1. Agenda

    Documents: 05-04 15 AGENDA.PDF

2. Packet

    Documents: 05-05 14 PACKET.PDF

# INKSTER CITY COUNCIL

May 4, 2015
26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

Mayor – Hilliard L. Hampton, II
Mayor Pro Tem – Marcus L. Hendricks, District II

**Council Members**:
Timothy Williams, District I
Lorenzo A. Moner, Jr., District III
Michael A. Canty, District IV
Kim Howard, District V
Dennard Shaw, District VI

| | | |
|---|---|---|
| FELICIA RUTLEDGE<br>CITY CLERK | RICHARD MARSH<br>CITY MANAGER | DAVID JONES<br>CITY ATTORNEY |

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Please state your name and your address for the record prior to providing your comments. Comments are limited to three (3) minutes.

## Council Orientation Agenda – 6:00 PM

1. Call to Order
2. Discussion

   A. Agenda Discussion
3. Public Hearing
4. Public Participation (limit to 3 minutes)
5. CLOSED SESSION – Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).
6. Adjournment

May 4, 2015

# Regular City Council Agenda – 7:30 PM

1. Call Meeting to Order

   A. Pledge of Allegiance
   B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

   Governmental Consulting Services – Ken Cole

4. Public Hearing

   A. Discussion/Action: FY2016 Budget Public Hearing.

5. Consent Agenda

   A. April 20, 2015 Regular City Council Meeting Minutes. **Pg. 1**
   B. Allen Brother's & Attorney's PLLC Invoice $34,243.66 **Pg. 6**

6. Boards and Commissions

   A. Update of current list of appointments to Boards & Commissions. **Pg. 7**

7. Previous Business

8. Ordinance(s)

   A. First Reading(s)

   B. Second Reading(s)

9. New Business

   A. Discussion/Action: (Jeannie Fields) Consider approval of an offer to purchase (Case #LD15-2) 3573 Ash which is located on the east side of Ash between Carlysle and Beech and is legally described as Lots 54 and 55 Westwood Heights Sub T2S R9E L63 P2 WCR (Property ID#44-010-03-0054-301) in the total amount of $2,500 to Phillip Terrance Franklin. **Pg. 14**

B. Discussion/Action (Jeannie Fields) Consider approval of an offer to purchase (Case #LD15-3) 3565 Ash which is located on the east side of Ash between Carlysle and Beech and is legally described as Lots 52 and 53 Westwood Heights Sub T2S R9E L63 P2 WCR (Property ID# 44-010-03-0052-301) in the total amount of $2,500 to Jinnie B. Howard. **Pg. 23**

10. Public Participation (limit to 3 minutes)

11. Mayor and Council Communication

12. City Clerk

13. City Manager

14. Closed Session

Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

15. Adjournment

Felicia Rutledge
City Clerk

April 21, 2014

# Regular City Council Meeting – 7:30 PM

The regular meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday April 21, 2014.

Prior to the Regular Council Meeting: City Council members discussed the agenda.

**Moved by Councilmember Canty, Seconded by Councilmember Moner** that Council convenes into a Closed Executive Session at 7:35 p.m. to discuss pending litigation in accordance with MCL 15.286 (e).

Roll Call Vote:

YEAS: 6
NAYS: 0
ABSENT: 1 (Hampton)

**Moved by Councilmember Canty, Seconded by Councilmember Moner** to adjourn the Closed Executive Session at 7:53 p.m. – Motion carried unanimously.

## Call Meeting to Order

Mayor Pro-Tem Hendricks called the meeting to order at 8:00 p.m.

## Pledge of Allegiance

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

## Roll Call

| | | | |
|---|---|---|---|
| Mayor Hampton | Absent | Councilwoman Howard | Present |
| Councilman Moner | Present | Councilman Williams | Present |
| Mayor Pro Tem Hendricks | Present | Councilman Canty | Present |
| Councilman Shaw | Present | | |

***A Quorum was present**

## Approval of Agenda

**Moved by Councilmember Shaw, Seconded by Councilmember Moner to approve the agenda.**
**Resolution 04-14-64R** - Motion carried unanimously.

## Presentations/Discussion

A. Proclamation for Westwood New Tech High School students and administration- City Council
B. Risk Management and Associates-Mike Longmire
C. State Representative David Knezek
D. Wayne County Commissioner Richard LeBlanc

**Public Hearings**

**Consent Agenda**

A. April 7, 2014 Regular City Council Meeting Minutes.
B. Allen Brother's & Attorneys, PLLC. Invoice $18,807.00

> **Moved by Councilmember Moner, Seconded by Councilmember Canty to approve the consent agenda.**
> **Resolution 04-13-65R**- Motion carried.
> **NAY: (Williams)**

**Boards and Commission**

A. Update of current list of appointments to Boards & Commissions

> **Moved by Councilmember Shaw, Seconded by Councilmember Howard to appoint George Williams to the Beautification Committee.**
> **Resolution 04-13-66R**-Motion carried unanimously.

> **Moved by Councilmember Williams, Seconded by Councilmember Moner to appoint Toni Bailey to the Beautification Committee.**
> **Resolution 04-13-67R**-Motion carried unanimously.

**Previous Business**

**Ordinance(s)**

**New Business**

A. Discussion/Acton: (John Adams) Consider approval of a "split bid" award for the following services, Board-up, Debris, Clean-up and Weed cutting.

