



**HAMTRAMCK CITY COUNCIL  
CITY COUNCIL CHAMBERS  
3401 EVALINE STREET  
HAMTRAMCK, MICHIGAN**

**REGULAR MEETING AGENDA  
February 10, 2015  
7:00 P.M.**

---

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
  - A. PACZKI RUN 10AM FEB 14 – ACTIVITIES AT CORNER OF JOS. CAMPAU & CANIFF**
  - B. PACZKI DAY FEB 17 – ALL DAY ALL OVER TOWN**
- 5. PROCLAMATIONS/RECOGNITIONS**
  - A. International Mother Language Day** (*REQUESTED BY COUNCILMAN MUSA*)
- 6. PUBLIC INPUT AND PRESENTATIONS** (*FOR ITEMS ON AGENDA, THREE (3) MINUTES PER INDIVIDUAL; ITEMS NOT ON AGENDA TWO (2) MINUTES PER INDIVIDUAL.*)
- 7. ADDITIONS/DELETIONS AGENDA APPROVAL**
- 8. CONSENT AGENDA:** The following items will be adopted on a single motion without discussion, unless a Member requests separate consideration.
  - A. Approval of Minutes: January 27, 2014 Regular Meeting**
  - B. Approval of Invoice Register Report Date Ending February 10, 2015**
  - C. Approval of Pre-Approved Expenditures by the RTAB**
  - D. Approval of Court Ordered Expenditures**
  - E. Approval of 2015 Poverty Exemption Guidelines**
- 9. PUBLIC HEARINGS:**
  - A. Second Reading Community Development Block Grant (CDBG) Application PY 2015.**
- 10. NEW BUSINESS:**
  - A. Approval of Community Development Block Grant (CDBG) Application PY 2015.**

Notice issued in accordance with the Michigan Open Meetings Act.

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (SDA) is asked to contact the City Clerk's Office at 313-870-0342. Staff will be happy to make the necessary arrangements.

**11. REPORTS:**

MAYOR

MAYOR PRO-TEM

**12. COMMENTS:**

COUNCIL MEMBERS

CITY MANAGER

**ADJOURNMENT**

Notice issued in accordance with the Michigan Open Meetings Act.

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (SDA) is asked to contact the City Clerk's Office at 313-870-0342. Staff will be happy to make the necessary arrangements.



**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**HAMTRAMCK, MICHIGAN**  
**January 27, 2015**  
**7:00 PM**

**PRELIMINARY MATTERS**

The Regular Meeting was called to order at 7:01 in the 2nd floor council chamber of City Hall, 3401 Evaline, and Hamtramck, Michigan by Mayor Karen Majewski.

**Roll call:** Mayor Majewski, Council Members: Miah, Hassan, Zwolak, Karpinski, Walters, Musa

**Staff present:** City Manager Katrina Powell; City Attorney Travis Mihelick; CED Director Kathy Angerer; Fire Chief Paul Wilk; Police Chief Max Garbarino; and Treasurer Susan Hendricks.

**AGENDA APPROVAL:**

**Motion to Approve: Walters; Second: Karpinski**

Ayes: Karpinski, Zwolak, Walters, Majewski

Nays: Miah, Hassan, Musa

**Motion passes**

**CONSENT AGENDA**

- 1. Approval of Minutes: January 13, 2014 Regular Meeting**
- 2. Approval of Invoice Register Report Date Ending January 22, 2015**
- 3. Approval of Michigan Humane Society Contract 2015-2016**

Motion: Karpinski; Second: Miah to approve "Consent Agenda"

***Motion passes by unanimous voice vote.***

**PUBLIC HEARING**

Motion: Zwolak; Second: Walters to open Public Hearing on CDBG Block Grant Application at 7:06

***Motion passes by unanimous voice vote.***

***Hearing closed at 7:07***

**NEW BUSINESS: none**

**Closed Session:**

Motion: Karpinski; Second: Walters to go into closed session at 7:38pm.

Ayes: Miah, Karpinski, Hassan, Zwolak, Walters, Musa Nays: None

***Motion passes by unanimous vote.***

Motion to Come Out of Closed Session: Karpinski: Second: Walters at 8:15pm  
Ayes: Miah, Karpinski, Hassan, Zwolak, Walters, Musa Naves: None  
***Motion passes by unanimous vote***

**ADJOURNMENT**

Miah moves Karpinski seconds to adjourn  
Ayes: Miah, Karpinski, Hassan, Zwolak, Walters, Musa Naves: None  
***Motion passes by unanimous vote***

***Motion passes by unanimous vote***

**Meeting Adjourned: 8:16pm**

Attest:

---

August R. Gitschlag  
City Clerk

**To: The Honorable Mayor and City Council**

**From: Katrina Powell, City Manager**

**Date: February 10, 2015**

**Subject: Request Council Approval for Expenditures**

---

**Introduction:**

This agenda item is for the City Council to approval payment of expenditures.

**Overview:**

These invoices cover the following expenditures:

- Supplies
- Worker's Compensation
- Professional Services
- Employee Reimbursements
- Contractors
- Return of Permit Fees
- Memberships

**Budget Impact:**

The specific costs of these invoices are \$64,440.19 and will be run from the Fiduciary, General, and Water bank accounts.

**Recommendation:**

The City Manager and the Finance Director recommends the City Council approve the request for payment of expenditures.

