



CITY OF ROMULUS

LEROY BURCROFF, MAYOR



11111 Wayne Road Romulus MI, 48174
OFFICE 734.942.7571 FAX 734.955.4529

Welcome New Resident!

Congratulations on choosing Romulus as your new home! As a lifelong resident of Romulus, I have served the City in many different capacities and was elected Mayor in 2013. It is a very exciting time in our community. Under my new administration many positive changes have taken place and I look forward with great anticipation to create more opportunities to make our City better.

Since November 2013, my staff and I have enhanced our process for responding to requests from our citizens. We have done this through policy changes and employee development training stressing customer service at all levels. We now have a solutions oriented culture. Our team of dedicated employees work together to deliver outstanding professional services. We have developed an innovative approach to exceed your expectations. There is more work to do but we are excited about the progress so far.

During the past year, we reopened three large neighborhood parks. Elmer Johnson Park (commonly referred to as EJ's) is located at 9700 Ozga Road and is the City's largest park. This park includes a dog park, a regulation size softball field, basketball courts, horseshoe pits, children's playground, an archery range and a large picnic pavilion that is available for rent. Fernandez Park is located on the north end of town near the intersections of Columbus and Avalon Streets. This park has newly resurfaced basketball courts, a children's playground, picnic pavilion and a fitness trail. Oakbrook Neighborhood Park is located on the south end of town near Colbert and Spain Streets. This park has a dog park play area with obstacles and a "dog run" for your canine friends to get some exercise and socialize. The park also has a small pavilion and playground for you and your family to enjoy. The Recreation Department has programs for adults and children alike. I invite you to contact our Recreation Department to find out more about what programs are available. We also have the state of the art Romulus Athletic Center (AKA the RAC) located at 35765 Northline Road.

Please take the time to check out our City website, our community Facebook page and our YouTube Channel (see addresses below). If you subscribe to Comcast, you have access to our government and community channels 12 and 18. We will do our very best to keep you updated and informed. If I, or my staff can be of assistance at any time, please do not hesitate to contact my office at 734.942.7571.

Sincerely,

LeRoy D. Burcroff, Mayor
www.romulusgov.com
City of Romulus

facebook.com/CityofRomulus
youtube.com/user/CityofRomulus

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Clerk's Office

WELCOME TO THE CITY OF ROMULUS!

It is my pleasure to welcome you to the City of Romulus. I am pleased to provide you with information that I hope you will find beneficial. For your convenience, included in the welcome packet is a voter registration application and voter precinct map:

The Clerk's Office is located in the Lower Level of City Hall. Our hours of operation are Mon-Fri 8:00AM-4:00PM. We are pleased to provide the following services:

- **Public Information**
- **Records Management**
- **Elections Administration (Including voter registration, absentee ballot requests, election inspectors' training and precinct assignment)**
- **F.O.I.A. requests (Freedom of Information Act)**
- **Business license registrations**
- **Notary public services**
- **Sale of Romulus Memorial Cemetery plots**
- **Garage/Yard Sale permits**

If we may assist you in any way, please do not hesitate to contact us, we would love to meet you!

IMPORTANT NUMBERS

Clerk's Office
734.942.7540
Fax 734.942.7592

Deputy Clerk
734-955-4544

Elections Clerk
734-955-4541

Business Registrations and Records
734-955-4542

FOIA Requests
734-955-4540



CITY CLERK
ELLEN L. CRAIG-BRAGG, CMC, CMMC

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Treasurer's Office

The Treasurer's office is located in City Hall. We are open Monday through Friday, 8:00 am – 4:00 pm.

We provide the following services to our residents:

- Issuance of dog licenses
- Processing of water and tax payments
- Issuance of dump permits

Payments can be made in person at our counter, by mail, or by utilizing one of the two drop boxes outside City Hall. Payments can also be made online at www.officialpayments.com or over the phone by calling 1-800-2-PAY-TAX (a fee applies when using the online or phone option).

Tax info and "real-time" payment activity can be viewed on the City's website www.romulusgov.com.

Property tax notices are mailed each season for receipt on July 1 (Summer) and December 1 (Winter). If you have not received your bill by the second week after they were sent, please contact our office.

