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City of Roseville

TO: Administrators

DATE: December 31, 2015

RE: Determining Allowable Costs for Federal Awards

Policy Statement

The City is committed to ensuring that all costs incurred related to Federal awards are appropriate, in compliance with the terms and conditions of the awarding agency as well as federal regulations, and required reporting is appropriately reviewed. City Administration has the authority to approve or reject costs on the basis of allowability and reasonableness.

Reason for Policy

The Federal Government contributes significant funds to the operations of the City through various grant awards. The cost principles relating to expenditures of federal awards are contained in Subpart E of 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These cost principles require that any expense charged to a federally sponsored project be reasonable and necessary, allocable, consistently treated, and conform to any limits or exclusions set forth in 2 CFR Part 200 or the terms and conditions of the award. In addition, individual awards may include special terms and conditions, which must be considered before allocating certain costs to the award. This document outlines the general procedure for determining allowable costs on federally sponsored awards. The goal of this document is to provide clear guidance as to what costs constitute appropriate direct and indirect charges to sponsored projects as well as to achieve consistency in charging practices across the City.

Subpart E of 2 CFR Part 200 – Cost Principles, can be found in its entirety at the following Web Address:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=21cb732fbc280a1b9439181aeb58fdc8&node=sp2.1.200.e&rqn=div6>

Consult with the applicable department representatives or individuals from Finance for more details.

Who Needs to Know This Policy

Any employee who is involved with the administration of federal awards should be familiar with this policy. This includes federal grant coordinators, award project administrators, directors, managers and other personnel who are involved with the administration or reporting of federally sponsored awards.

Definition of Direct and Indirect Costs

Direct Costs are expenses that are specifically associated with a particular Federal award or project that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include the compensation and fringe benefits of employees who work directly on the grant activity, travel, construction and other materials consumed or expended in the performance of the grant sponsored activity or project.

Indirect Costs are incurred for common or joint objectives and, therefore, cannot be readily and specifically identified with a particular project or activity. They are expenses that benefit more than one project or activity. Common examples of indirect costs include utilities, depreciation, shared office supplies, administrative and clerical salaries, etc.

Explanation of Allowable Costs

All costs must be allowable under federal regulations and sponsor terms and conditions, including program specific requirements and City policy and procedures. To be allowable, costs must:

- be reasonable and necessary for the performance of the Federal award and be allocable to the Federal award under the principles of 2 CFR Part 200;
- conform to any limits or exclusions set forth in 2 CFR Part 200 or the terms and conditions of the award;
- be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the City;
- be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise stated in 2 CFR Part 200;
- not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program; be adequately documented.

A cost is reasonable if it does not exceed what a prudent person would incur under circumstances prevailing at the time the decision was made to incur the cost. Factors to be considered in determining if a cost is reasonable include:

- whether the cost is generally recognized as ordinary and necessary for the operation of the City and proper efficient performance of the Federal award;
- whether sound business practices were followed such as arm's-length bargaining, Federal, State and local regulations, and the terms and conditions of the Federal award;
- market prices for comparable goods and services;
- deviation from established City policies and practices that unjustifiably increase the Federal awards costs.

Explanation of Allocable Costs

A cost is allocable to a particular cost objective (i.e., a specific function, project, sponsored agreement, department, or the like) if the goods or services involved are chargeable or assignable to such cost objectives in accordance with relative benefits received or other equitable relationship. Every incurred cost must have a direct benefit to the sponsored activity or project being charged.

In general, a cost is allocable to a particular sponsored activity or project if it fulfills one of the following conditions:

- it is incurred specifically for the Federal award; or
- it benefits both the Federal award and other work of the City, in proportions that can be approximated through use of reasonable methods; or

- it is necessary to the overall operation of the City and is assignable to the Federal award under the provisions of 2 CFR Part 200.

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefited projects on any reasonable basis.

In the rare instances in which a proper cost allocation cannot ultimately be determined using any reasonable methods, the cost may be charged to a single sponsored project.