> **Moved by Councilmember Shaw, Seconded by Councilmember Canty**
> **Resolution 04-14-68R**-Motion carried
> **NAY: (Howard, Williams)**
> **ABSENT: (Hampton)**

B. Discussion/Action: (John Adams) Consider approval to extend for an additional six months the Inter-local agreement between the City of Inkster, Wayne and Westland for sharing of Fire-Chief services.

> **Moved by Councilmember Shaw, Seconded by Councilmember Canty**
> **Resolution 04-14-69R**-Motion carried
> **NAY: (Williams, Howard)**
> **ABSENT: (Hampton)**

C. Discussion/Action: (John Adams) Consider approval of a Chief Operating Officer for the day-to-day management of the Fire Department to facilitate all the due diligence needed for making a recommendation regarding a regional fire authority.

**Moved by Councilmember Canty, Seconded by Councilmember Shaw**
**Resolution 04-14-70R**-Motion carried
**NAY: (Williams, Howard)**
**ABSENT: (Hampton)**

D. Discussion/Action: (John Adams) Consider approval of a requested Resolution from the State that all three cities are providing approved minutes on the intent to accept the CGAP award of $347,036.00 for the due diligence of the Wayne-Westland Fire Department Merger with the Inkster Fire Department.

**Moved by Councilmember Shaw, Seconded by Councilmember Williams**
**Resolution 04-14-71R**-Motion carried unanimously.

E. Discussion/Action: (Jeannie Fields) Consider approval of an offer to purchase (Case#LD13-18) 3857 Walnut which is located on the east side of Walnut between Carlyle and Andover and is legally described as Lot 159 also W ½ Adj Vac Alley Inkster Gardens Acres Sub T2S R9E L48 P73 WCR (Property ID# 014-03-0159-000) in the total amount of $2,000 to William McClendon Jones.

**Moved by Councilmember Shaw, Seconded by Councilmember Williams**
**Resolution 04-14-72R**-Motion carried unanimously.

**Public Participation**

- **Craig Kolpelka**-Stated he is concerned that a Fire Hydrant on his block is inoperable. Additionally he stated that he wanted to thank the Community Service Worker's because Michigan Ave. is now looking clean.
- **Sandra Watley**-Stated the ICAN network that court information that was filed with the courts regarding the water lawsuit, have been denied. Additionally she stated that water rates on tax bills must also be corrected. She said if any resident had questions or needed further clarification to contact 313-408-4662.
- **Darrell Myrick**- Apologized for his behavior the last time he was before City Council. He said he has a home that has a cracked foundation. He stated that he needs the city to respond to him in writing because he can't get insurance on his home.
- **Evan. Savannah Johnson**- Thanked City Administration for handling the request for the National Day of Prayer which will be held in City Council Chambers on May 1, 2014 from 12-2pm. Additionally she thanked Police Chief Hilton Napoleon for escorting the prayer warriors around the city monthly for prayer.
- **Orthotic Gardner**-Asked about the three settlements on the tax roll, potholes on various streets, and the house on Ludington and Cherry. She further asked if City Hall could have employees take staggered lunches so that the doors can remain open during lunch when residents are trying to pay bills.
- **Willie Johnson**-Stated that the city budget was already shot. He asked about grass cutting and Police services.
- **George Williams**-Thanked Mayor Hampton, Commissioner LeBlanc, Councilmember Williams and Councilmember Howard for contributing to the legal fund to save Inkster Public Schools. Additionally he stated that anyone who wanted to make a contribution still had time to do so.
- **Ruthie Williams**-Asked the City Manager about the Summer Playground Program. She stated that someone from the City Administration needed to respond to her quickly about gearing up for the program. Additionally she stated that she gave the City Manager a proposal six weeks ago and still has not heard back from him regarding the program.

## Mayor and Council Communications

- **Councilman Shaw-**Asked about debris and board ups. Additionally he commented about receiving contract information from Commissioner LeBlanc's office regarding Inkster parks.
- **Mayor Pro-Tem Hendricks-** Commented about the ninety thousand dollars with regards to potholes.
- **Councilman Moner-**Announced the Veteran name of SGT. E-4 Ronnie J Petre, USA. Additionally he stated he received a phone call from a resident about having a fruit market.
- **Councilman Williams-**Invited all residents to Shop Inkster. He asked about the Fire Authority, grass cutting and board ups.

## City Clerk

## City Manager

- The City Manager gave a brief synopsis of the upcoming FY 2014-2015 budget process.

## Closed Session

## Adjournment

There being no further business to come before Council, on motion duly made by Councilmember Moner, Seconded by Councilmember Canty and carried, the Regular Council meeting of April 21, 2014 was adjourned at 10:41 p.m.

Felicia Rutledge, City Clerk
City of Inkster

April 17, 2014

# Special City Council Meeting – 6:00 PM

The Special meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Thursday, April 17, 2014.

**Call Meeting to Order**

Mayor Hampton called the meeting to order at 6:05 p.m.

**Roll Call**

| | | | |
|---|---|---|---|
| Mayor Hampton | Present | Councilwoman Howard | Present |
| Councilman Moner | Absent | Councilman Williams | Present |
| Mayor Pro Tem Hendricks | Present | Councilman Canty | Absent |
| Councilman Shaw | Present | | |

***A Quorum was present**

**Public Participation**

**New Business**

A. Discussion/Action: City Attorney Contract and UHY Study.

> **Moved by Councilmember Williams, Seconded by Councilmember Howard to place Allen Brother's Attorney's PLLC on a month to month contractual agreement and solicit RFP's for Attorney Services.**
> **Resolution 04-14-63SP-**Motion carried.
> **NAY:** ( Hendricks, Hampton)
> **ABSENT:** ( Canty, Moner)

B. Discussion/Action: Update on the Recreation Complex.
C. Discussion/Action: City Manager goals.
D. Discussion/Action: Charter Amendments/discussions.