TREASURER'S OFFICE

11111 Wayne Road

734.942.7580

Fax 734.941.5541



CITY TREASURER
STACY PAIGE

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Public Safety

Emergency Notifications/Updates

- **Sign up for notification of emergency situations on Code Red (www.romulusgov.com)**

Fire Department

- **Free residential fire safety inspection**
- **Fire prevention education taught in schools**

Police Department

- **Police Department has two liaison officers assigned to the high school and middle school**

Ordinance Department

- **Please see City Website for a list of ordinances (www.romulusgov.com)**

IMPORTANT NUMBERS

Emergency (Police & Fire)

9-1-1

Police Department

11165 Olive Street

Non – Emergency (Police)

734.941.8400

Fire Department #4

28777 Eureka Rd

Non Emergency (Fire)

734.941.8585

Ordinance Department

11165 Olive Street

734-942-6851



PUBLIC SAFETY DIRECTOR
JADIE SETTLES

DEPUTY FIRE CHIEF
KEVIN KRAUSE (L)

FIRE CHIEF
DAVID ALLISON (R)

CITY OF ROMULUS

11165 OLIVE STREET, ROMULUS MI 48174



Romulus Ordinance Department

- **The Ordinance Department is responsible for enforcing many City Ordinances, including Noxious Weeds, Inoperable vehicles and Unkempt premises. The Department processes fingerprints for licensing of entertainers, transient merchants and ice cream vendors in addition to inspections for Taxi Cabs, Ice Cream Trucks and Limousines.**
 - **The Ordinance Department processes hundreds of applicants yearly. In addition, the Department assists the Public Safety, Animal Control, Building & Safety, and the Public Works Departments.**
- **Depending on the violation, a warning letter or written warning is issued usually given 10 days to comply. Failure to comply will result in a citation being issued which will require a court appearance.**
 - **Please see City Website for a list of ordinances (www.romulusgov.com)**

Important Numbers

Ordinance Department

734.942.6851

Emergency (Police & Fire)

9-1-1

Police Department

11165 Olive Street

Non-Emergency (Police)

734.941.8400



Bonnie Freeman, Ordinance Director

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Community Services

Community Services oversees the following:

Mayor's Office Operations

- **Resident requests/complaints**
- **Community Outreach Department**
- **Community Correspondence**

Cable/Media Department

- **Romulus Cable Channels 12 & 18**

Recreation Department

- **Recreation Programming**

Senior Services Department

- **Senior Programming/Chore Services**
- **Meals on Wheels**
- **Focus Hope Food Distribution**

IMPORTANT NUMBERS

Mayor's Office

11111 Wayne Road

734.942.7571

Fax 734.941.2122

Community Services

Julie Wojtylko– Director

734.955.4501

Fax 734.955.4532

Community Outreach

Jasmine Danci– Director

734.955.4504

Fax 734.955.4539

Media Department

Roger Kadau– Media Director

734.955.4503

Cable Department

Mike Laskaska– Cable Director

734.955.4555

Recreation Department

Tanya Cofield– Recreation Coordinator

734.955.4521

Senior Services Department

Rose Swidan– Senior Services Director

36525 Bibbins

734.955.4120



**COMMUNITY SERVICES DIRECTOR
JULIE WOJTYLKO**

**Keep up to date with all the
news and events!**

City of Romulus
www.romulusgov.com



Like us!

www.facebook.com/CityofRomulus



Watch all of our Cable Programs!

www.youtube.com/user/CityofRomulus

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Finance Department

Located inside City Hall on Upper Level

Business Hours Monday through Friday 8:00AM– 4:00PM

Department of Finance: 734.942.4560

- **Finance Department oversees Water utility billing services to over 7,000 Customers**
- **After hour emergencies contact the Police Department 734.941.8400**
- **Includes budgetary, financial reporting and purchasing functions**

Department of Assessment: 734.942.7520

- **Estimates the market value for your home**
- **Property taxes are calculated based on taxable value**
- **City millage rates included in Welcome Packet**
- **New property owners must submit their property transfer affidavits here**