**Prepared by:**

Jia Hang, Accounts Payable

**Reviewed by:**

Bhama Cairns, Finance Director  
Katrina Powell, City Manager

**Attachments:**

Invoice Register Report for City of Hamtramck

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
 EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
01262015 46967	31ST JUDICIAL DISTRICT COURT JUROR PAYMENTS FROM 8/22/14 & 101-136-802.000 101-136-802.000	01/26/2015 JHANG JUROR PMTS 8/22/14 JUROR PMTS 12/17/14	02/25/2015	337.50  187.50 150.00	337.50	O	N 01/29/2015
5241 46974	ADR CONSULTANTS, LLC IT SERVICES DECEMBER 2014 101-299-801.505	01/02/2015 JHANG IT SERVICES DECEMBER 2014	02/01/2015	3,637.50  3,637.50	3,637.50	O	N 01/30/2015
5241 W 46975	ADR CONSULTANTS, LLC IT SERVICES DECEMBER 2014 592-557-801.000	01/02/2015 JHANG IT SERVICES DECEMBER 2014	02/01/2015	297.00  297.00	297.00	O	N 01/30/2015
5240 47001	ADR CONSULTANTS, LLC IT SERVICES-DECEMBER 2014 101-266-980.000 101-300-801.505 101-300-801.505 101-300-801.505 101-300-801.505 101-300-801.505 101-300-801.505 101-300-801.505 101-300-801.505	01/02/2015 JHANG IT SERV IT SERV IT SERV IT SERV IT SERV IT SERV IT SERV IT SERV IT SERV	02/01/2015	891.00  272.25 272.25 99.00 49.50 49.50 24.75 24.75 99.00	891.00	O	N 02/04/2015
5251 47008	ADR CONSULTANTS, LLC IT SERVICES JANUARY 2015 101-299-801.505	02/02/2015 JHANG IT SERVICES JANUARY 2015	03/02/2015	5,222.25  5,222.25	5,222.25	O	N 02/04/2015
5251 W 47009	ADR CONSULTANTS, LLC IT SERVICES JANUARY 2015 592-557-801.000	02/02/2015 JHANG IT SERVICES JANUARY 2015	03/02/2015	396.00  396.00	396.00	O	N 02/04/2015
01292015 46992	AIR CONDITIONING ENGINEERS RETURN OF PERMIT PM140052 101-277-801.011	01/29/2015 JHANG RETURN OF PERMIT PM140052	02/28/2015	95.00  95.00	95.00	O	N 01/30/2015
01292015 47017	ANNA CZARNIK REIMB MILEAGE EXPENSE TO ELECTION 101-215-873.000	01/29/2015 JHANG REIMB MILEAGE EXPENSE TO ELECTION TRAIN	02/28/2015	249.54  249.54	249.54	O	N 02/04/2015

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
 EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
88702 46982	APOLLO FIRE EQUIPMENT INVOICE 88702 LARGE 101-335-740.000 101-335-740.000	01/13/2015 JHANG	02/12/2015	167.79	167.79	O	N 01/30/2015
	5" STORZ TO 2.2 " ADAPTOR FOR PUMPING OP SHIPPING			155.00 12.79			
6678 46968	BRONCO PRINTING & COPY CENTER ENVELOPES 101-136-904.000 101-136-904.000 101-136-904.000	01/15/2015 JHANG	01/25/2015	538.00	538.00	O	N 01/29/2015
	5000 LEFT WINDOW ENVELOPES 2500 REG ENVELOPES 1000 RIGHT WINDOW ENVELOPES			315.00 145.00 78.00			
01302015 47010	CMI SWC0000394 LOSS FUND 101-220-835.000	01/30/2015 JHANG	02/28/2015	7,714.38	7,714.38	O	N 02/04/2015
	WORKMEN'S COMPENSATION			7,714.38			
2653 46928	CPI EXCAVATING INC SERVICE LOCATE & DIGS 1/20/2015 592-557-787.000 592-557-787.000 592-557-787.000	01/22/2015 JHANG	02/21/2015	4,285.00	4,285.00	O	N 01/27/2015
	SERVICE DIG 2421 HOLBROOK SERVICE DIG 2249 ALICE SERVICE DIG 2247 WYANDOTTE			2,100.00 85.00 2,100.00			
2654 46929	CPI EXCAVATING INC NEW SERVICE RUN 3165 BELMONT 1/19/15 592-557-787.000	01/22/2015 JHANG	02/21/2015	4,250.00	4,250.00	O	N 01/27/2015
	NEW SERVICE RUN 3165 BELMONT 1/19/15			4,250.00			
2655 46930	CPI EXCAVATING INC LOCATE & TURN OFF 11705 MACKAY 592-557-787.000	01/22/2015 JHANG	02/21/2015	85.00	85.00	O	N 01/27/2015
	LOCATE & TURN OFF 11705 MACKAY 1/20/15			85.00			
2657 46931	CPI EXCAVATING INC FIRE HYDRANT REPAIR 3252 JACOB 592-557-787.000	01/23/2015 JHANG	02/22/2015	2,250.00	2,250.00	O	N 01/27/2015
	FIRE HYDRANT REPAIR 3252 JACOB 1/22/15			2,250.00			
2661 46979	CPI EXCAVATING INC SERVICE LEAK REPAIRS 3410 COMSTOCK 592-557-787.000	01/27/2015 JHANG	02/26/2015	2,100.00	2,100.00	O	N 01/30/2015
	SERVICE LEAK REPAIRS 3410 COMSTOCK 1/27			2,100.00			
2658 46993	CPI EXCAVATING INC THAW & TEST HYDRANTS 1/26/15	01/27/2015 JHANG	02/26/2015	900.00	900.00	O	N 01/30/2015