**Mayor and City Council Communication**

**City Manager**

**Adjournment**

There being no further business to come before Council, on motion duly made by Councilmember Williams, Seconded by Mayor Pro-Tem Hendricks and carried, the Special Council Meeting of April 17, 2014 was adjourned at 8:50 p.m.

Allen Brothers
Attorneys & Counselors, PLLC
400 Monroe Street, Suite 220
Detroit, MI 48226-2963

Inkster, City of
26215 Trowbridge Street
Inkster, MI 48141

Attn: City Manager


04/23/2014
Account No: 1897M

## BREAKDOWN OF FEES/EXPENSES BY CATEGORY

| Category | Fees/Costs |
|---|---|
| Flat fee/City Attorney work | $6,002.60 |
| Municipal Legal Services | $1,221.15 |
| Labor | $0.00 |
| Litigation | $14,114.41 |
| **Total Billed for April 23, 2014** | **$21,338.16** |
| **Previous Unpaid Balance-March 31, 2014** | $18,807.00 |
| **Previous Unpaid Balance-February 2014** | $30,244.22 |
| Total Balance Due | **$70,389.38** |

# *CITY OF INKSTER*

## *Boards & Commissions*

***[MADE OPERATIVE BY STATE LAW, CITY OF INKSTER CHARTER PROVISION OR CITY OF INKSTER ORDINANCE***

## AGING COMMISSION

[MEETINGS: Third Friday of each month at 1:00 p.m., Twin Towers Activity Room]

| | | |
|---|---|---|
| 2 Year Term | 9 Members | Ordinances: 414,457 & 508 |
| Richard Marsh, Jr., Director | | Tenure |
| Denise Champagne, Project Dir. - (Ex-Officio Member) | | Tenure |
| Rochelle Wells | | Exp. 08/20/14 |
| April Walton | | Exp. 01/18/15 |
| Audrey Jean Searcy | | Exp. 06/02/14 |
| Doris Horne | | Exp. 09/07/14 |
| Theola Jones | | Exp. 11/15/14 |
| Henry Wade | | Exp. 03/07/15 |
| Dorothy M. Moore | | Exp. 11/15/15 |
| Nellene Moore | | Exp. 08/16/14 |
| Dorothy Gardner | | Exp. 06/16/14 |
| Chuck Coleman | | Exp. 04/04/15 |
| Gabe Henderson | | Exp. 04/04/15 |

## BOARD OF REVIEW

[MEETINGS: March, July and December]

| | | |
|---|---|---|
| Annual Appointment | 3 Members | Charter Provision and State Law |
| Alfreda Robinson | | Clerk of the Board – Non Voting |
| Gloria Brown | | Exp. 12/31/14 |
| Ned Sanders (Alternate) | | Exp. 05/02/14 |
| Dante Williams | | Exp. 03/19/14 |
| Celeste McDuffie | | Exp. 03/19/14 |

## BEAUTIFICATION COMMITTEE

[MEETINGS: Second Monday of each month @ 6:00 p.m., Recreation Center]

2 Year Term

| | |
|---|---|
| Toni Bailey | Exp. 04/26/16 |
| Enoch Jackson | Exp. 04/26/14 |
| Joe Burton | Exp. 04/26/14 |
| Rev. George Williams (T) | Exp. 04/26/16 |
| Eunice Williams (C) | Exp. 04/26/14 |
| Wyanetta Motley (S) | Exp. 04/16/14 |
| Horace Jordan | Exp. 04/26/14 |
| Larry Motley (C) | Exp. 04/26/14 |
| Dorothy McClendon | Exp. 05/14* |
| Dr. Evelyn Clark | Exp. 05/14* |
| Tommie Jones | Exp. 05/14* |
| Cephus Thomas | Exp. 04/26/14 |
| Clareese Jordan | Exp. 11/13 |
| LaShawn Westbrook | Exp. 05/14* |
| Blinda Jones | Exp. 05/14* |
| Robert Broadnax | Exp. 05/07/14 |
| Minnie Johnson | Exp. 05/14* |
| Alana Glover | Exp. 05/07/14 |
| Gabe Henderson | Exp. 05/7/14 |
| Shera Johnson | Exp. 05/14* |
| Demetrius Dalton | Exp. 05/21/14 |
| Henry Wade | Exp. 05/14* |

## BEAUTIFICATION COMMITTEE (continued)

| | |
|---|---|
| John W. Gee, Jr. | Exp. 05/14* |
| Tania James | Exp. 05/14* |
| Khalisha Nathan | Exp. 05/21/14 |
| Toya Ellis | Exp. 05/14* |
| Princella Ellis | Exp. 05/21/14 |
| Theresa Lindsey | Exp. 05/21/14 |
| Norma Taylor | Exp. 05/21/14 |
| Alto Baker | Exp. 05/14* |
| Kent Hudson | Exp. 05/14* |
| Donna Towns | Exp. 06/04/14 |
| Elcfernick M. Lotman | Exp. 06/14* |
| Epson Johnson | Exp. 06/14* |
| Patricia Morgan | Exp. 06/14* |
| LeVania Henderson | Exp. 06/18/14 |
| DeShandra Motley | Exp. 6/17/15 |
| Denise Motley | Exp. 06/17/15 |

## BUILDING AUTHORITY COMMISSION - *Inactive*

[MEETINGS: Second Monday in January]