Any costs allocable to a particular sponsored agreement under the standards provided in 2 CFR Part 200 may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.

Responsibilities of the Grant Coordinator (primary contact)

It is the responsibility of the City personnel tasked with oversight of Federal grant activity (Grant Coordinator), with the assistance of award project administrators, directors, managers and other personnel who are involved with federally sponsored awards, to correctly review, process, and approve expenditures in compliance with sponsored awards, including the appropriate classification of expenditures. All required reporting of Federal grant activity is to be prepared by City personnel tasked with oversight of Federal grant activity and reviewed by the Finance Department prior to submission.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Walters", with a stylized flourish at the end.

John Walters
Controller

RESOLUTION DDA-2016-01

RESOLUTION CHANGING THE MEMBERSHIP OF THE ROSEVILLE DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, at its regular meeting held Wednesday October 5, 2016, the Board of Roseville Downtown Development Authority considered the attendance record of appointed member Frank Monteleone; and

WHEREAS, Mr. Monteleone was duly appointed to the Roseville Downtown Development Authority and has been absent from numerous regular and special meetings as well as special events and activities; and

WHEREAS, on September 27, 2016, a letter was sent to Mr. Monteleone advising him of the membership attendance policy included in the approved by-laws of the Roseville Downtown Development Authority, advising him of the next regular meeting and seeking his intentions of continuing as a member of the Board of Directors; and

WHEREAS, Mr. Monteleone failed to attend the regular meeting of the Roseville Downtown Development Authority held on October 5, 2016, and did not advise the board that he was unable to attend, request to be excused or respond the previously sent letter relating to his attendance and continuance on the board; and

WHEREAS, the members present at the October 5, 2016 Roseville Downtown Development unanimously voted to approve this resolution and forward it the Roseville City Council to formally remove Mr. Monteleone from his appointment to the Board effective immediately and to seek a new member to be appointed; and

NOW, THEREFORE BE IT RESOLVED that the Board of the Roseville Downtown Development Authority, in accordance with its duly adopted by-laws does hereby request that the Roseville City Council do hereby remove Mr. Frank Monteleone as member to Board of Directors effectively immediately and fill the vacancy as soon as practically possible.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Directors of the City of Roseville Downtowns Development Authority at its meeting held on Wednesday October 5, 2016

GINA AIUTO
Board Recording Secretary

**CITY OF ROSEVILLE
MACOMB COUNTY, MICHIGAN**

RESOLUTION ON ABATEMENT OF PUBLIC NUISANCE

At a Regular Meeting of the City Council of the City of Roseville, held in the council chambers, 29777 Gratiot Avenue, Roseville, Michigan on the 11th day of October, 2016, commencing at 6:30 p.m.

PRESENT: MEMBERS _____

ABSENT: MEMBERS _____

THE FOLLOWING MOTION WAS MADE:

_____ moved, _____ seconded, to adopt the following resolution:

WHEREAS, the Building Director for the City of Roseville, Mr. Glenn Sexton, has determined that the property at the following location:

Part of the Northeast 1/4 of Section 18, Town 1 North, Range 13 East, described as: Commencing at the North 1/4 post, Section 18; thence South 306 feet to the point of beginning; thence South 89 degrees 47 minutes East 35.05 feet; thence North 31 degrees 01 minutes 30 seconds East 16.18 feet; thence South 89 degrees 47 minutes East 297.61 feet; thence South 79.90 feet; thence North 89 degrees 47 minutes West 341 feet; thence North 66 feet to the point of beginning.