IMPORTANT NUMBERS

Water Utility Billing

734.942.7560

Fax 734.941.3296

Department of Assessment

Director Julie Albert

734.942.7520

Fax 734.941.5853

Purchasing Department

Director Lynn Conway

734.955.4568

Fax 734.955.4123



**DIRECTOR OF FINANCIAL SERVICES
SUZANNE B. MORENO**

CITY OF ROMULUS

12600 WAYNE ROAD, ROMULUS MI 48174



Romulus Public Services

Building Department assists with the following:

- Provides, examines and approves plans
- Issues permits
- Conducts inspections
- Issue Certificates of Occupancy
- Contact for building blue prints

Department of Public Works assists with the following:

- Driveway and road permits
- Rubbish, recycling and yard waste removal
- Snow removal
- Street sweeping
- Water and sewer maintenance



DIRECTOR OF PUBLIC SERVICES
BOB MCCRAIGHT

IMPORTANT NUMBERS

Building Department

12600 Wayne Road

734.942.7550

Department of Public Works

12600 Wayne Road

734.942.7579



DIRECTOR OF PUBLIC WORKS
ROBERTO SCAPPATICCI

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Economic Development

Economic Development Department is responsible for the following:

- **Retaining and attracting employment opportunities**
- **Encouraging and improving business development**
- **Assist with permits and approvals from other agencies**
- **Administers Tax Increment Finance District (TIFA), Downtown Development District (DDA), Next Michigan Development Corporation (NMDC) and Foreign Trade Zone (FTZ)**

IMPORTANT NUMBERS

Economic Development Office

11111 Wayne Road

734.942.7545

Fax 734.941.5842

Mayor 's Office

11111 Wayne Road

734.942.7571

Fax 734.941.2122



**ECONOMIC DEVELOPMENT DIRECTOR
TIM KEYES**

CITY OF ROMULUS

11111 WAYNE ROAD, ROMULUS MI 48174



Romulus Planning Department

The Planning Department is located inside City Hall. Our hours of operation are Monday through Friday 8:00am-4:00pm.

We provide assistance and information in the following areas:

- **Development Review Process**
 - **Planning Commission**
 - **Zoning Ordinance/Map**
 - **Master Plan**
 - **Board of Zoning Appeals**
- **Current Development Proposals**
 - **Zoning Verification**
 - **Applications and Forms**
 - **Maps**

IMPORTANT NUMBERS

Planning Department

734.955.4530

Fax 734.941.5842

Email cmaise@ci.romulus.mi.us

Economic Development Department

734.942.7545

Fax 734.941.5842



**CITY PLANNER
CAROL MAISE**

CITY OF ROMULUS

12300 WAYNE ROAD, ROMULUS MI 48174



Romulus Animal Shelter

- **Business Hours 8:00 AM-10:30 AM and 2:30 PM-3:45 PM**
- **Animals at the shelter can be viewed on Facebook and PetFinder (Romulus Animal Shelter)**
- **Cat & Dog adoption \$10 and \$25 deposit to spay/neuter**
- **Domestic Animal adoption also available**
- **Dogs 4 Months or older must have City dog License. Please call for details**

	<u>Spayed/Neutered</u>	<u>Intact</u>
1 Year License	\$3.00	\$7.00
2 Year License	\$5.00	\$12.00
3 Year License	\$8.00	\$15.00
Discounts for Seniors- Please Call for Details		



ANIMAL CONTROL STAFF

Ordinance Director

Bonnie Freeman
734.942.6851

Secretary

734.942.6851
Christine Rohn

Animal Control Officers

734.942.7591
Kim Ratcliff
Annie Hall
Rae Lipkowski



CITY OF ROMULUS

11121 WAYNE ROAD, ROMULUS MI 48174



Romulus Public Library

The Romulus Public Library provides a number of services:

The Romulus Public Library provides a number of services:

Has a collection of over 71,000 books, audio books, CD's, DVD's, newspapers and magazines

Programs and Classes: Book discussions, computer classes, story time and summer reading programs

Copier and Fax Services

Meeting rooms and study spaces

Book sales and fundraising events

Library cards are available to Romulus and Huron residents and those who work in the City