02/04/2015 12:06 PM  
 User: JHANG  
 DB: HAMTRAMCK

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
 EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	592-557-787.000	THAW & TEST HYDRANTS 1/26/15		900.00			
2659 46994	CPI EXCAVATING INC WATER MAIN ON HYDRANT 1/26/15 592-557-787.000	01/27/2015 JHANG	02/26/2015	3,800.00	3,800.00	O	N 01/30/2015
	592-557-787.000	WATER MAIN ON HYDRANT 1/26/15		3,800.00			
2660 46995	CPI EXCAVATING INC HYDRANT REPAIR #486 1/26/15 592-557-787.000	01/27/2015 JHANG	02/26/2015	825.00	825.00	O	N 01/30/2015
	592-557-787.000	HYDRANT REPAIR #486 1/26/15		825.00			
2665 46996	CPI EXCAVATING INC WATER MAIN REPAIR 9629 GALLAGHER 592-557-787.000	01/28/2015 JHANG	02/27/2015	5,500.00	5,500.00	O	N 01/30/2015
	592-557-787.000	WATER MAIN REPAIR 9629 GALLAHER 1/28/15		5,500.00			
01222015 46920	DET. METRO CONV. & VISITORS BUREAU REGISTRATION FEE FOR 244-244-864.000	01/22/2015 JHANG	02/21/2015	135.00	135.00	O	N 01/23/2015
	244-244-864.000	MTG FEE (DOW/DUNCAN/ANGERER)		135.00			
01202015 46980	GREG MCBRYAR REIMB HOTEL STAY - 2015 MFIS SEMINAR 101-335-803.000	01/20/2015 JHANG	02/19/2015	107.00	107.00	O	N 01/30/2015
	101-335-803.000	REIMB HOTEL STAY - 2015 MFIS SEMINAR		107.00			
440130 46913	HAMTRAMCK HARDWARE SUPPLIES FOR WATER BILLING CLERK 592-557-728.000	01/22/2015 JHANG	02/21/2015	32.96	32.96	O	N 01/23/2015
	592-557-728.000	SUPPLIES FOR WATER BILLING CLERK DESK		32.96			
440219 46914	HAMTRAMCK HARDWARE SUPPLIES FOR WATER BILLING CLERK 592-557-728.000	01/23/2015 JHANG	02/22/2015	2.52	2.52	O	N 01/23/2015
	592-557-728.000	SUPPLIES FOR WATER BILLING CLERK DESK		2.52			
439748 46983	HAMTRAMCK HARDWARE INVOICE # 439748 101-335-781.000	01/19/2015 JHANG	02/18/2015	21.39	21.39	O	N 01/30/2015
	101-335-781.000	HARDWARE TO REPAIR TRUCK DOOR #350637		21.39			
350637 46984	HAMTRAMCK HARDWARE INVOICE # 350637 101-335-781.000	07/01/2013 JHANG	07/31/2013	11.40	11.40	O	N 01/30/2015
	101-335-781.000	MISC HARDWARE FORBUILDING REPAIR #350637		11.40			
01232015 46924	HASSUNI INVESTMENTS INC RETURN OF PERMIT #PE140033	01/23/2015 JHANG	02/22/2015	350.00	350.00	O	N 01/23/2015

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
 EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution 101-277-801.011	RETURN OF PERMIT #PE140033		350.00			
355065 47016	HELLEBUYCK'S 150342 - SNOWBLOWER 101-265-776.000	02/04/2015 JHANG	03/04/2015	569.99	569.99	O	N 02/04/2015
		TORO SNOWBLOWER 38742		569.99			
1379 46919	HELPING HANDS CONSTRUCTION & REMODE REMOVAL OF HOLIDAY LIGHTS FROM DDA 244-244-881.001	01/19/2015 JHANG	02/18/2015	845.00	845.00	O	N 01/23/2015
		REMOVAL OF HOLIDAY LIGHTS		845.00			
132424 46971	HENNESSEY ENGINEERS, INC. 25208 2015 GAS MAIN REPLACEMENT 202-222-970.200	01/22/2015 JHANG	02/21/2015	1,295.00	1,295.00	O	N 01/30/2015
		25208 2015 GAS MAIN REPLACEMENT PROGRAM		1,295.00			
12182014 46970	HOLLY MARIE RUZYCKI REIMBURSEMENT FOR TREE DAMAGE 203-203-776.002	12/18/2015 JHANG	01/17/2015	3,410.00	3,410.00	O	N 01/29/2015
		REIMBURSEMENT FOR TREE DAMAGE		3,410.00			
1001136813 47002	IACP 1649206 - IACP MEMBERSHIP RENEWAL 266-367-801.700	01/14/2015 JHANG	02/13/2015	150.00	150.00	O	N 02/04/2015
		MEMBERSHIP RENEWAL		150.00			
01292015 47000	JUDGE WILLIAM CROUCHMAN VISITING JUDGE 1/29/15 101-136-801.400 101-136-801.400	01/29/2015 JHANG	02/28/2015	187.00	187.00	O	N 01/30/2015
		VISITING JUDGE 1/2 DAY 1/29/15		175.00			
		MILEAGE @ .56/MILE		12.00			
241858 46969	KCI 131069 - PERSONAL PROPERTY 101-209-730.000 101-209-728.000	01/19/2015 JHANG	01/29/2015	503.85	503.85	O	N 01/29/2015
		PERSONAL PROPERTY STATEMENTS POSTAGE		158.51			
		PERSONAL PROPERTY STATEMENTS SUPPLIES		345.34			
01222015 46933	MARK RAGSDALE REIMB APWA MEETING 1/22/15 592-557-864.000	01/22/2015 JHANG	02/21/2015	20.00	20.00	O	N 01/27/2015
		APWA MEETING 1/22/15		20.00			
0003370762 46942	MNJ TECHNOLOGIES DIRECT INC 5005812 - SCANNER FOR JIA 101-223-970.001	01/20/2015 JHANG	02/19/2015	710.00	710.00	O	N 01/27/2015
		SCANNER FOR JIA		710.00			

