of the County to County.

9.05 Failure to Deliver Records

Any intentional failure or delay by the Subrecipient to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Subrecipient will pay the County \$100.00 per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Subrecipient consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

9.06 Access to Records Upon Termination

Access to Records prior to delivery must be restricted to authorized representatives of the County and the Subrecipient. The Subrecipient has no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

9.07 Assistance to Terminate

In addition, each party will assist the other party in the orderly termination of this Agreement and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party. **Section 10**

Reversion of Assets

10.01 Return of Unspent CDBG Funds

Upon expiration of this Agreement, Subrecipient shall transfer to the Recipient any CDBG Funds on hand and any accounts receivable attributable to the use of CDBG Funds at the time of expiration.

10.02 Unused Equipment

In all cases in which equipment acquired, in whole or in part, with CDBG Funds is sold, the proceeds shall be Program Income (prorated to reflect the extent that CDBG Funds were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement may be retained after compensating the Recipient for the current fair market value of the equipment less the percentage of non-CDBG Funds used to acquire the equipment.

Section 11

Expenditure of Community Development Block Grant Funds

11.01 Compliance With CDBG Spending Requirements

The Subrecipient agrees to expend any CDBG Funds received under this Agreement only in compliance with the Housing and Community Development Act of 1974, as amended, and the regulations of the Department of Housing and Urban Development as set forth in Volume 24, CFR Part 570, and in particular, Sections 570.200 through 570.208. The Subrecipient also specifically acknowledges that the Recipient is bound by 24 CFR 570.902, which requires the Recipient to spend its available Funds in a timely manner. The Subrecipient agrees to fully cooperate with the Recipient's efforts to comply with this section, which may require the Subrecipient to either expedite the spending of its CDBG

Funds prior to the date shown in Section 3.01 hereof, or possibly return unspent CDBG Funds to the Recipient. Those regulations are incorporated in this Agreement by reference.

Section 12

Amendment

12.01 Amendment Requirements

This Agreement may be amended by written instruments signed by authorized representatives by both parties. Any amendments or changes to the projects or budget shall be in writing, consistent with the Consolidated Plan and Annual plan of the County on file with HUD, and shall only need the approval of the Director of Community Development of Wayne County, or his/her designee, an authorizing representative of the Subrecipient, and must also comply with the Housing and Community Development Act of 1974, as amended.

Section 13

Indemnification

13.01 General Indemnification and Hold Harmless Requirement

The Subrecipient agrees, to the extent allowed by law, to indemnify and hold harmless the Recipient against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the Recipient by reason of any of the following occurring during the term of this Agreement or related to this Agreement or its implementation:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Subrecipient, or any of its personnel, employees, consultants, agents or any entities associated, affiliated (directly or indirectly), or subsidiary to the Subrecipient now existing or hereafter created, their agents and employees for whose acts any of them might be liable.

B. Any failure by the Subrecipient, its Contractors, or any of its associates, to perform its obligations either implied or expressed under this Agreement.

13.02 Responsibility for Property Loss

The Subrecipient agrees that it is its responsibility and not the responsibility of the Recipient to safeguard the property and materials that its employees, Contractors, or its associates use in performing this Agreement. The Subrecipient shall hold the Recipient harmless for costs and expenses resulting from any loss of such property and materials used by its employees, Contractors and associates pursuant to the Subrecipient's performance under this Agreement.

13.03 Coverage of the term "Recipient"

For purposes of the hold-harmless provisions, the term "Recipient" shall be deemed to include the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or hereafter created, their agents, Program Manager and employees.

13.04 Independent Contractor Relationship between Recipient and Subrecipient

The relationship of the Subrecipient to the Recipient is and shall continue to be that of an independent contractor and no liability or benefits, such as workers' compensation, pension rights, or liabilities, insurance rights or liabilities, or other provisions or liabilities, arising out of or related to a contract for hire or employer/employee relationship, shall arise or accrue to either party or either party's agent, subcontractor or employee as a result of the performance of this Agreement. No relationship, other than that of independent contractor shall be implied between the parties or either party's agent, employee, or contractor. The Subrecipient agrees to hold the Recipient harmless from any such claims and any related costs or expenses.