3 Year Term 5 Members State Law and Resolution 74-1-39

| | |
|---|---|
| Nathaniel Elcock | Exp. 12/31/05 |
| Hersey Bryant, (C) | Exp. 12/31/00 |
| Horace Wells | Exp. 12/31/01 |

## CABLE TELEVISION COMMISSION

[MEETINGS: Second Tuesday of each month at 6:00 p.m., Recreation Center]

3 Year Term 9 Members Ordinances 593 and 609

| | | |
|---|---|---|
| Timothy Williams Ex-Official | | Exp. 11/16/12 |
| ~~Danny Van Schoiack~~ | Dist. 1 | Exp. 12/01/11 |
| Vacant | Dist. 2 | |
| Vacant | Dist. 3 | |
| Alfreda Flowers | Dist. 4 | Exp. 06/04/15 |
| Vacant | Dist. 5 | |
| Lewis Gregory (C) | Dist. 6 | Exp. 01/04/13 |
| ~~George Coller~~ | **Mayoral** | Exp. 03/16/12 |
| ~~Carmen Mitchell~~ | At-Large | Exp. 02/18/11 |

## CANVASSERS BOARD

[MEETINGS: As Required]

4 Year Term 4 Members State Law

| | |
|---|---|
| Deborah Owens (Dem) | Exp. 12/31/15 |
| Gloria Brown (Dem) | Exp. 06/04/16 |
| Courtney Owens (Dem) | Exp. 06/04/16 |
| Eugene Brazeal (Rep) | Exp. 08/06/16 |

## CIVIL SERVICE COMMISSION AND BOARD OF ETHICS

[MEETINGS: Monthly]

3 Year Term 3 Members Ordinances 237 & 559

| | |
|---|---|
| Clarence Oden | Exp. 6/18/15 |
| Vacant - (Employee Representative) | |
| ~~James White~~ | Exp. 12/04/11 |
| - (Commission Appointment) | |

## CONSTRUCTION BOARD OF APPEALS/DANGEROUS BUILDING BOARD

[MEETINGS: As required]

| | | |
|---|---|---|
| 3 Year Term | 3 Members | Ordinance |
| Theola Jones | | Exp. 04/14 |
| ~~Henry Wade~~ | | Exp. 05/11 |
| - (Licensed Plumber) | | |
| Kenyatta Mason | | Exp. 11/12 |
| - (Licensed Electrician) | | |
| Marcus Hendricks – Temporary Alternative | | |
| - (Licensed Electrician) | | |
| – Building Inspector | | |
| - (Licensed Engineer/Inspector) | | |
| Yuri Mayorchak | | Exp. 11/13 |
| George A. Chatman | | |
| David Stevens | | |

## DOWNTOWN DEVELOPMENT AUTHORITY

[MEETINGS: Third Tuesday of each month, 6:00 p.m. City Hall Council Chambers]

| | | |
|---|---|---|
| 4 Year Term | 12 Members | State Law and Ordinances 687 and 741 |
| Hilliard L. Hampton, II | | Tenure |
| Martha Theis | | Exp. 01/14/18 |
| Lewis Gregory (Treasurer) | | Exp. 09/20/14 |
| Cynthia Adams | | Exp. 01/14/18 |
| Tom Costello (VC) | | Exp. 10/06/18 |
| Peter Cemot | | Exp. 01/21/18 |
| Vacant | | Exp. 07/19/14 |
| Andrea Parson | | Exp. 08/01/15 |
| Winston Wade(Secretary) | | Exp. 12/17/16 |
| Vacant | | |

## ECONOMIC DEVELOPMENT CORPORATION (BOARD OF DIRECTORS)

[MEETINGS: Second Thursday each month, held in the Conference Room, City Hall]

| | | |
|---|---|---|
| 6 Year Term | 11 Members | State Law and Ordinances 517 and 570 |
| Hilliard L. Hampton, II | | |
| Bishop Walter Starghill, Jr. | | Exp. 06/07/16 |
| Vacant | | Exp. 06/07/16 |
| Vacant | | Exp. 06/07/16 |
| Deborah Walker | | Exp. 06/07/16 |
| Mary Weislo | | Exp. 03/07/17 |
| Cassandra Leonard | | Exp. 06/07/16 |
| Herbert Johnson | | Exp. 06/07/16 |
| Dennis Weislo | | EXP. 06/07/19 |
| Vacant | | |

## ELECTRICAL EXAMINING BOARD

| | | |
|---|---|---|
| Indefinite Terms | 4 Members | State Law and Ordinance 616 |
| Walter Bays (Elec. Cont.) | | |
| Andrew Hughes (Adm. Official) | | |
| Carlton Trouteaud (Rep. of Detroit Edison) | | |

May 5, 2014

**HOUSING AND REDEVELOPMENT**
[MEETINGS: Third Tuesday of each month at 6:30 p.m., 4500 Inkster Road]

5 Year Term | 6 Members | State Law and Ordinance 99

| | |
|---|---|
| Tony Love, Director & Secretary | Tenure |
| William Acklin | Exp. 03/17 |
| Ernest Hendricks | Exp. 03/13 |
| James Orr | Exp. 11/13 |
| Ernestine Williams | Exp. 03/13 |
| Delphine Oden | Exp. 08/14 |

