

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE CITY OF SOUTHFIELD TO BE HELD AT 6:00 P.M., LOCAL TIME, IN THE COUNCIL CONFERENCE ROOM AND 7:30 P.M., LOCAL TIME, IN THE COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING, 26000 EVERGREEN ROAD, SOUTHFIELD, MICHIGAN, ON MONDAY AUGUST 13, 2018, PURSUANT TO SECTION 4.3 OF THE CITY CHARTER.

ROLL CALL

STUDY SESSION

(Presentation and discussion of each study item will be limited to ten minutes)

1. Proposed Multi-Family Housing-Concept Plans & Discussion
2. Outdoor Ice Chest Investigation & Discussion
3. Preliminary Discussion for Storage Facility at Former Copper Canyon Site
4. Receipt of Proposals for Professional Environmental Consulting Services
5. Approval of Extension of License Agreement with Veoneer, (f/k/a AutoLiv ASP, Inc.)
6. Receipt of Proposals for Professionals Engineering Consulting Services
7. Budget Adjustment and Bids for the purchase of a new Production Server
8. Fiscal Year 2017-2018 Fourth Quarter Budget Adjustments

MOVE TO COUNCIL CHAMBERS

PLEDGE OF ALLEGIANCE

PRESENTATIONS

August 7, 2018 State Primary Election Presentation

APPOINTMENTS

MINUTES

- A. Regular Meeting of July 23, 2018

CONSENT AGENDA

- A. Receipt of Proposals for Professional Environmental Consulting Services
- B. Approval of Extension of License Agreement with Veoneer, (f/k/a AutoLiv ASP, Inc.)

CONSENT AGENDA (continued)

- C. Receipt of Proposals for Professional Engineering Consulting Services
- D. Budget Adjustment and Bids for the Purchase of a new Production Server
- E. Dedicated Telephone Circuits for Downtown Police Substation
- F. Authorization to Purchase T76 Steerable Large Camera Tractor
- G. Receipt of Bids on Printing the Parks & Recreation Activities Guide
- H. Fiscal Year 2017-2018 Fourth Quarter Budget Adjustments
- I. Approval of Collective Bargaining Agreement with the Southfield Police Command Officers Association (POAM) through June 30, 2020

PUBLIC HEARINGS

SITE PLANS

COMMUNICATIONS

- A. Request for Recognition – Constance Bell
- B. Request for Recognition – Pamela Gerald
- C. Request for Recognition – Gerard Mullin
- D. Request for Recognition – Harold Hill
- E. Request for Recognition – Dubrae Newman

COUNCIL

MAYOR

ADMINISTRATION

ATTORNEY

- A. Closed Session: Discussion of Pending Litigation

CLERK, TREASURER, PLANNER, ASSESSOR, ENGINEER

SCHEDULE

ORDINANCES



Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

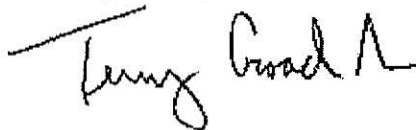
RE: Proposed Multi-Family Housing-Concept Plans & Discussion

Dear Sirs and Mesdames:

Representatives from the Development Team & Planning Department would like to take the opportunity at your Study Meeting scheduled for August 13, 2018 to review a proposal for Multi-Family Housing on City owned property at Civic Center Drive and Lois Lane.

This item was previously reviewed at the June and July Legislative Committee meetings. In the meantime, should you have any questions, do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terry Croad". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Terry Croad, AICP, ASLA
Director of Planning

cc.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

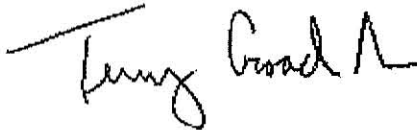
RE: Outdoor Ice Chest Investigation & Discussion

Dear Sirs and Mesdames:

Representatives from the Planning Department would like to take the opportunity at your Study Meeting scheduled for August 13, 2018 to review our investigation of outdoor ice chests located at gas stations.

This item was previously reviewed at the June and July Legislative Committee meetings. In the meantime, should you have any questions, do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terry Croad". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Terry Croad, AICP, ASLA
Director of Planning

cc. Maria Calhoun, Code Enforcement/Community Appearance Manager

No Ice Chests

Amend Section 5.6 Definitions (G-K), Article 2 Definitions

(2) GASOLINE STATION (Amended - Ordinance 1502 - 5/30/04):

(a) Gasoline filling station: a place for only the dispensing, sale or offering for sale of motor fuel AND ANCILLARY RETAIL SALES AS PERMITTED IN THIS CHAPTER. ~~related automotive accessories such as windshield washer fluid, motor oil, wipers, scrapers, etc. directly to users of motor vehicles. Retail sales of single containers of various beverages excluding alcoholic liquor, beer and wine, are permitted as are individual packages of sundries such as gum, candy, cigarettes, newspapers etc.~~