13.05 Comprehensive Duty to Defend, Indemnify, and Hold Harmless

To the extent permitted by law, the Subrecipient must defend, indemnify and hold harmless the County, its employees, agents, officer and directors, from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorneys' and consultant's fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or related in any way by the Work undertaken by the Subrecipient.

Section 14

Insurance

14.01 The Subrecipient shall maintain at all times, at its expense, during the term of this Agreement the following insurance. The Subrecipient will be responsible for requiring the same insurance of its contractors. Any shortfalls in insurance for contractors, specific to services related to this Agreement, will be the responsibility of the Subrecipient. If the Subrecipient maintains insurance through the Michigan Municipal Risk Association or the Michigan Municipal League the County will accept such insurance if it substantively meets the coverage requirements below, as determined by the County Risk Management Division:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.

- B. Builder’s Risk (Course of Construction) insurance utilizing an “All Risk” (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

- C. Workers' Compensation: insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
- D. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if the subrecipient has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- E. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Subrecipient's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- F. Professional Liability (if Design/Build), Insurance appropriate to the Subrecipient's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.
- G. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Subrecipient maintains higher limits than the minimum insurance coverage required in Section 14.01, the Subrecipient shall maintain the coverage for the higher insurance limits for the duration of the Contract.

14.02 Additional Insured Status. The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insured's on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipient including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in

the form of an endorsement to the Subrecipient's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

- 14.03 Primary Coverage.** For any claims related to this Contract, the Subrecipient's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Subrecipient's insurance and shall not contribute with it.
- 14.04 Notice of Cancellation.** Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.
- 14.05 Waiver of Subrogation.** Subrecipient grants to the County a waiver of any right to subrogation which any insurer of the Subrecipient may acquire against the County by virtue of the payment of any loss under such insurance. Subrecipient agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- 14.06 Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Subrecipient to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- 14.07 All insurance must be effected under valid and enforceable policies,** issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.
- 14.08 Claims-made Policies.** If any of the required policies provide coverage on a claims-made basis:

- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Subrecipient starts to perform the services.
- B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract.
- C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Subrecipient must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Contract work.

14.09 Verification of Coverage. Entity shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Subrecipient begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Subrecipient's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.

14.10 Subcontractors. Subrecipient shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Subrecipient shall ensure that the County is an additional insured on insurance required from subcontractors.

14.11 Special Risks or Circumstances. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

14.12 The Subrecipient must submit certificates evidencing the insurance to the Risk Management Division at the time the Subrecipient executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Section 15

Assignment and Subcontract

15.01 Restrictions on Transfer or Assignment

The Subrecipient shall not assign or encumber directly or indirectly any interest whatsoever in this Agreement, and shall not transfer any interest therein (whether by assignment or novation), without the prior written consent of the Recipient. Any such consent given in any one instance shall not relieve the Subrecipient of its obligation to obtain the prior written consent of the Recipient to any further assignment.

15.02 Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any Contractor, without the written consent of the Recipient prior to the execution of such agreement. Such approval shall not constitute a basis for privity between the Recipient and the Contractor. The Subrecipient agrees to hold harmless the Recipient from any such claims initiated pursuant to any subcontracts it enters into in performance of this Agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement. The Subrecipient further agrees to comply with these "Section

3” requirements as embodied in the following language if applicable to Subrecipient and to include the following language in all contract or subcontracts executed under this Agreement:

“The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

d. Selection Process

The Subrecipient shall undertake to insure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements of **24 CFR 85.36**. Executed copies of all contracts and subcontracts shall be forwarded to the Recipient along with documentation concerning the selection process.