**INKSTER HISTORICAL COMMISSION**
[MEETINGS: Third Saturday of each month at 10:30a.m. Library Study Room]

2 Year Term | 7 Members | State Law and Ordinance 196

| | | |
|---|---|---|
| Vacant | Dist. 1 | |
| Vacant | Dist. 2 | |
| Vacant | Dist. 3 | |
| Vacant | Dist. 4 | |
| Vacant | Dist. 5 | |
| Michael Wells | Dist. 6 | Exp. 12/20/12 |
| Vacant | | |

**LIBRARY BOARD** **4 year term**

| | |
|---|---|
| Michael Wells | Exp. 2015 |
| Sandra Markwart | Exp. 2015 |
| Dorothy Gardner | Exp. 2015 |
| Dosys Thompson | Exp. 2015 |
| LaDon Gibbs | Exp. 2015 |
| Paulette Dye | Exp. 2015 |

**LOCAL BUSINESS ENTERPRISE ADVISORY COMMITTEE**
[MEETINGS: Third Tuesday of every month at 6:30 P.M., Inkster City Hall]

2 Year Term | 7 Members | Ordinance: 603

| | | |
|---|---|---|
| Vacant | Dist. 1 | |
| Curtistine Barge | Dist. 2 | Exp. 12/05/13 |
| Vacant | Dist. 3 | |
| Vacant | Dist. 4 | |
| Vacant | Dist. 5 | |
| Vacant | Dist. 6 | |
| Vacant | **Mayoral** | |

**LOCAL OFFICERS COMPENSATION COMMISSION**
[MEETINGS: Minimum of One Meeting Each Odd-Numbered Year.]

7 Year Term | 7 Members | State Law and Ordinance 409

| | |
|---|---|
| Theodore Mimms | Exp. 11/19/14 |
| Eugene Thompson (VC) | Exp. 11/19/14 |
| Dorothy Gardner | Exp. 11/19/14 |
| Darwin Howard | Exp. 12/15/14 |
| William Howard | Exp. 11/03/15 |
| Cheryl Stinson | Exp. 02/02/16 |
| Vacant | |

## PARKS AND RECREATION COMMISSION

[MEETINGS: First Tuesday of each month at 7:30 P.M., Recreation Complex]

| 2 Year Term | | 9 Members | Ordinances: 493 & 551 |
|---|---|---|---|
| Sandra French | Dist. 1 | | Exp. 04/30/14 |
| Shirley Miller | Dist. 2 | | Exp. 03/25/14 |
| Shelby Johnson | Dist. 3 | | Exp. 01/03/14 |
| Vernell Massey | Dist. 4 | | Exp. 11/04/14 |
| Gloria Mitchell | Dist. 5 | | Exp. 07/18/13 |
| James Richardson IV | Dist. 6 | | Exp. 01/03/14 |
| Tonia Williams | Mayoral | | Exp. 04/04/13 |
| Sheila Garland | Mayoral | | Exp. 05/21/14 |
| Norma McDaniel | Council | | Exp. 12/20/14 |

## PARKS AND RECREATION YOUTH COMMISSION

| 2 Year Term | | 6 Members | |
|---|---|---|---|
| Vacant | Dist. 1 | | |
| Vacant | Dist. 2 | | |
| Cory Wells | Dist. 3 | | Exp. 12/05/13 |
| Vacant | Dist. 4 | | |
| Vacant | Dist. 5 | | |
| Vacant | Dist. 6 | | |
| **Vacant** | **Mayoral** | | |

## PLANNING COMMISSION

[MEETINGS: Fourth Monday of each month at 6:00 p.m., City Council Chambers]

| 3 Year Term | 9 Members | State Law and Ordinance 33 |
|---|---|---|
| Marcus Hendricks | | Tenure |
| Hilliard L. Hampton, II | | Tenure |
| Darryl Davis (City appointee) (Vice Chairman) | | Exp. 10/15 |
| Robert Thomas (Secretary) | | Exp. 10/15 |
| Emmereal Wells | | Exp. 01/15 |
| James Garrett | | Exp. 02/14 |
| April Walton | | Exp. 09/16 |
| Sam Brown (Chairman) | | Exp. 10/14 |
| Richard Wooten | | Exp. 08/16 |

## POLICE AND FIREMAN RETIREMENT SYSTEM BOARD OF TRUSTEES

[MEETINGS: First Thursday of each month at 6:00 p.m., Fire Station]

| 2 Year Term | | 5 Members | Charter |
|---|---|---|---|
| Jean Overman | **Mayoral** | | Exp. 02/16 |
| Barry O'Bryan | | | Exp. 12/13 |
| Christopher Crawley | | | Exp. 12/13 |
| Hilliard L. Hampton II | **Council** | | Exp. 12/14 |
| Charles Hines (**Pension Board Appt)** | | | Exp. 12/12 |

## WATER REVIEW COMMITTEE

[MEETINGS: Scheduled by Chairman Marcus Hendricks, City Hall TIFA Room]

| | |
|---|---|
| Sam Brown | App. 01/07/13 |
| Carl Woods | App. 01/07/13 |
| Ann Coleman | App. 01/07/13 |
| Courtney Owens | App. 01/07/13 |
| Councilmember Williams | App. 02/04/13 |
| Mayor Pro-Tem Hendricks | App. 02/18/13 |
| Dennis Welslo | App. 02/18/13 |