Parcel No.: 14-18-201-025

more commonly known as: 28800 Groesbeck Highway, Roseville, Michigan, has become and does present an immediate and continuous danger and hazard to the health, safety and welfare of the residents of the City of Roseville, for the following described reasons: the property is vacant and has been tagged as not to be occupied since February 23, 2010; the structure is dilapidated (roof, gutters, wall covering, windows and doors); there is overgrowth of vegetation on the

property; the sign is dilapidated; there has been no business license issued to the property since 2010; and the property in its present condition poses a threat to the health, safety and welfare of the general public, and

WHEREAS, the Building Director has notified the owners of the condition of the property and has demanded that same be corrected; and

WHEREAS, the owners have failed, refused and neglected to correct said violations and comply with building and health ordinances of the City of Roseville; and

WHEREAS, the existence of the above described property in its present condition is a present, immediate and continuous danger and hazard to the health, safety and welfare of the residents of the City of Roseville, and must be abated and removed;

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. That the property at the afore described location for the afore described reasons is a present, immediate and continuous danger and hazard to the health, safety and welfare of the residents of the City of Roseville, and said violations and dangerous conditions must be abated and removed.
2. That the afore described property be and is hereby declared a public nuisance, and it is hereby ordered that all code violations and dangerous conditions existing on said property be abated and removed.
3. That the Attorney for the City of Roseville and the Building Director for the City of Roseville are hereby authorized to commence all necessary actions to clean up the property pursuant to Section 203-9 of the Code for the City of Roseville, and abate said public nuisances; that all costs incurred by the City of Roseville to abate said nuisances, plus interest at seven (7%)

percent per annum, shall become a lien for the benefit of the City of Roseville on all or part of the real property where the violations are located, and such liens shall be of the same character and effect as created by the Roseville City Charter for taxes.

AYES: MEMBERS _____

NAYS: MEMBERS _____

ABSENT: MEMBERS _____

RESOLUTION DECLARED ADOPTED

Robert Taylor, Mayor

Richard Steenland, City Clerk

STATE OF MICHIGAN)
)ss.
COUNTY OF MACOMB)

I, Richard Steenland, the duly qualified and acting City Clerk of the City of Roseville, Macomb County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the City Council of the City of Roseville, Macomb County, Michigan on October_____, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance of the Open Meetings Act being Act 267 of the Michigan Public Acts of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Richard Steenland, City Clerk

YORK, DOLAN & TOMLINSON, P.C.
Attorneys and Counselors at law
42850 Garfield, Suite 101
Clinton Township, Michigan 48038
586-263-5050
Fax 586-263-4763

John A. Dolan (jdolan@yorkdolanlaw.com)
Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)

September 29, 2016

VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Leonardo Avenue, LLC
c/o Mr. Nicholas Lavdas
3671 E. 12 Mile Rd.
Warren, MI 48092

RE: Nuisance Abatement – 28800 Groesbeck Hwy, Roseville, MI

Dear Ms. Lavdas:

We are the attorneys for the City of Roseville. You are the named owners of the above-described property. Please be advised that the Roseville City Council will consider adoption of a resolution commencing condemnation of this property on Tuesday, October 11, 2016 at 6:30 p.m. in the City Council chambers at City Hall. A copy of said proposed resolution enclosed herein.

If you have any questions regarding this matter, please feel free to contact me. We remain,

Very truly yours,

YORK, DOLAN & TOMLINSON, P.C.

Timothy D. Tomlinson
Roseville City Attorney

/jabh
Enclosure

cc: Scott Adkins, Roseville City Manager (Via Email w/Enclosure)
Glenn Sexton, Roseville Building Director (Via Email w/Enclosure)



City of Roseville

29777 Gratiot
Roseville MI 48066
WWW.ROSEVILLE-MI.GOV

09/16/2016

Timothy Tomlinson
York, Dolan & Tomlinson
42850 Garfield, Suite 101
Clinton Township MI 48038

Re: Condemnation - 28800 GROESBECK, Roseville MI 48066

Dear Mr. Tomlinson:

This department is requesting that you prepare a resolution for action by City Council at the soonest available City Council Meeting commencing the condemnation of the residential building at the above-mentioned location.

This property is vacant and has been tagged as not to be occupied since February 23, 2010. The structure is dilapidated (roof, gutters, wall covering, windows and doors), there is overgrowth of vegetation on the property and the sign is dilapidated. There has been no business license issued to the property since 2010. In its present condition it poses a threat to the health, safety and welfare of the general public and should be removed, as it is a public nuisance. City records indicate that the owner of record is: LEONARDO AVENUE LLC, 3671 12 MILE, WARREN, MI, 48092. The legal description is PP# 14-18-201-025.