15.03 Succession

This Agreement shall inure in all particulars to the parties, their agents, successors and assignees to the extent permitted by law.

Section 16
Conflict of Interest

16.01 Covenant of No Conflict of Interest

The Subrecipient covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Agreement. The Subrecipient further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by the Subrecipient.

16.02 Warranty of Non-Solicitation of County Employees

The Subrecipient also warrants that it will not and has not employed any Wayne County employee to solicit or secure this Agreement upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the Recipient may, at its option, terminate this Agreement without penalty, liability or obligation, or may, at its election, deduct from any amounts owed to the Subrecipient, the amount of any such commission, percentage, brokerage, or contingent fee.

16.03 Compliance With Conflict of Interest Laws, Rules, and Regulations

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42, 570.611 and 2 CFR 200.318, which include (but are not limited to) the following:

- A. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- B. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract,

subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, the Subrecipient, or any designated public agency.

- C. Maintaining a written conflict of interest policy in accordance with 2 CFR 200.318 prohibiting Employee and Organizational Conflicts of Interest including non-Federal, State, or local government parent, affiliate, or subsidiary organizations.

Section 17

Notices

17.01 Manner of Notice

All notices, consents, approvals, requests and other communications (called "Notices") required or permitted under this Agreement shall be given in writing and mailed by first-class mail and addressed as follows:

If to the Subrecipient:

City of Plymouth
201 South Main Street
Plymouth, MI 48170
John Buzuvis
jbuzuvis@plymouthmi.gov

If to the Recipient:

The Charter County of Wayne
Community Development Department
28th Floor, Wayne County Building
500 Griswold
Detroit, Michigan 48226-2831
Attention: Director of Community Development

17.02 Effect of Notice and Requirements

All notices shall be deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other

as provided. Any notice given by a party must be signed by an authorized representative of such party.

17.03 Special Notices

Notwithstanding the requirement above as to the use of first-class mail, termination notices and change of address notices shall be sent by registered or certified mail, postage prepaid, return receipt requested.

17.04 Point of Contact

Subrecipient shall designate a point of contact who is an authorized employee of Subrecipient to communicate with County regarding this Agreement and the Work (“Point of Contact”). All communications on behalf of Subrecipient to Recipient regarding this Agreement and the Work should include the Point of Contact. County is not obligated to communicate with any individual or entity regarding the Agreement, Work, or CDBG Program that is not an employee or political appointee of Subrecipient.

Section 18

Severability of Provisions

18.01 Provisions Enforceable Despite Disallowed Provisions

If any provision of this Agreement or the application to any person or circumstance shall, to any extent, be judicially determined to be invalid or unenforceable, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 19

Jurisdiction

19.01 Jurisdiction and Venue in Wayne County, State of Michigan

This Agreement, and all actions arising hereunder, shall be governed by, subject to, and construed according to the law of the State of Michigan. The Subrecipient agrees consents and submits to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. The Subrecipient agrees that service of process at the address and in the manner specified in this Agreement will be sufficient to put the Subrecipient on notice. The Subrecipient also agrees it will not commence any action against the Recipient because of any matter whatsoever arising out of, or relating to, the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction can be had in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

Section 20

CDBG Certification

20.01 Ongoing Certification Compliance Required

Subrecipient shall execute and comply with all the CDBG Certifications attached as Appendix C to this Agreement. Subrecipient understands it may be required to comply with future certifications as issued.

Section 21

Authorization / Misc

21.01 Proper Authorization

Each party represents and warrants that all corporate actions and all governmental approvals necessary for the authorization, execution, delivery and performance of this Agreement have been taken and that each is ready and capable to perform its obligations. Each party further warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind the principal to this Agreement.