**ZONING BOARD OF APPEALS (ZBA)**
[MEETINGS: First Thursday of each month at 6:00 P.M., City Council Chambers]

| | | |
|---|---|---|
| 3 Year Term | 7 Members | State Law and Ordinance 277 |
| Dorothy Gray | Dist. 1 | Exp. 01/14/17 |
| Clarence Oden, Jr. | Dist. 2 | Exp. 01/14/17 |
| James Cross (VC) | Dist. 3 | Exp. 07/01/16 |
| Roosevelt Stubbs | Dist. 4 | Exp. 05/16/14 |
| Vanola Williams | Dist. 5 | Exp. 09/03/16 |
| Norma McDaniel (S) | Dist. 6 | Exp. 10/19/15 |
| Richard Wooten (Planning Comm. Appointee) | | Exp. 01/14/17 |

## ***Nankin Transit***
[ Meetings: Third Thursday of each month at 5:45 p.m., Nankin Transit 37137 Marquette, Westland, MI. 48185]

| | |
|---|---|
| Michael Canty, Council Appointee | Exp. Tenure |
| Denise Champagne, Council Appointee | Exp. (Appointed in 2009) |

# COMMITTEES FORMED BY COUNCIL RESOLUTIONS

## TAX INCREMENT FINANCE AUTHORITY

[MEETINGS: Second Thursday of each month at 6:30 P.M., City Hall Council]

6 Year Term 13 Members Resolution 85-8-331

| | |
|---|---|
| Hilliard L. Hampton, II | Tenure |
| Richard Marsh | Tenure |
| Bishop Walter L. Starghill, Jr. | Exp. 06/07/16 |
| Herbert Johnson | Exp. 06/07/16 |
| Deborah Walker | Exp. 06/07/16 |
| Vacant | Exp. 06/07/16 |
| Dennis Weislow | Exp. 06/07/19 |
| Cassandra Leonard | Exp. 06/07/16 |
| Mary Weislow | Exp. 06/07/16 |

## TIFA WORKING COMMITTEE FOR THE JUSTICE CENTER

5 Members

| | |
|---|---|
| Bishop Walter L. Starghill | Exp. 06/07/16 |
| Herbert Johnson | Exp. 06/07/16 |
| Deborah Walker | Exp. 06/07/16 |
| Vacant | Exp. 06/07/16 |
| Vacant | |

## BROWNFIELD REDEVELOPMENT AUTHORITY

[MEETINGS: Second Tuesday of each month at 5:00 P.M., City Hall Council Chambers]

Terms 1, 2 and 3 years Up to 9 members Resolution 02-9-458

| | |
|---|---|
| Timothy Williams, City Council Representative | Tenure |
| **Richard Marsh, City Manager** | **Tenure** |
| Mark Stuhldreher, Treasurer | Tenure |
| Community Development Director (VC) | Tenure |
| Tonia C. Williams (C) | Exp. 6/27/14 |
| Dorothy Gardner | Exp. 10/05/15 |

## CARVER HOMES DISTRICT CITIZENS COUNCIL- *Inactive*

[MEETINGS: Third Thursday of each month at 6:30 P.M., St. Clements Manor]

Velma Hammons
Daniel Henderson
Willie Johnson
Bessie Jones
Melodie Jones
Clara Gray-Joiner
Geneva Lyles
Norma McDaniel
Ramona Rogers
Antonio Shaw
Jacqueline Treadway
Rita Watson
Barbara Whatley
Julius Williams
Glaynda Wright
Chris Yatooma

# NOTES:

Vacancies and/or Expired terms

*Has not taken the oath

# REQUEST FOR COUNCIL ACTION

**To:** **Richard Marsh, Jr., City Manager** **Date: April 28, 2014**

**From: Hilton Napoleon, Chief of Police** HN/KS **Date for Council Consideration: May 5, 2014**

**ACTION REQUESTED:** Approve the requested resolution from the State of Michigan that the City of Inkster is providing approved minutes from the City Council Meeting exhibiting their intent to accept the CGAP award of $486,754.00 for the due diligence associated with the approval of the consolidation of police services for the City of Inkster with the Wayne County Sheriff's Office.

Current Action _______ Emergency ___ ___ Future _______

Funds Budgeted: If Yes ___ Account # _____________ No _______ N/A ___

Treasurer's Approval [signature]

**BACKGROUND INFORMATION**

The City of Inkster is currently under a consent decree from the State of Michigan and is working at becoming and remaining a financially solvent community. In an effort to cut costs, the consolidation of police services with the Wayne County Sheriff's Office was explored as an option. On 01-24-14 an application for a Competitive Grant Assistance Program (CGAP) grant was submitted to the State of Michigan by the City of Inkster seeking funds for a feasibility study, and transition costs if the consolidation were to take place. On 04-01-2014 the City of Inkster was notified that it had been awarded a CGAP Grant Award in the maximum amount of $486,754.00. While the parties involved work to complete their due diligence to determine the feasibility of such a consolidation, the State of Michigan is requesting required board resolutions (City Council) be submitted by June 2, 2014 indicating that the City of Inkster is accepting the award according to the provisions specified in the grant application and or notice of award.

**JUSTIFICATION**

The Inkster Police Department is struggling to provide adequate police services to the community after extreme budget cuts causing a dramatic reduction in personnel. The consolidation with the Wayne County Sheriff's Office and preliminary financial review could potentially reduce cost and enhance service delivery. This indicates a potential savings of $1,025,000.00 the first year.

**PROJECT OR IMPROVEMENT TASKS**

**Which of the Five (5) Council Goals does this request meet?**
**Note to Department Heads:** You may indicate anywhere from one to all five goals, if applicable.