Copies of our files are attached for your information. If you have any questions, please feel free to contact this department at 5864455450.

Sincerely,

Jim Osterhout
Building Inspector

cc: Scott Adkins, City Manager

Attachments

JO/tjh

9-16-16
Tue
10:10 AM

FAMILY

AVDAS PROPERTIES
RESTAURANT
FOR SALE OR LEASE
3,453 SQ FEET
(586) 751-8275











Overhead
KR

CARRY-OUTS 771-3090

Shake Yourself Up!

FAMILY OWNED Since 1975

VISION

VISION



MOTION MADE BY _____

MOTION SECONDED BY _____

TO AMEND THE CITY OF ROSEVILLE ORDINANCES, CHAPTER 284, SECTION 284-4, AMENDING WHOM MAY BE DETERMINED TO BE THE ENFORCING AGENT OF THE CITY OF ROSEVILLE'S SEDIMENT ORDINANCE, TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.

**CITY OF ROSEVILLE
MACOMB COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF ROSEVILLE ORDINANCES, CHAPTER 284, SECTION 284-4, AMENDING WHOM MAY BE DETERMINED TO BE THE ENFORCING AGENT OF THE CITY OF ROSEVILLE'S SEDIMENT ORDINANCE, TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.

CITY OF ROSEVILLE ORDAINS:

Section 1. Chapter 284, Section 284-4, is hereby amended to provide as follows:

§284-4 Enforcing Agent.

The Department of Buildings and Inspection of the City of Roseville, or its designee, and the Office of the Macomb County Public Works Commissioner, Soil Erosion and Sedimentation Control Division, in conjunction with each other, are hereby designated as the City Enforcing Agent responsible for the administration of the rules and regulations adopted pursuant to the provisions of Act 347 of the Public Acts of 1972 of the State of Michigan and this article.

Section 2. Repealer. All ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability. If any article, section, subsection, sentence, clause, phrase, or portion of this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of remaining portions of the ordinance, being the intent of the City that this ordinance shall be fully severable.

Section 4. Effective Date. Provisions of this Ordinance shall become effective twenty (20) days following adoption.

AYES _____

NAYS _____

ABSENT _____

ROBERT TAYLOR, Mayor

Attested:

RICHARD STEENLAND, City Clerk

CERTIFICATION OF CLERK

I, Richard Steenland, City Clerk of the City of Roseville, Macomb County, Michigan, do hereby certify that Ordinance No. _____ was adopted by the City Council of Roseville, assembled in regular session on _____, 2016. Said Ordinance was posted in the following places:

Roseville Police Station, 29753 Gratiot Avenue
Roseville Public Library, 29777 Gratiot Avenue
Roseville Civic Center, 29777 Gratiot Avenue

Notice of said posting was published in *The Macomb Daily* on _____, 2016.

Richard Steenland, City Clerk

Memo

To: Scott Adkins, City Manager
From: Paul VanDamme, Purchasing Assistant
Date: October 6, 2016
Re: Single Source Vendor, Nixle 360 Resident Communication System

Attached is Purchase Requisition POLC2335 from Chief Berlin for a Nixle Resident Communication System. The attached quotation is in the amount \$9,720 with an ongoing annual recurring fee of \$9,000 from Everbridge of Glendale, California. This is a single source vendor allowed by City Code. Please see attached sole-source distributor letter.

This system meets specifications and is approved by Chief Berlin. Half of the funding for this system will come from the City's Water fund and the other half will come from the Police DEA Forfeiture account. Council will have to approve this purchase of the Nixle Resident Communication System by Everbridge in the amount of \$9,720 and a \$9,000 ongoing annual recurring fee due to it being a single source vendor and not being formally put out to bid.

If you have any questions please contact Chief Berlin or myself.