21.02 Signage Requirement

For projects exceeding \$25,000, the Subrecipient shall erect a sign on the project site stating that the project is being financed in part by HUD and the Wayne County CDBG Program and providing the appropriate contacts for obtaining information on activities being conducted at the site and for reporting suspected criminal activities. The sign erected on the project site shall comply with all requirements of the state and local law applicable to on-premise outdoor advertising.

21.03 Effectiveness

This Agreement is effective subject to an authorizing resolution by the Wayne County Commission and subsequent execution by the Wayne County Executive or his designee.

[SIGNATURES ON NEXT PAGE]

Section 22

Signature

22.01 Duly Authorized Signatures

The Recipient and the Subrecipient, by and through their duly authorized officers and representatives have executed this Agreement as of the dates below.

SUBRECIPIENT: City of Plymouth

By: _____

[AUTHORIZED SIGNER TITLE]

Date:

CHARTER COUNTY OF WAYNE

By: _____

Warren C. Evans
Wayne County Executive

Date:

APPENDIX A

CDBG PROJECTS

| Grantee | PY 2023 Grant Amount | Activity Public Services | Amount \$20,000 | Activity Matrix No. 05A | National Objective LMC | Limited Clientele Elderly | Census Tract N/A | Benefit City wide | Performance Measure Enhance Suitable Living | Contract No. 23/18/05 A |
|---------|----------------------------|------------------------------------|------------------------|--------------------------------------|----------------------------------|-------------------------------------|----------------------------|-----------------------------|---|--|
| | | | | | | | | | | |
| | | | | | | | | | | |

*Transfers amounting more than fifteen percent (15%) of total allotment will require a public hearing per the Wayne County Citizen Participation Plan.

APPENDIX B

PROGRAM INCOME

Instructions for Completing the Quarterly Program Income Report

Income received by your organization directly generated from the use of Community Development Block Grant (CDBG) Funds, such as revolving loans, lien repayments, and sales from disposition of CDBG property, must be reported to the Wayne County Community Development Division. At the end of each quarter (June, September, December, March), complete and submit this Program Income Form to Wayne County Community Development Division, 500 Griswold 10th floor, Detroit, Michigan, 48226.

Use the Program Income Report in Excel to electronically the amount of Program Income received during the quarter, and the amount received year to date (year beginning July). Also record the amount of Program Income that was spent on an eligible activity during the quarter being reviewed and year to date. The cumulative balance space should reflect the total amount of Program Income on hand at the end of the current reporting period (this would include any unspent Program Income received during the previous reporting period).

There is also a space provided on the form for you to record the source of the Program Income received in the quarter being reviewed. If the Funds are coming from more than one source, please identify how much is coming from each source.

A CDBG Request for Payment with all required supporting documentation for the expenses paid using Program Income must accompany the Program Income Report.

Any form not received by the tenth business day after the end of the quarter review may result in the suspension of payment on vouchers submitted to the County for reimbursement. Make certain the form is signed and dated on the bottom of the form.

Please remember to clear with our office any activity requiring the use of Program Income before Program Income is expended.

APPENDIX C
CERTIFICATIONS

Local Government Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the local government, as the Subrecipient of the jurisdiction, certifies that:

Affirmatively Further Fair Housing – The Subrecipient understands that the jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The local government will fully cooperate with the jurisdiction in this regard.

Anti-Displacement and Relocation Plan – The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. The local jurisdiction will fully cooperate with the jurisdiction in this regard.

Drug Free Workplace – The local government will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the local government's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The local government's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the activities supported by the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5. Notifying the jurisdiction in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – As a Subrecipient of the jurisdiction, to the best knowledge and belief of the local government:

- 1. No Federal appropriated Funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any Funds other than Federal appropriated Funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the consolidated plan of the jurisdiction is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- As a Subrecipient of the jurisdiction, to the best knowledge of the local government, the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA Funds are consistent with the consolidated plan.