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
 EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
51289 46972	MUNIWEB WEBSITE PROJECT INITIATION 101-299-801.000	01/23/2015 JHANG WEBSITE PROJECT INITIATION	02/22/2015	3,407.00 3,407.00	3,407.00	O	N 01/30/2015
22770 46925	NATIONAL INDUSTRIAL MAINT INC MI-532-189 CLEAN CATCH BASINS 592-557-787.000 592-557-787.000	01/16/2015 JHANG CLEAN CATCH BASINS DISPOSAL	02/15/2015	715.00 640.00 75.00	715.00	O	N 01/23/2015
60142 46973	NU-TECH GRAPHICS & SYSTEMS INC ENVELOPES FOR CITY CLERK 101-215-728.000 101-215-728.000 101-215-728.000	01/12/2015 JHANG 3,000 #10 WINDOW ENVELOPES 3,000 #9 RETURN ENVELOPES FREIGHT	02/11/2015	402.00 195.00 195.00 12.00	402.00	O	N 01/30/2015
710021764 46941	OCCUPATIONAL HEALTH CENTERS OF MI N04-0220024432 - NEW HIRE PHYSICAL 101-253-801.000	01/20/2015 JHANG NEW HIRE PHYSICAL GABON	02/19/2015	65.50 65.50	65.50	O	N 01/27/2015
751287163001 46997	OFFICE DEPOT OFFICE SUPPLIES 101-136-728.000 101-136-728.000 101-136-728.000 101-136-728.000 101-136-728.000 101-136-728.000 101-136-728.000 101-136-728.000	01/22/2015 JHANG LABEL PRINTER TAPE STAPLER WATER CUPS PRINTER RIBBON WARRANT RETURN FOLDER HAND SANITIZER POST IT NOTES POST IT NOTES 1.5"	02/22/2015	99.00 10.63 11.78 13.96 13.29 4.42 16.14 22.00 6.78	99.00	O	N 01/30/2015
751287198001 46998	OFFICE DEPOT OFFICE SUPPLIES 101-136-728.000	01/23/2015 JHANG POST IT NOTE 2"	02/22/2015	6.29 6.29	6.29	O	N 01/30/2015
752540806001 47011	OFFICE DEPOT 1099 FORMS 101-223-728.000	01/27/2015 JHANG 1099 FORMS	02/26/2015	26.99 26.99	26.99	O	N 02/04/2015
752539604001 47012	OFFICE DEPOT OFFICE SUPPLIES 01/27/2015	01/28/2015 JHANG	02/27/2015	97.52	97.52	O	N 02/04/2015

INVOICE REGISTER REPORT FOR CITY OF HAMTRAMCK  
EXP CHECK RUN DATES 02/10/2015 - 02/10/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-209-728.000	OFFICE SUPPLIES		97.52			
751782816001 47013	OFFICE DEPOT OFFICE SUPPLIES 1/23/15 101-253-728.000	01/26/2015 JHANG	02/25/2015	81.74	81.74	O	N 02/04/2015
	101-253-728.000	OFFICE SUPPLIES		81.74			
471214/468787 46981	O'REILLY AUTOMOTIVE INC TRUCK WASH AND REPAIR 101-335-740.000 101-335-740.000 101-335-740.000 101-335-740.000	01/04/2015 JHANG	02/03/2015	46.62	46.62	O	N 01/30/2015
	101-335-740.000	CAR WASH SOAP		9.78			
	101-335-740.000	4 CYCLE FUEL FOR SAWS		25.96			
	101-335-740.000	CARB. CLEANER		3.99			
	101-335-740.000	12OZ LUBE		6.89			
01192015 46926	PURCHASE POWER 8000-9090-0110-2230 - POSTAGE JAN 101-215-730.000	01/19/2015 JHANG	02/15/2015	2,121.21	2,121.21	O	N 01/27/2015
	101-215-730.000	POSTAGE JAN 2015		2,121.21			
01222015 46964	ROBERT E. ZARANEK HOUSE COUNSEL 1/22/15 101-136-801.100	01/22/2015 JHANG	02/21/2015	250.00	250.00	O	N 01/29/2015
	101-136-801.100	HOUSE COUNSEL 1/22/15		250.00			
01292015 46999	SEAN K. KOWALSKI, P-43764 HOUSE COUNSEL 1/29/15 101-136-801.100	01/29/2015 JHANG	02/28/2015	250.00	250.00	O	N 01/30/2015
	101-136-801.100	HOUSE COUNSEL 1/29/15		250.00			
551-434332 47005	STATE OF MICHIGAN 649 - SOR REGISTRATION 101-300-801.990 101-300-801.990	01/14/2015 JHANG	02/13/2015	60.00	60.00	O	N 02/04/2015
	101-300-801.990	TAHA-HASSAN SOR REGISTRATION		30.00			
	101-300-801.990	FERGUSON SOR REG		30.00			
01142015 HP 46921	STATE OF MICHIGAN INDEX #19180 2012 STATE OF MICHIGAN DATA EXTRACT 101-202-801.000	01/14/2015 JHANG	02/13/2015	938.10	938.10	O	N 01/23/2015
	101-202-801.000	STATE NON-FILER 2012 HP		938.10			
01142015 HAM 46922	STATE OF MICHIGAN INDEX #19180 2012 STATE OF MICHIGAN DATA EXTRACT 101-202-801.000	01/14/2015 JHANG	02/13/2015	1,339.80	1,339.80	O	N 01/23/2015
	101-202-801.000	STATE NON-FILER 2012 HAMT		1,339.80			
3027 46918	THE HAMTRAMCK REVIEW LEGAL NOTICE CDBG PUBLIC HEARING PY	01/16/2015 JHANG	02/15/2015	444.00	444.00	O	N 01/23/2015