(b) Gasoline service station: a place for the dispensing, sale or offering for sale of motor fuel and ANCILLARY RETAIL SALES AS PERMITTED IN THIS CHAPTER. ~~related automotive accessories such as windshield washer fluid, motor oil, wipers, scrapers, etc. directly to users of motor vehicles. Retail sales of single containers of various beverages excluding alcoholic liquor, beer and wine, are permitted as are individual packages of sundries such as gum, candy, cigarettes, newspapers, etc. Also permitted is the servicing of, and minor repair of, motor vehicles.~~ IN ACCORDANCE WITH THIS CHAPTER.

(c) Gasoline filling/service station ~~with ancillary retail sales area~~: a place for the dispensing, sale or offering for sale of motor fuel directly to users of motor vehicles, ANCILLARY RETAIL SALES AS PERMITTED IN THIS CHAPTER, and the servicing of, and minor repair of, motor vehicles IN ACCORDANCE WITH THIS CHAPTER. ~~Ancillary retail sales of automotive and nonautomotive related products shall be acceptable under the following guidelines: automotive accessories such as windshield washer fluid, motor oil, wipers, scrapers, etc.; non-automotive related products of single containers of various beverages excluding alcoholic liquor, beer and wine and individual packages of sundries such as gum, candy, cigarettes, newspapers etc. along with milk, eggs, bread and/or other general grocery items, pre-prepared food items that are not subject to licensing by the Michigan Department of Agriculture or the Oakland County Health Department. Non-perishable items such as clothing, footwear, hats, music and other general retail items not associated with the dispensing of motor fuel are prohibited.~~

Amend Section 5.28 Outside Storage

5.28 Outside Storage (Amended - Ordinance 1664 – 9/11/16)

(1) Outside storage shall be permitted only in the Industrial (I-1) District.

(2) Outside storage areas shall be enclosed with a completely obscuring fence or solid masonry wall at least six (6) feet in height and may be constructed up to ten (10) feet in height on a case by case basis on those sides where abutting, adjacent to, or within fifty (50) feet of residential districts or where visible from any existing or proposed street rights-of-way.

(3) Required screening devices are to be in accordance with Section 5.35 Wall, Brick Facing or Section 5.37-1 Fence Regulations, Article 4 General Provisions of this Chapter.

(4) Outside storage materials may not exceed one (1') foot below the height of the required screening device. This height limitation does not apply to operable and licensed vehicles and trailers.

(5) Outside storage areas must be set back at least twenty (20) feet from any existing or proposed street Rights-of-Way and must not impede or encroach into required parking spaces or minimum driveway widths.

(6) EXTERIOR CONVENIENCE ITEMS (SUCH AS ICE CHESTS, NEWSPAPER BOXES, VENDING MACHINES, PROPANE TANKS/CAGES, ETC.) ARE CONSIDERED OUTSIDE STORAGE AND MUST COMPLY WITH THE REQUIREMENTS OF THIS SECTION.

Amend Section 5.169(c)(10) Uses Permitted Subject to Special Approval, Article 18 General Business

(10) There shall be no outside storage or display of any kind except for the display of new merchandise related to the primary use of a gasoline station (I.E. AUTOMOTIVE ACCESSORIES SUCH AS WINDSHIELD WASHER FLUID, MOTOR OIL, WIPERS, SCRAPERS, ETC.) ~~for retail sale~~ WHICH MAY ONLY REMAIN OUTSIDE FOR DISPLAY AND RETAIL SALES during the hours of operation of the gasoline station. EXTERIOR CONVENIENCE ITEMS (SUCH AS ICE CHESTS, NEWSPAPER BOXES, VENDING MACHINES, PROPANE TANKS/CAGES, ETC.) ARE STRICTLY PROHIBITED. ANY ICE CHEST WHICH WAS UNLAWFULLY INSTALLED AND MAINTAINED PRIOR TO THE EFFECTIVE DATE OF THIS SECTION MUST BE REMOVED AS OF THE EFFECTIVE DATE OF THIS SECTION.