Section 3 -- The local government shall, and as a Subrecipient of the jurisdiction, to the best of the local government's knowledge, the jurisdiction will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Certifying Officer

Date

Specific CDBG Certifications

As a Subrecipient to the Entitlement Community, the local government certifies that:

Citizen Participation -- To the best of its knowledge, the entitlement community is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – To the best of its knowledge, the entitlement community’s consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income (see CFR 24 Part 570.2 and CFR 24 Part 570).

Following a Plan – To the best of its knowledge, the entitlement community is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- To the best of its knowledge, the entitlement community has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG Funds, and to its best knowledge, the local government certifies that the entitlement community has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities, which the entitlement community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. To the best of its knowledge, the aggregate use by the entitlement community of CDBG Funds including section 108 guaranteed loans during program year(s) 2010, 2011, 2013 (a period specified by the local government consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. To the best of its knowledge, the entitlement community will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed Funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG Funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG Funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds.

To the best of the local government's knowledge, the jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108, unless CDBG Funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG Funds if the jurisdiction certifies that it lacks CDBG Funds to cover the assessment.

Excessive Force – The local government, and to its best knowledge, the jurisdiction, has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination laws – To the best of its knowledge, the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – To the best of its knowledge, the activities of the local government and jurisdiction concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws – The local government, and to the best of its knowledge, the jurisdiction, will comply with applicable laws.

Certifying Officer

Date

Appendix To Certifications

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I apply. (This is the information to which jurisdictions certify.)
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

<NONE>

Check X if there are workplaces on file that are not identified here; The certification with regard to the drug free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Non-Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Subrecipient: City of Plymouth
Agreement: 2023 CDBG Subrecipient Agreement
Agreement Year: July 1, 2023 through June 30, 2025

1. The Subrecipient certifies to the best of its knowledge and belief, that:
 - a. The Subrecipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
 - b. The Subrecipient and its principals have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. The Subrecipient and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 1. B. above; and;
 - d. The Subrecipient and its principals have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. The certification in this clause is a material representation of fact upon which reliance was placed. When the Recipient determines that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available to the Recipient, the Recipient may terminate this Agreement for cause or default.
3. The Subrecipient shall provide immediate written notice to the Recipient if, at any time, Recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

5. The Subrecipient agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Recipient.
6. The Subrecipient further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the Recipient, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A Subrecipient may rely upon a certification of a participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Subrecipient may decide the method and frequency by which it determines the eligibility of its principals. Each Subrecipient may, but is not required to, check the Non-procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Subrecipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. If a Subrecipient is in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Recipient, the Recipient may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Subrecipient has executed this Certification on the dates set forth below.

WITNESSES:

SUBRECIPIENT

By: _____

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

This document was acknowledged before me on _____ by _____, on behalf of _____.

Notary Public,
Wayne County, Michigan
My Commission Expires: _____
Acting in County of _____, Michigan

**EXHIBIT E
FFATA FORMS**

INFORMATION REQUEST FORM

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

200.331 Checklist

COUNTY DEPARTMENT: _____

FISCAL YEAR: _____

| AWARD ID # | AMOUNT |
|------------|--------|
| | |

Please complete the following information:

Subawardee

UEI: _____

Subawardee Name (must match name in SAM): _____

Subawardee

Address: _____

Amount of subaward (obligated amount): _____

Subaward Obligation/Action

Date: _____

Identification of whether the award is R&D (yes or no): _____

Subaward Period of Performance Start and End Date

Federal Funding Agency ID

Leave Blank

Federal Funding Agency Name

Leave Blank

Federal Award Identification Number (FAIN)

Leave Blank

NAICS code for contracts/CFDA program number for grants: _____

Subawardee Number: _____

Location of entity (including congressional district): _____

Subawardee Principal Place of Performance (including congressional district): _____

As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80% or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please answer YES or NO: _____

As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which the UEI it provided belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or Section 6104 of the Internal Revenue Code of 1986? Please answer YES or NO: _____