IMPORTANT NUMBERS

Romulus Public Library

11121 Wayne Road

734.942.7589

Fax 734.941.3575

Mayor's Office

11111 Wayne Road

734.942.7571

Fax 734.941.2122



**LIBRARY DIRECTOR
PATTY BRADEN**

CITY OF ROMULUS

ELMER JOHNSON PARK
9700 OZGA ROAD
ROMULUS MI 48174



Elmer Johnson Park

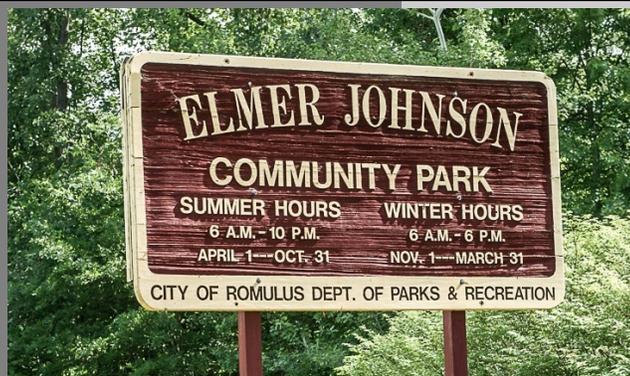
BASKETBALL COURT

HORSE SHOE PIT

BBQ GRILLS

PICNIC PAVILLION

DOG PARK



REGULATION SOFTBALL COURT

SAND VOLLEYBALL COURT

ARCHERY RANGE

PLAYSCAPES



IMPORTANT NUMBERS

PARKS & RECREATION
734.941.8665

MAYOR'S OFFICE
734.942.7571



Contact the Mayor's
Office for Pavillion
Rentals!!!!
734.942.7571

CITY OF ROMULUS

FERNANDEZ PARK
AVALON STREET
ROMULUS MI 48174



Fernandez Park

3 BASKETBALL COURTS

PLAYSCAPES

PICNIC TABLES

PICNIC PAVILLION



CHESS TABLES

PLAYSCAPES

SWING SETS

WALKING PATHS



IMPORTANT NUMBERS

PARKS & RECREATION
734.941.8665

MAYOR 'S OFFICE
734.942.7571



Contact the Mayor's
Office for Pavilion
Rentals!!!!
734.942.7571

CITY OF ROMULUS

OAKBROOK NEIGHBORHOOD PARK
COLBERT AND SPAIN STREETS
ROMULUS MI 48174



Oakbrook Neighborhood & Dog Park

PAVILLION

PICNIC TABLE



JUNGLE GYM

SWING SETS

DOG EXERCISE
EQUIPMENT



IMPORTANT NUMBERS

PARKS & RECREATION
734.941.8665

MAYOR 'S OFFICE
734.942.7571



Contact the Mayor's
Office for Pavilion
Rentals!!!!
734.942.7571

CITY OF ROMULUS

ST. JOHN'S LODGE PARK
31800 BEVERLY
ROMULUS MI 48174



St. John's Lodge Park



PAVILLION, BASKETBALL COURT, BASEBALL DIAMOND, PLAYPLACE

IMPORTANT NUMBERS

PARKS & RECREATION

734.941.8665

MAYOR'S OFFICE

734.942.7571

Contact the Mayor's
Office for Pavilion
Rentals!!!!

734.942.7571

CITY OF ROMULUS

MARY ANN BANKS PARK
37200 GODDARD
ROMULUS MI 48174



Mary Ann Banks Park



PAVILLION, BBQ GRILLS, PLAYSAPES, ICE RINK (WINTER)

IMPORTANT NUMBERS

PARKS & RECREATION

734.941.8665

MAYOR 'S OFFICE

734.942.7571

Contact the Mayor's
Office for Pavilion
Rentals!!!
734.942.7571

CITY OF ROMULUS



HISTORICAL PARK
11147 HUNT STREET
ROMULUS MI 48174

Historical Park

PICNIC PAVILLION



LIGHTS AND ELECTRICAL OUTLETS



IMPORTANT NUMBERS

PARKS & RECREATION
734.941.8665

MAYOR'S OFFICE
734.942.7571

**Contact the Mayor's
Office for Pavilion
Rentals!!!!
734.942.7571**