Attachments



Everbridge acquired Nixle in 2014

QUOTATION

Quote Number: 00026119

Confidential

1 of 2

Prepared for: James Berlin
Roseville Police Department
29777 Gratiot
Roseville, MI 48066
(586) 447-4500
jberlin@rosevillepolice-mi.com

Quotation Date: September 22, 2016
Quote Expiration Date: September 30, 2016
Rep: Lindsay Rogers
818-230-9585
lindsay.rogers@everbridge.com

Contract Summary Information

Contract Period: 3 Years

Population Size up to: 47,299

ANNUAL SUBSCRIPTION

<u>Service</u>	<u>Fee Type</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
Nixle 360	Recurring	1	\$9,000.00	\$9,000.00

500 N. Brand Blvd, Suite 1000
Glendale, CA 91203 USA
Tel: 888.366.4911
Fax: 818.484.2299
www.everbridge.com



Everbridge acquired Nixle in 2014

QUOTATION

Quote Number: 00026119

Confidential

2 of 2

Pricing Summary:

Year One Fees*:	\$9,000.00
One-time Implementation and Set Up Fees:	\$720.00
Total Year One Fees:	\$9,720.00
Subsequent Year(s) Ongoing Annual Recurring Fees:	\$9,000.00

1. Additional rates apply for all international calls.
2. This Quote and the Service(s) provided are subject to the Everbridge, Inc. –Nixle Solutions Core Platform Service Agreement (“Service Agreement”), current as of the date of Client’s signature below. Please visit <http://www.nixle.com/nixle-core-platform-agreement-v1-2-25-15/> to review the Service Agreement in its entirety. By signing this Quote you represent that you read, understand and agree to the terms of the Service Agreement, and are authorized on behalf of the Client to execute the Quote and bind Client to the Service Agreement.
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override the language of the Service Agreement.

(*Year One Fees are the total of the first year annual subscription fees and any one time fees, i.e., Professional Services.)

Supplemental Notes:

Authorized by Everbridge:

To accept this quote, sign, date and return:

Signature Date

Authorized Signature Date

Print Name Title

Print Name Title

Client Address for Legal Notice (If different from Billing Address):

Attn: _____

500 N. Brand Blvd, Suite 1000
Glendale, CA 91203 USA
Tel: 888.366.4911
Fax: 818.484.2299
www.everbridge.com



September 22, 2016

James Berlin, Chief of Police
Roseville Police Department
29777 Gratiot Avenue
Roseville, MI 48066

Dear Chief Berlin:

Everbridge, Inc. provides a unified communication suite that helps clients be better prepared, make better decisions, and respond quickly and confidently during disruptive events. When an incident happens, we automate communications to ensure that the right messages get to the right people at the right time. Additionally, Everbridge's Nixle® solution enables clients to build safer communities through proactive communication with residents and stakeholders.

The Nixle platform has numerous benefits that are exclusive to Everbridge's suite of products, and not provided by any other ENS vendor, including:

- **The Nixle Wire:** a shared database of subscribers based on simple zip codes
- **Use of Key Word opt-in** for text message notification utilizing short codes that are fully integrated into an the Everbridge Suite platform to facilitate private or public Mass Notification to unique demographic groups seeking specific information
- **Google Partnership:** for unmatched notification reach, leveraging the Google Search Engine, Google Now, and Google Maps. Currently, Everbridge through its Nixle® solution is the only ENS provider partnering with Google
- **Public and Private Notification Hubs:** providing a 2-way, simultaneous community alerting and agency coordination tool

Further, Everbridge is the sole distributor of the Nixle® solution. This letter shall serve as documentation that Nixle is only available for procurement through Everbridge.

We trust this information shows the value of Everbridge as a company and the forward thinking that our entire team focuses on every day to create the easiest to use and most comprehensive mass notification system available.

Should you wish to discuss these features in more detail, please let us know and we will be happy to assist you further.

Very truly yours,

A handwritten signature in black ink, appearing to read "E. Mark", written over a white background.

Elliot J. Mark
Senior Vice President