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-277-903.000	LEGAL NOTICE CDBG PUBLIC HEARING PY 2015		444.00			
3034 47006	THE HAMTRAMCK REVIEW AUTO AUCTION AD-B&T 101-300-903.000	01/23/2015 JHANG AUTO AUCTION AD	02/22/2015	111.00 111.00	111.00	O	N 02/04/2015
3033 47007	THE HAMTRAMCK REVIEW AUTO AUCTION AD-B&G 101-300-903.000	01/23/2015 JHANG AUTO AUCTION AD	02/22/2015	55.50 55.50	55.50	O	N 02/04/2015
23491247 46966	TYCO INTEGRATED SECURITY 01300184600224 - SECURITY MONITORING 101-253-934.000	01/10/2015 JHANG SECURITY MONITORING	02/01/2015	462.62 462.62	462.62	O	N 01/29/2015
23491252 47003	TYCO INTEGRATED SECURITY MAINTENANCE FOR JC CAMERAS 2-1-15 - 264-264-801.900	01/10/2015 JHANG JC CAMERA MAINTENANCE	02/01/2015	900.00 900.00	900.00	O	N 02/04/2015
01232015 - 2012 47004	VAN DYKE COLLISION VEHICLE REPAIR 266-367-751.002	01/23/2015 JHANG VEHICLE REPAIR-TAHOE	02/22/2015	200.00 200.00	200.00	O	N 02/04/2015
278111 46932	WAYNE COUNTY 500013 - TRAFFIC SIGNAL MAINT DEC 202-222-776.004	01/21/2015 JHANG TRAFFIC SIGNAL MAINT DEC 2014	02/20/2015	468.23 468.23	468.23	O	N 01/27/2015
# of Invoices:	59	# Due:	59	Totals:	64,440.19	64,440.19	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					64,440.19	64,440.19	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - General Fund			31,578.48	31,578.48		
	202 - Mvh Major Street Fund			1,763.23	1,763.23		
	203 - Mvh Local Street Fund			3,410.00	3,410.00		
	244 - DOWNTOWN DEVELOPMENT AUTH			980.00	980.00		
	264 - 911 Emergency			900.00	900.00		
	266 - DRUG LAW ENF. ACT 265 - STAT			350.00	350.00		
	592 - WATER & SEWER FUND			25,458.48	25,458.48		
--- TOTALS BY DEPT/ACTIVITY ---							
	136 - 31-St District Court			1,667.79	1,667.79		
	202 - Income Tax			2,277.90	2,277.90		
	203 - LOCAL STREETS			3,410.00	3,410.00		
	209 - Assessor			601.37	601.37		
	215 - City Clerk			2,772.75	2,772.75		
	220 - HUMAN RESOURCES			7,714.38	7,714.38		
	222 - MAJOR STREETS			1,763.23	1,763.23		
	223 - CONTROLLER DEPARTMENT			736.99	736.99		
	244 - DDA			980.00	980.00		
	253 - Treasurer			609.86	609.86		
	264 - 911 EMERGENCY			900.00	900.00		
	265 - Public Services			569.99	569.99		
	266 - Auto Theft			272.25	272.25		
	277 - Community & Econ. Develop.			889.00	889.00		
	299 - General Administration			12,266.75	12,266.75		
	300 - Police Department			845.25	845.25		
	335 - Fire Department			354.20	354.20		
	367 - Drug Forfeiture - State Expe			350.00	350.00		
	557 - WATER & SEWER			25,458.48	25,458.48		

**To: The Honorable Mayor and City Council**

**From: Katrina Powell, City Manager**

**Date: February 10, 2015**

**Subject: Expenditures Preapproved**

---

**Introduction:**

This agenda item is for the City Council to review check disbursements for preapproved expenditures.

**Overview:**

These invoices cover the following expenditures:

- Temporary Employees
- Utilities
- Healthcare/Dental Insurance
- Credit Cards

**Budget Impact:**

The specific costs of these invoices are \$407,545.56 and were run from the Fiduciary, General, and Water bank accounts.

**Recommendation:**

The City Manager and the Finance Director approved the payments of these expenditures.