1. **Enhance Public Safety & Strengthen the Police Department**
2. **Develop a plan to address the City's current debt and legacy costs**
3. **Improve and promote the image of Inkster**

**COSTS**

No Cost to the City of Inkster

**PROJECT TIME TABLE**

The request is to have City Council Approval for this resolution during the May 5th, 2014 City Council Meeting and provide copies of the meeting's minutes, and resolution to the State of Michigan at the earliest possible date. Due diligence by all parties involved will continue and the actual timeline of the consolidation can be developed and the intensive development of the consolidation plan can move forward as quickly as possible.

**RESOLUTION**

The City of Inkster accepts the CGAP Grant Award in the amount of $486,754.00 in accordance with the provisions specified in the grant application, authorizing a consolidation of police services for the City of Inkster with the Wayne County Sheriff's Office.

Resolved by_____________________ Seconded by_____________________

Yeas: ____
Nays: ____
Absent: ____

72 (Rev. 11-13)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

April 1, 2014

Richard Marsh
City Manager
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Dear Mr. Marsh:

Re: **Notification of Intent to Award - CGAP FY 2014 (Round 1)**

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled ***Consolidation of Police Services*** has been selected for a grant award in the maximum amount of ***$486,754.00.***

Enclosed is the intent to award approved budget for your grant project.

**Grant Application Conditions**

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

**Next Step**

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Monday, June 2, 2014. **If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.**

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,

Evah Cole

Evah Cole, Administrative Manager
Office of Revenue & Tax Analysis

Enclosures

c: Mr. R. Kevin Clinton, State Treasurer
Mr. Brom Stibitz, Director, Bureau of Executive Operations
Mr. Jay Wortley, Director, Office of Revenue & Tax Analysis
Mr. Edward Koryzno, Director, Bureau of Local Government Services
Ms. Claire Allard, Senior Strategy Advisor and Director of Good Government
Mr. Terry Stanton, Administrator, Communications Division

City of Inkster

County of Wayne

RESOLUTION ACCEPTING THE CGAP GRANT

Minutes of the regular meeting of the Council of the City of Inkster County of Wayne, State of Michigan, (the "Municipality") held on May 5, 2014.

PRESENT:

ABSENT:

Member: ____________________ offered and moved the adoption of the following resolution, seconded by Member ____________________.

WHEREAS, the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Competitive Grant Assistance Program (CGAP) grant in the amount of up to $486,754.00 toward reimbursement of expenditures required to implement the Inkster Police Department Merger with the Wayne County Sheriff Department, and

WHEREAS, the State of Michigan requires each municipality's governing body to approve a resolution authorizing participation in the proposed project prior to finalizing the award of grants from the State of Michigan's CGAP, and

WHEREAS, the State of Michigan requires a resolution and copies of minutes from the date of the meeting at which the resolution was approved to be provided within 60 days of the preliminary notice of award, and

WHEREAS, City of Inkster acknowledges that it:

1. Has filed its annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act of the Uniform System of Accounting Act
2. Has filed its financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act
3. It is not delinquent in making payment that are due on loans issued pursuant to the Emergency Municipal Loan Act
4. Does not have a payment due and owing to the State

And thus is eligible to participate in a CGAP grant-funded project

NOW, THEREFORE, BE IT RESOLVED THAT the Inkster City Council hereby authorize participation in the Inkster Police Department CGAP Grant Funded Project with the Wayne County Sheriff Department and on behalf of the City of Inkster authorize City Manager Richard Marsh to provide this resolution and minutes indicating its approval to the State of

Michigan, and to submit and execute documents requested by the State of Michigan relating to the CGAP requirements.

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Inkster City Council of the City of Inkster of the State of Michigan, County of Wayne, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 Public Act 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Felicia Rutledge, City Clerk of the City of Inkster,
State of Michigan, County of Wayne

City of Inkster
April 1, 2014
Enclosure: Intent to Award Approved Budget Amounts

***Consolidation of Police Services***

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests*.

| Budget Category | Budget Description | Application Budget Amount | Intent to Award Budget Amount | Comments |
|---|---|---|---|---|
| Feasibility Study | Feasibility Study | $80,000.00 | $20,000.00 | Feasibility Study performed by an independent consultant, contracted through a competitive bid process. Note: Feasbility Studies are not a grant requirement. (25%) |
| Infrastructure/Equipment | Uniforms & Equipment (including Auxiliary Uniforms) | $66,704.00 | $66,704.00 | Uniforms and equipment for former Inkster employees and auxiliary only. |
| Infrastructure/Equipment | Vehicle and Equipment Transfers (including New Vehicles) | $186,500.00 | $116,500.00 | The budget will cover the purchase of 3 new vehicles. |
| Contracted Services | Record Management System Transfers | $100,000.00 | $100,000.00 | Transfer must be provided by an independent vendor. |
| Infrastructure/Equipment | Radio/Communications Equipment | $14,250.00 | $14,250.00 | |
| Contracted Services | Legal Costs | $45,000.00 | $22,500.00 | |
| | Administrative Costs | $25,000.00 | $ .00 | Denied |
| Infrastructure/Equipment | Information and Technology | $148,300.00 | $116,800.00 | Denied the purchase of desktop computers. |
| Training | Training | $30,000.00 | $30,000.00 | Training for former Inkster employees only. |
| | **Budget Total** | **$695,754.00** | **$486,754.00** | |

*Reimbursement requests must include copies of invoices and cancelled checks supporting the costs.

Additionally, the reimbursement requests should include documentation to support the rate of pay for the payroll costs/fringes and timesheets documenting time spent related to the CGAP project.