Required Subrecipient Disclosure Under 2 CFR 200

Required information includes:

- (1) Federal Award Identification:
 - a. Subrecipient name (which must match registered name in SAM);
 - b. Subrecipient's UEI number (see 2 CFR 25 Universal Identifier and System for Award Management).
 - c. Federal Award Identification Number (FAIN);
 - d. **Federal Award Date (see Section 200.39 Federal award date);**
 - e. Subaward Period of Performance Start and End Date;
 - f. **Amount of Federal Funds Obligated by this action**
 - g. Total Amount of Federal Funds Obligated to the subrecipient;
 - h. **Total Amount of the Federal Award;**
 - i. **Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);**
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official; U.S. Department of Housing and Urban Development;
 - k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Identification of whether the award is R&D,
 - m. Indirect cost rate for the Federal award (including if the de minimus rate is charged per Section 200.414 Indirect (F&A) costs)

RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

WHEREAS The City Commission of the City of Plymouth has been a sub-recipient of the Wayne County for Community Development Block Grant funding for several decades, and

WHEREAS The Department of Housing and Urban Development (HUD), requires the City and County to renew Subrecipient Agreements from time to time, and

WHEREAS The City of Plymouth wishes to continue their relationship as a subrecipient of Wayne County for Community Development Block Grant funding, and

WHEREAS The Department of Housing and Urban Development is requiring Wayne County to renew the Subrecipient Agreement with each subrecipient community to remain in compliance,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby approve the enclosed Subrecipient Agreement for Community Development Block Grant effective from July 1, 2023, through June 30, 2025.

NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth authorizes the mayor to sign the agreement on behalf of the City of Plymouth



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - 35th District Court Finance Sharing Agreement - 07-01-24.docx
Date: June 28, 2024
RE: 35th District Court Interlocal Agreement – Cost Sharing

Background

The City Commission is aware that the 35th District Court is running a deficit, and their cost overruns are passed onto the five local units of government for us to pay. The three judge system at the 35th District Court is obviously extremely costly, and those costs are being pushed in accordance with state law to the city and townships to pay for the court's overruns.

As a result of the deficit spending at the court, which creates a cost center for the city and townships, the Court Authority Board has voted to amend the cost sharing agreement between the five communities. The Court Authority, after review by the Finance Committee has voted to set a fixed cost sharing at 40%, and the 60% remaining costs will be based on each community's caseload or volume of business at the court. It used to be based solely on caseload, now population is entered into the funding equation.

We have attached a memorandum from Finance Director John Scanlon as additional background information on this matter.

Recommendation

The 35th District Court Authority recommends that each of the five communities within the 35th District Court adopt the new Section 4, Financing; Sharing Agreement of the Interlocal Agreement that was originally established in 1989. This will update the now cost sharing formula for the five local units of government.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting, please feel free to contact either John Scanlon or myself.



CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

Phone 734-453-1234
Fax 734-455-1892

MEMORANDUM

Date: June 28, 2024
To: Paul J. Sincock, City Manager
From: John Scanlon, Finance Director
Subject: Interlocal Agreement for the 35th District Court Authority

Issue: Interlocal Agreement for the 35th District Court Authority Update

Analysis: Please find attached the proposed amendment to the 35th District Court Interlocal Agreement. The proposed resolution authorizes the City Mayor and Clerk to execute the amendment to the agreement established in 1989.

The proposed amendment establishes a fixed cost component in the attached finance sharing agreement. This fixed cost portion is determined by the City's population percentage compared to the entire district. The 35th District Court Authority has voted to set the fixed cost portion at 40%, which will be reviewed at a minimum every ten years. The remaining 60% of the shared cost is based on caseload. In the current version of the Interlocal Agreement, caseload is the sole metric used to determine cost.

Four of the five communities have passed a resolution allowing the mayor or superintendent to proceed; however, any such amendment requires a consensus. If approved, a fully executed agreement will be available in the Clerk's office upon final completion.