NEW Sections 5.169(c)(15) & (16) Uses Permitted Subject to Special Approval, Article 18 General Business

(15) ANCILLARY RETAIL SALES OF AUTOMOTIVE AND NONAUTOMOTIVE PRODUCTS RELATED TO THE PRIMARY USE OF A GAS STATION SHALL BE ACCEPTABLE UNDER THE FOLLOWING GUIDELINES: AUTOMOTIVE ACCESSORIES SUCH AS WINDSHIELD WASHER FLUID, MOTOR OIL, WIPERS, SCRAPERS, ETC.; NON-AUTOMOTIVE RELATED PRODUCTS OF SINGLE CONTAINERS OF VARIOUS BEVERAGES EXCLUDING ALCOHOLIC LIQUOR, BEER AND WINE AND INDIVIDUAL PACKAGES OF SUNDRIES SUCH AS GUM, CANDY, CIGARETTES, NEWSPAPERS ETC. ALONG WITH MILK, EGGS, BREAD AND/OR OTHER GENERAL GROCERY ITEMS, PRE-PREPARED FOOD ITEMS THAT ARE NOT SUBJECT TO LICENSING BY THE MICHIGAN DEPARTMENT OF AGRICULTURE OR THE OAKLAND COUNTY HEALTH DEPARTMENT. NON-PERISHABLE ITEMS SUCH AS CLOTHING, FOOTWEAR, HATS, MUSIC AND OTHER GENERAL RETAIL ITEMS NOT ASSOCIATED WITH THE DISPENSING OF MOTOR FUEL ARE PROHIBITED.

(16) SEPARATE SPECIAL APPROVAL FOR RESTAURANTS (OR THE SALE OF FOOD ITEMS SUBJECT TO LICENSING BY THE MICHIGAN DEPARTMENT OF AGRICULTURE OR THE OAKLAND COUNTY HEALTH DEPARTMENT) IN CONJUNCTION WITH THE PRIMARY USE OF A GASOLINE STATION IS REQUIRED.

NEW 5.185(a) Required Conditions, Article 20 Industrial

5.185-A REQUIRED CONDITIONS

(1) ANY GASOLINE FILLING STATION, GASOLINE SERVICE STATION, OR GASOLINE FILLING/SERVICE STATION ESTABLISHED BEFORE SEPTEMBER 11, 2016 SHALL BE CONSIDERED A LEGAL NONCONFORMING USE.

(A) THERE SHALL BE NO OUTSIDE STORAGE OR DISPLAY OF ANY KIND EXCEPT FOR THE DISPLAY OF NEW MERCHANDISE RELATED TO THE PRIMARY USE OF A GASOLINE STATION (I.E. AUTOMOTIVE ACCESSORIES SUCH AS WINDSHIELD WASHER FLUID, MOTOR OIL, WIPERS, SCRAPERS, ETC.) WHICH MAY ONLY REMAIN OUTSIDE FOR DISPLAY AND RETAIL SALES DURING THE HOURS OF OPERATION OF THE GASOLINE STATION. EXTERIOR CONVENIENCE ITEMS (SUCH AS ICE CHESTS, NEWSPAPER BOXES, VENDING MACHINES, PROPANE TANKS/CAGES, ETC.) ARE STRICTLY PROHIBITED. ANY ICE CHEST WHICH WAS UNLAWFULLY INSTALLED AND MAINTAINED PRIOR TO THE EFFECTIVE DATE OF THIS SECTION MUST BE REMOVED AS OF THE EFFECTIVE DATE OF THIS SECTION.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Preliminary Discussion for Storage Facility at Former Copper Canyon Site

Dear Sirs and Mesdames:

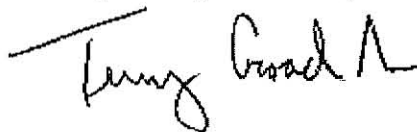
The Planning Department has received an inquiry from National Self Storage for the use of the former Copper Canyon restaurant site located on the Northwestern Hwy Service Drive just east of Telegraph Road for a new storage facility.

The Copper Canyon property is part of a larger Consent Judgment which includes the adjacent existing hotel and office building, and the Judgment was very specific as to the types and number of uses and their square footage. Therefore, any use that was not allowed would require an amendment to the Consent Judgment and is subject to Council review and approval.

Planning Department Staff would like to bring this item before the Council at your August 13, 2018 Study Meeting for preliminary discussion, answer questions, and seek Council's direction on the proposal.

In the meantime, should you have any questions, do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terry Croad". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Terry Croad, AICP, ASLA
Director of Planning

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Receipt of Proposals for Professional Environmental Consulting Services

Dear Sirs and Mesdames:

Background: The Purchasing Department received proposals on December 15, 2017 to establish a contract with a consultant of record to provide professional environmental consulting services. These services will be performed on an as-needed basis and include environmental site assessments; indoor air quality testing; pre-renovation building surveys; asbestos and mold investigations; specification preparation and bid evaluation; peer evaluations; and contract administration and inspection services. Ten responses were received.

Companies were asked to submit qualification statements with pricing in a separate sealed envelope. A comprehensive evaluation was conducted by representatives from Administration, Building, Facilities Maintenance, and Purchasing Departments. This evaluation focused on the following criteria: team member qualifications; relevant experience; and capacity to perform the full scope of services needed.