# Competitive Grant Assistance Program (CGAP) Application
# (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

## GENERAL INFORMATION

**Program Purpose:**
The purpose of the grant program is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers, consolidations, and cooperations between two or more qualified jurisdictions. The grants are to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities that elect to combine government operations. The program is focused on stimulating projects between two or more qualified jurisdictions that are creating new mergers, consolidations, and/or cooperative efforts/collaborations of existing services.

**Goals of the Program:**
To assist local units of government, including authorities, school districts, intermediate school districts, public community colleges, and public universities, with the costs associated with combining government operations.

**Eligibility:**
All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities. For an authority, school district, intermediate school district, public community college, or public university to qualify for grant funding under this program, the authority, school district, intermediate school district, public community college, or public university must combine operations with a city, village, township, or county.

**Criteria:**

- A completed application with detailed information
- Merger of two or more governmental units
- Consolidation of departments and/or existing services across 2 or more governmental units
- Cooperative effort or collaboration of 2 or more governmental units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The governmental unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2013
- Projects are funded on a reimbursement basis

**Application Process:**
An application process will be used to solicit proposals for these grants. Applications must be complete and received by the January 24th deadline to be considered for funding. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at:
http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html

**Project Clarification:**
During the application review process, applicants may be contacted for clarification. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

**Selection Procedures:**
Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, goals of the program, eligibility, and criteria. Starting on November 18th, the grant panel will begin reviewing any grant applications submitted. Qualified grants may be awarded on a rolling basis.

**Notification Process:**
Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within ninety (90) days of the grant deadline. However, additional time may be required depending on the number of applications received. Final Award letters will be sent to approved grantees, once the Michigan Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

# Competitive Grant Assistance Program (CGAP) Application
# (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

## GENERAL INFORMATION CONTINUED

**Deadline:**
January 24, 2014.

Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 24, 2014. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to:

TreasRevenueSharing@michigan.gov

or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

**Timelines:**
A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2013.

**Grant Period:**
October 1, 2013 through September 30, 2018.

**FY 2014 Appropriation Amount Available (Min./Max.):**
A minimum of $15.0 million in funding will be available for the Michigan Department of Treasury to award.

**Source of Funds:**
The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

**Confidentiality:**
Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

**Contact:**
For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Office of Revenue and Tax Analysis, at (517) 373-2697.

# Competitive Grant Assistance Program (CGAP) Application
# (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

## CONDITIONS

**Implementation of Project:**
The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

**Project Clarification:**
The Michigan Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

**Eligible Expenditures:**
Up to 25% of shared service analysis and up to 100% of the following expenditures: legal fees, voting costs, office supplies, infrastructure and equipment and other expenditures as approved by the Michigan Department of Treasury.

**Ineligible Expenditures:**

- Expenditures for the completion and submission of the CGAP application or for any compliance reporting documentation for the grant.
- Expenditures for the renegotiation of collective bargaining agreements, unless those agreements had to be reopened as part of completing the proposed project.

**Expenditures:**

1. The grantee understands and agrees that all expenditures from the grant will:
   - Be used to ensure efficient administration of the project.
   - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
   - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
   - Only be for items that are necessary for the merger, consolidation, or cooperative effort/collaboration.

2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Applicant" for expenditures involving project activity.

3. The grantee agrees to maintain accounting records following generally accepted accounting procedures for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.

4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final payment for the project.

# Competitive Grant Assistance Program (CGAP) Application
## (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

**CONDITIONS CONTINUED**

**Release of Funds:**
Payments to the "Primary Applicant" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *CGAP Reimbursement Request Form* (Form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the CGAP Reimbursement Request Form. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *CGAP Reimbursement Request Form* (Form 4923).

Funds may not be released to the "Primary Applicant" if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

**Reporting Requirements:**
1. *Quarterly Narrative and Financial Status Reports* – The selected grantee(s) shall submit to the Michigan Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by January 30th; April 30th; July 30th; October 30th).

   a. *Narrative Report (NR)* (Form 4971) – should present the following information:
      i. Name of Primary Applicant and Grant Number.
      ii. Reporting Period (i.e. October 2011 – December 2011 etc...).
      iii. The percentage (%) completed of the project work plan.
      iv. The estimated project completion date. For the final report, indicate the actual project completion date.
      v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.
      vi. A brief outline of the work to be completed during the subsequent reporting period.
      vii. A brief description of any problems or delays, real or anticipated, experienced.

   b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
      i. Name of Primary Applicant and Grant Number.
      ii. Reporting Period (i.e. October 2011 – December 2011 etc...).
      iii. The percentage (%) completed of the project work plan.
      iv. The estimated project completion date. For the final report, indicate the actual project completion date.
      v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
      vi. The projected future expenditures for the project.
      vii. Total projected expenditures for the project.
      viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
      ix. The difference between current projected project expenditures and original budget.

# Competitive Grant Assistance Program (CGAP) Application
# (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

## CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 4971) and *Final Financial Status Report* (Form 4972) - The selected grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.

   a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports* (above).

   b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.

   c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. feasibility study, pictures of completed construction, etc...).

3. *Final Follow-up Report* (Form 5071): - One year after the date of the Final Closeout Letter from the Michigan Department of Treasury, the grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury on the status of the project. The report will include:

   1. A detailed description of service changes and improvements.
   2. A detailed status update on the goals and measures used to determine the success of the project and outcomes presented in the application (i.e. have they been met, what has changed, etc...).
   3. A detailed description of set-backs or difficulties experienced in implementing the project.
   4. A detailed analysis of the actual realized cost savings.
   5. Provide lessons learned to share with other entities that are pursuing similar projects.

**Audit and Review:**
The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

**Grant Termination:**
The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.