**Prepared by:**

Jia Hang, Accounts Payable

**Reviewed by:**

Bhama Cairns, Finance Director

Katrina Powell, City Manager

**Attachments:**

Check Disbursement for City of Hamtramck

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
02/04/2015	GEN	65834	AT&T	UTILITIES - TELEPHONE	922.000	136	26.19
				TAX	922.000	136	(1.45)
				CHECK GEN 65834 TOTAL			<u>24.74</u>
02/04/2015	GEN	65835#	DTE ENERGY	8700 JOS CAMPAU ELEC JAN 2015	921.000	265	102.20
				10035 JOS CAMPAU ELEC JAN 2015	921.000	265	100.80
				8700 JOS CAMPAU GAS JAN 2015	923.000	265	288.79
				2769 POLAND JAN 2015	926.000	299	522.74
				2920 BELMONT JAN 2015	926.000	299	466.21
				2929 EVALINE JAN 2015	926.000	299	291.53
				2931 EVALINE JAN 2015	926.000	299	46.49
				CHECK GEN 65835 TOTAL			<u>1,818.76</u>
02/04/2015	GEN	65836*#	HSA BANK	HSA	716.100	136	14.00
				HSA	716.100	202	3.50
				HSA	716.100	209	3.50
				HSA	716.100	220	1.75
				HSA	716.100	223	3.50
				HSA	716.100	253	3.50
				HSA	716.100	265	2.63
				HSA	716.100	266	1.75
				HSA	716.100	300	40.25
				HSA	716.100	300	5.25
				HSA	716.100	335	36.75
				CHECK GEN 65836 TOTAL			<u>116.38</u>
02/04/2015	GEN	65837	OFFICE TEAM	TEMP WK END 01/09/15 REEDER	801.000	172	1,030.40
				TEMP WK END 01/16/15 REEDER	801.000	172	1,030.40
				CHECK GEN 65837 TOTAL			<u>2,060.80</u>
02/04/2015	GEN	65838	SAM'S CLUB MC/SYNCB	OPERATING SUPPLIES DEC 2014	740.000	335	177.24
02/04/2015	GEN	65839#	T-MOBILE	UTILITIES - MOBILE PHONES DEC 2014	922.100	266	55.22
				UTILITIES - TELEPHONE DEC 2014	922.000	300	212.71
				UTILITIES - TELEPHONE DEC 2014	922.000	335	97.13
				CHECK GEN 65839 TOTAL			<u>365.06</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
02/04/2015	GEN	65840*#	THE STANDARD	INSURANCES-DENTAL (FT DEARBORN)	716.000	136	355.21
				INSURANCES-DENTAL (FT DEARBORN)	716.000	172	90.62
				INSURANCES-DENTAL (FT DEARBORN)	716.000	202	68.26
				INSURANCES-DENTAL (FT DEARBORN)	716.000	209	68.26
				INSURANCES-DENTAL (FT DEARBORN)	716.000	215	22.36
				INSURANCES-DENTAL (FT DEARBORN)	716.000	220	22.36
				INSURANCES-DENTAL (FT DEARBORN)	716.000	223	140.37
				INSURANCES-DENTAL (FT DEARBORN)	716.000	253	68.26
				INSURANCES-DENTAL (FT DEARBORN)	716.000	265	69.81
				INSURANCES-DENTAL (FT DEARBORN)	716.000	266	73.29
				RETIRED FIRE	716.000	274	979.30
				RETIRED GENERAL	716.000	274	396.08
				RETIRED POLICE	716.000	274	1,334.63
				OVER 65 GENERAL	716.000	274	1,456.13
				OVER 65 POLICE	716.000	274	759.43
				OVER 65 FIRE	716.000	274	571.98
				OVER 65 POLICE-BCN	716.000	274	279.25
				OVER 65 FIRE-BCN	716.000	274	91.80
				OVER 65 GENERAL-BCN	716.000	274	73.29
				INSURANCES-DENTAL (FT DEARBORN)	716.000	300	1,233.39
				INSURANCES-DENTAL (FT DEARBORN)	716.000	300	67.08
				INSURANCES-DENTAL (FT DEARBORN)	716.000	335	1,286.68
				CHECK GEN 65840 TOTAL			<u>9,507.84</u>
02/04/2015	GEN	65841*#	THE STANDARD	INSURANCE - LIFE (FT DEARBORN)	716.400	136	57.20
				INSURANCE - SHROT TERM DISABILITY	716.400	136	90.63
				INSURANCE - LIFE (FT DEARBORN)	716.400	172	286.00
				INSURANCE - SHROT TERM DISABILITY	716.400	172	41.60
				INSURANCE - SHROT TERM DISABILITY	716.400	202	21.73
				INSURANCE - LIFE (FT DEARBORN)	716.400	209	7.15
				INSURANCE - SHROT TERM DISABILITY	716.400	209	33.82
				INSURANCE - LIFE (FT DEARBORN)	716.400	215	7.15
				INSURANCE - SHROT TERM DISABILITY	716.400	215	16.51
				INSURANCE - LIFE (FT DEARBORN)	716.400	220	7.15
				INSURANCE - SHROT TERM DISABILITY	716.400	220	12.61
				INSURANCE - LIFE (FT DEARBORN)	716.400	223	21.45
				INSURANCE - SHROT TERM DISABILITY	716.400	223	60.34

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
				INSURANCE - LIFE (FT DEARBORN)	716.400	253	7.15
				INSURANCE - SHROT TERM DISABILITY	716.400	253	30.21
				INSURANCE - LIFE (FT DEARBORN)	716.400	265	7.15
				INSURANCE - SHROT TERM DISABILITY	716.400	265	11.02
				INSURANCE - LIFE (FT DEARBORN)	716.400	266	14.30
				INSURANCE - SHROT TERM DISABILITY	716.400	266	17.32
				RETIRED FIRE	716.400	274	10.28
				RETIRED GENERAL	716.400	274	39.38
				RETIRED POLICE	716.400	274	22.36
				RETIRED POLICE SPECIAL	716.400	274	5.36
				RETIRED FIRE SPECIAL OVER 65	716.400	274	21.00
				RETIRED FIRE SPECIAL	716.400	274	2.68
				RETIRED GENERAL SPECIAL OVER 65	716.400	274	146.96
				RETIRED POLICE SPECIAL OVER 65	716.400	274	23.68
				RETIRED POLICE SPECIAL OVER 65	716.400	274	1.34
				RETIRED POLICE-BCN OVER 65	716.400	274	6.26
				RETIRED FIRE-BCN OVER 65	716.400	274	1.34
				RETIRED GENERAL-BCN OVER 65	716.400	274	3.58
				INSURANCE - LIFE (FT DEARBORN)	716.400	300	429.00
				INSURANCE - SHROT TERM DISABILITY	716.400	300	493.49
				INSURANCE - SHROT TERM DISABILITY	716.400	300	29.67
				INSURANCE - LIFE (FT DEARBORN)	716.400	335	557.70
				INSURANCE - SHROT TERM DISABILITY	716.400	335	468.84
				CHECK GEN 65841 TOTAL			<u>3,013.41</u>
02/04/2015	GEN	65842	VERIZON WIRELESS	TRACKERS	922.100	266	36.38
Total for fund 101 General Fund							17,120.61

02/04/2015 03:14 PM  
User: JHANG  
DB: HAMTRAMCK

CHECK DISBURSEMENT REPORT FOR CITY OF HAMTRAMCK  
CHECK DATE FROM 02/04/2015 - 02/04/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 Mvh Major Street Fund							
02/04/2015	FID	8222*#	T-MOBILE	TELEPHONE DEC 2014	800.001	222	129.73
Total for fund 202 Mvh Major Street Fund							129.73