Requested Action: Approve the resolution allowing the Mayor and Clerk to execute the updated Interlocal Agreement on behalf of the City of Plymouth.

Attachment(s): Section 4 Financing: Sharing Agreements (Attachment A) and Resolution

SECTION 4. FINANCING: SHARING AGREEMENT.

(a) All costs and obligations of the DCA, including, without limitation, the Rentals (collectively, the "Obligations"), shall be the joint obligations of the Parties in proportion to the sharing formula set forth in Section 4(c) hereof.

(b) The Obligations shall, in the first instance, be paid as and when due from the revenues derived by the District Court from filing fees, judgment fees, fines, court costs and other revenues of the District Court, other than revenues resulting from any parking violations bureau operated separately by any Party entitled to do so hereunder. The DCA shall establish, in cooperation with the judges of the District Court, an appropriate system for accounting and transfer to the DCA of such revenues.

(c) The Obligations of the Court shall be split into two components and shared by the Parties under the following formula: a fixed portion, which shall be divided by the Parties based on the proportion of each Party's latest US Census Statistics to the total, with the remainder of the Obligations being considered a variable portion and divided by the Parties using the same proportion that the number of misdemeanor, ordinance and traffic violation cases entered and commenced in the respective Party's jurisdiction bears to the total number of cases entered and commenced in the District Court from all Parties' jurisdictions, as determined by the judges of the District Court under rules prescribed by the Michigan Supreme Court. The District Court revenues described in Section 4(b) shall be allocated to the Parties using the same formula as the variable portion mentioned above. The fixed allocations may be reviewed after the latest US Census Statistics are available, but no less than every ten years. Any changes to the sharing formula shall be unanimously approved by the DCA Board through a formal Board action. The funding formulas shall be as follows:

Pro Rata Fixed = (Community Population/Total Population) x (Total Budget x Fixed Portion Percentage)

Pro Rata Variable = (Community Caseload/Total Caseload) x (Total Budget x Variable Portion Percentage)

(d) Any revenues collected in excess of the Obligations shall be promptly remitted to the Parties after the results of the District Court's fiscal year are available. All payments by the Parties with respect to any shortfall shall be paid upon notice from the DCA on a prompt and timely basis in accordance with the due dates of the Obligations. In the event any Party fails to make a payment on a timely basis, any other Party may advance the required sum on behalf of the other Party, and may charge back the other Party for such amount with interest at the then applicable short term borrowing rate of the Party advancing such payment. Failure of any Party to make any payment as and when due hereunder or to reimburse any Party advancing such payment on its behalf shall be a default under this Agreement.

**RESOLUTION OF
BOARD OF TRUSTEES
CITY OF PLYMOUTH,
MICHIGAN**

Resolution Approving the New Financing and Sharing Section of the Interlocal Agreement
for the 35th District Court Authority

The following resolution was offered by Commissioner _____ and Seconded by
Commissioner _____.

Whereas the Charter Townships of Canton, Plymouth and Northville and the cities of Plymouth and Northville (collectively, the "Municipalities") all currently utilize the Courthouse for cases originating in their respective jurisdiction and are part of the District Control Unit for the 35th Judicial Court which is housed in the City of Plymouth;

Whereas the 35th District Court has been funded by each of the five Municipalities located within the 35th District on a pro rata basis, as defined in an Interlocal Agreement of 198; and

Whereas the communities have agreed to amend the pro rata funding as defined in the updated Section 4 Financing: Sharing agreement (Attachment A); now, therefore be it;

Now Therefore Be It Resolved That the City Commission of the City of Plymouth approves and agrees to the new terms and conditions of the Interlocal Agreement, Section 4 Financing; sharing agreements (Attachment A) as of January 1, 2024, and further authorizes the Mayor and City Clerk to execute the Interlocal Agreement on behalf of the City of Plymouth