02/04/2015 03:14 PM  
User: JHANG  
DB: HAMTRAMCK

CHECK DISBURSEMENT REPORT FOR CITY OF HAMTRAMCK  
CHECK DATE FROM 02/04/2015 - 02/04/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 267 DRUG LAW ENF. ACT 265 - FEDERAL							
02/04/2015	FID	8221	HSA BANK	HSA	716.100	267	3.50
02/04/2015	FID	8222*#	T-MOBILE	UTILITIES - TELEPHONE DEC 2014	922.000	267	100.92
02/04/2015	FID	8223	THE STANDARD	INSURANCES-DENTAL (FT DEARBORN)	716.000	267	146.58
02/04/2015	FID	8224	THE STANDARD	INSURANCE - LIFE (FT DEARBORN)	716.400	267	28.60
				INSURANCE - SHROT TERM DISABILITY	716.400	267	34.32
				CHECK FID 8224 TOTAL FOR			<u>62.92</u>
				Total for fund 267 DRUG LAW ENF. ACT 265 -			313.92

02/04/2015 03:14 PM  
User: JHANG  
DB: HAMTRAMCK

CHECK DISBURSEMENT REPORT FOR CITY OF HAMTRAMCK  
CHECK DATE FROM 02/04/2015 - 02/04/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 268 Library Fund							
02/04/2015	GEN	65836*#	HSA BANK	HSA	716.100	738	5.25
02/04/2015	GEN	65840*#	THE STANDARD	INSURANCES-DENTAL (FT DEARBORN)	716.000	738	90.62
02/04/2015	GEN	65841*#	THE STANDARD	INSURANCE - LIFE (FT DEARBORN)	716.400	738	14.30
				INSURANCE - SHROT TERM DISABILITY	716.400	738	40.35
				CHECK GEN 65841 TOTAL			<u>54.65</u>
				Total for fund 268 Library Fund			150.52

02/04/2015 03:14 PM  
 User: JHANG  
 DB: HAMTRAMCK

CHECK DISBURSEMENT REPORT FOR CITY OF HAMTRAMCK  
 CHECK DATE FROM 02/04/2015 - 02/04/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER & SEWER FUND							
02/04/2015	WAT	8452	ACCOUNTEMPS	TEMP WK END 01/09/15 RICHMOND	801.000	557	1,043.20
				TEMP WK END 01/16/15 RICHMOND	801.000	557	1,004.08
				CHECK WAT 8452 TOTAL FOR			<u>2,047.28</u>
02/04/2015	WAT	8453	BOARD OF WATER COMMISSIONERS	SEWER & DRAINAGE DEC 2014	925.000	557	337,900.00
02/04/2015	WAT	8454	BOARD OF WATER COMMISSIONERS	WATER CHARGES	924.000	557	49,595.32
02/04/2015	WAT	8455	HSA BANK	HSA	716.100	557	4.37
02/04/2015	WAT	8456	T-MOBILE	UTILITIES - TELEPHONE DEC 2014	922.000	557	62.55
02/04/2015	WAT	8457	THE STANDARD	INSURANCES-DENTAL (FT DEARBORN)	716.000	557	145.03
02/04/2015	WAT	8458	THE STANDARD	INSURANCE - LIFE (FT DEARBORN)	716.400	557	14.30
				INSURANCE - SHROT TERM DISABILITY	716.400	557	40.87
				CHECK WAT 8458 TOTAL FOR			<u>55.17</u>
02/04/2015	WAT	8459	VERIZON WIRELESS	UTILITIES - TELEPHONE JAN 2015	922.000	557	21.06
				Total for fund 592 WATER & SEWER FUND			389,830.78
				TOTAL - ALL FUNDS			407,545.56

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**To: The Honorable Mayor and City Council**

**From: Katrina Powell, City Manager**

**Date: February 10, 2015**

**Subject: Court Order Expenditures**

---

**Introduction:**

This agenda item is for the City Council to review check disbursements for court order expenditures.

**Overview:**

These invoices cover the following expenditures:

- Court Order

**Budget Impact:**

The specific costs of these invoices are \$76,224.50 and were taken from the UR31 bank account.

**Recommendation:**

The City Manager and the Finance Director approved the payments of these expenditures.

**Prepared by:**

Jia Hang, Accounts Payable

**Reviewed by:**

Bhama Cairns, Finance Director  
Katrina Powell, City Manager

**Attachments:**

Cash Disbursement Report for City of Hamtramck

02/05/2015 11:44 AM  
User: JHANG  
DB: HAMTRAMCK

CHECK DISBURSEMENT REPORT FOR CITY OF HAMTRAMCK  
CHECK DATE FROM 02/05/2015 - 02/05/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 796 Development Agreement Esc							
02/05/2015	UR31	1962	MICHAEL J. BARNHART	PROF LEGAL SVC NOV & DEC	701.000	796	26,475.50
02/05/2015	UR31	1963	NATIONAL FAITH HOMEBUYERS CORP	SERVICES HAMT PLAINTIFFS PER COURT	701.000	796	11,000.00
02/05/2015	UR31	1964	PEOPLE'S COMM SERV OF METRO	COUNSELING SERV	701.000	796	8,745.00
02/05/2015	UR31	1965	SHARON RAY	CONSULTING SVCS 06/16/14 TO 12/13/14	701.000	796	30,004.00
				Total for fund 796 Development Agreement Esc			76,224.50
			TOTAL - ALL FUNDS				76,224.50



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

R. KEVIN CLINTON  
STATE TREASURER

**BULLETIN NO. 14 of 2014**  
**CHANGES FOR 2015**  
**October 13, 2014**

TO: Assessors  
Equalization Directors

FROM: State Tax Commission (STC)

RE: **PROCEDURAL CHANGES FOR THE 2015 ASSESSMENT YEAR**

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2015 assessment year.

**A. Inflation Rate Used in the 2015 Capped Value Formula.**

The inflation rate, expressed as a multiplier, to be used in the 2015 Capped Value formula is 1.016. The 2015 Capped Value Formula is as follows:

$$\mathbf{2015\ CAPPED\ VALUE = (2014\ TAXABLE\ VALUE - LOSSES) \times 1.016 + ADDITIONS}$$

The preceding formula does not include 1.05 because the inflation rate multiplier of 1.016 is lower than 1.05.

**B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2015.**

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$19,790 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$19,790. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2015 assessments.

Size of Family Unit	Poverty Guidelines
1	\$ 11,670
2	\$ 15,730
3	\$ 19,790
4	\$ 23,850
5	\$ 27,910
6	\$ 31,970
7	\$ 36,030
8	\$ 40,090
For each additional person	\$4,060

**Note:** PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

**Note:** P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

### **C. Multipliers for the Valuation of Free-Standing Communication Towers.**

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2015 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current Tax Day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. **IN ADDITION**, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

The State Tax Commission has developed STC Form 3594 for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.
- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.
- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.
- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

State Tax Commission Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal property statement (STC Form L-4175). If so, the assessor would only need to send STC Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND STC Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

**HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN  
 2015 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS**

<b>YEAR OF CONSTRUCTION</b>	<b>MULTIPLIER</b>	<b>YEAR OF CONSTRUCTION</b>	<b>MULTIPLIER</b>
2014	0.97	1994	0.95
2013	0.96	1993	0.96
2012	0.95	1992	0.95
2011	0.95	1991	0.93
2010	0.90	1990	0.91
2009	0.88	1989	0.90
2008	0.90	1988	0.92
2007	0.91	1987	0.90
2006	0.93	1986	0.88
2005	0.97	1985	0.86
2004	1.02	1984	0.85
2003	1.01	1983	0.85
2002	1.00	1982	0.86
2001	0.98	1981	0.87
2000	0.98	1980	0.96
1999	0.97	1979	1.06
1998	0.98	1978	1.13
1997	0.97	1977	1.20
1996	0.96	1976	1.30
1995	0.95	1975 and prior	1.42

**D. Property Classification**

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

## **E. Sales Studies**

Equalization study dates are as follows:

Two Year Study: October 1, two years prior through September 30, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2014 studies for 2015 equalization the dates are as follows:

Two Year Study: October 1, 2012 through September 30, 2014

Single Year Study: October 1, 2013 through September 30, 2014

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

## **F. Changes to Personal Property Tax**

The State Tax Commission issued Bulletin 11 of 2013 and 12 of 2013 dealing with the personal property tax changes that were effective for the 2014 year. The eligible small business taxpayer exemption remains in effect for 2015. Assessors are encouraged to review Bulletin 11 of 2013 and ensure they are familiar with the due dates for mailing personal property statements and for receipt of the small business taxpayer exemption affidavit (form 5076).

Additional changes regarding personal property go into effect in 2016. The State Tax Commission will release Bulletins during 2015 regarding these additional changes. Assessors are reminded of the reporting requirements associated with the personal property tax changes. Specifically, by June 1, 2015 Assessors are required to transmit to the Department of Treasury a copy of the 2015 personal property statement which identifies eligible manufacturing personal property or the information on the statement see MCL 211.19(9).

Additionally, by June 15, 2015 Each municipality that is a tax increment finance authority shall calculate and report to the Department of Treasury the municipality's tax increment small taxpayer loss for the current year, see MCL 123.1356a.

## **G. Disabled Veterans Exemption**

Assessors and Board of Review are asked to review in detail the STC issues Frequently Asked Questions regarding the Disabled Veterans Exemption and to review Bulletin 22 of 2013 regarding eligibility for the exemption.

**To: The Honorable Mayor and City Council**

**From: Katrina Powell, City Manager**

**Date: February 10, 2015**

**Subject: 2015 POVERTY EXEMPTION GUIDELINES**

---

**Introduction:**

The State Tax Commission requires the local governing bodies to have a Policy for the Grant of Poverty Exemptions (Reductions in Property Taxes).

**Background:**

The City of Hamtramck had a Policy for granting the property tax relief based on factors, among others, income levels and family size some what linked to Federal Poverty Guidelines. Federal Poverty Guidelines require that the Poverty Guidelines be set AT NO LOWER LEVEL than the levels set by Federal Guidelines. Federal Guidelines are revised every year and the levels set for 2015 tax relief are included in STC Bulletin 14 of 2014 Attached:

- **PROCEDURAL CHANGES FOR THE 2015 ASSESSMENT YEAR**

**Discussion:**

The City of Hamtramck Policy had income limits set higher than the Federal Poverty Levels in the past years. The maximum income (thresh hold set for the year 2014 were already over the Federal Guidelines revised for 2015. The income levels for various household sizes per Hamtramck Policy were as follows:

**INCOME GUIDLINES**

<u>Household Members</u>	<u>Income</u>	<u>Household Members</u>	<u>Income</u>
1	\$11,700	5	\$28,400
2	\$15,900	6	\$32,600
3	\$20,200	7	\$36,900
4	\$24,200	8	\$41,400

For each additional person add **\$4,060**

**These thresh holds are already higher or equal to the 2015 Federal Levels as listed in attached STC Bulletin 14 of 2014.**

**Budget Impact:**

The word 'exemption' is sometimes interpreted to mean total elimination of property taxes. That is rarely the case. We use a formula by taking into consideration the possible reduction of tax liability through claiming of 'Homestead Property Tax Credit' by filing Income Tax Returns with the IRS and the State of Michigan. The net taxes over and above this credit are sought to be reduced on a temporary (one) year only as needed dependent on a complex set of calculation such that the City does not end up subsidizing the State by eliminating Homestead Tax Credit..

The cost of these exemptions to the City, cannot be estimated as it is hard to fix a quota or to guess how many house holds would qualify for this reduction.

**Recommendation:**

The City Manager and the City Assessor recommend the City Council approve the policy and the application form for this program for the current year.

**Prepared by:**

Jay Singh, City Assessor

**Reviewed by:**

Katrina Powell, City Manager

**Attachments:**

1. STC Bulletin 14 of 2014 - PROCEDURAL CHANGES FOR THE 2015 ASSESSMENT YEAR
2. 2015 HARDSHIP EXEMPTION GUIDELINES