The top scoring firm, Environmental Consulting Technology (ECT) of Detroit, MI ECT has worked with the City on projects since 2004, has offices across the country as well as 6 locations in the State of Michigan. They have performed services for the Michigan Department of Environmental Quality (MDEQ), Willow Run Airport, and the Wayne County Economic Development Corporation. The second top scoring firm, PM Environmental has 26 years of experience, offices across the country with 6 locations in Michigan. They have performed services for the State of Michigan, Oakland County, and the City of Lansing.

Fiscal Impact: Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

Recommendation: The two companies recommended, ECT and PM Environmental can provide the full scope of services requested and can offer other services such as peer reviews and expert witness testimony. Therefore, this office recommends that Council authorize the Mayor and City Clerk to execute contracts with Environmental Consulting Technology of Detroit and PM Environmental of Lansing, after review and approval as to form by the City Attorney's Office. The contract term will be for a one year term beginning September 1, 2018, with an option to extend for an additional one-year period.

Respectfully submitted,



Frederick E. Zorn, Jr. CEcD
City Administrator

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the appropriate contract documents on behalf of the City, after review and approval as to form by the City Attorney's Office with Environmental Consulting Technology of Detroit and PM Environmental of Lansing. The contract term will be for a one year term beginning September 1, 2018, with an option to extend for an additional one-year period. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Approval of Extension of License Agreement with Veoneer, (f/k/a AutoLiv ASP, Inc.)

Dear Sirs and Mesdames:

Background: On June 20, 2016 City Council approved entering into a one-year license agreement with AutoLiv ASP, Inc. (AutoLiv), to temporarily use a portion of the vacant Northland parking lot and power house for purposes of performing (non-crash) vehicle testing of automobiles. Pursuant to the terms of the license agreement, AutoLiv pays a monthly fee to the City in the amount of \$8,500.00 (\$102,000 for the 12-month term). The License Agreement was subsequently extended by the City Council for an additional one-year period through July 19, 2018. Recently AutoLiv underwent a corporate restructuring and assigned the License Agreement to Veoneer. Veoneer has now requested an extension of the License Agreement through January 30, 2019; and staff is recommending approval of the extension request conditioned upon the right of the City to cancel and terminate the agreement for any reason upon providing a sixty (60) day notice to Veoneer, and further conditioned upon Veoneer allowing prospective purchasers, developers and tenants of the Northland property to enter upon the premises licensed to Veoneer in order to conduct due diligence and inspection testing activities.

Recommendation: It is recommended that your Honorable Body adopt the attached resolution authorizing the Mayor and City Clerk to sign the proposed amendment/extension to the license agreement with Veoneer, on behalf of the City of Southfield, upon review and approval by the City Attorney.

Respectfully submitted,



Susan P. Ward Witkowski
City Attorney

RECOMMENDED RESOLUTION:

BE IT RESOLVED that the License Agreement with Veoneer (f/k/a AutoLiv ASP, Inc.) be extended for the period commencing July 20, 2018 and continuing through January 30, 2019, conditioned upon the right of the City to terminate the agreement for any reason at any time during the extension period upon providing Veoneer a prior sixty (60) day notice of termination, and further conditioned upon Veoneer granting to prospective purchasers, developers and tenants of the Northland property to enter upon the licensed premises to conduct due diligence and inspection activities.

BE IT FURTHER RESOLVED that Council authorizes the Mayor and City Clerk to sign the amendment/extension of the license agreement with Veoneer, on behalf of the City of Southfield, upon review and approval by the City Attorney.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Receipt of Proposals for Professional Engineering Consulting Services

Dear Sirs and Mesdames:

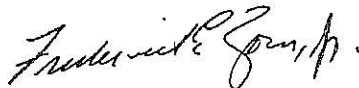
Background: The Purchasing Department received Statements of Qualifications (SOQ) on July 11, 2018 from companies interested in providing professional engineering consulting services. Nine responses were received and evaluated by representatives from Purchasing, Engineering, and Public Works. This evaluation focused on the following criteria: relevant experience; demonstrated ability; familiarity with government agencies (i.e. MDOT; MDEQ, etc.); and references.

The top two scoring firms with point value of 99 out of 100 were Hubbell, Roth & Clark (HRC) and OHM. The remaining firms ranged in point values from 94 to 87. Both HRC and OHM have assisted the City on several projects successfully.

Fiscal Impact: Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

Recommendation: It is recommended that your Honorable Body adopt the attached resolution which authorizes the Mayor and City Clerk to sign contracts with Hubbell, Roth & Clark, Inc. of Bloomfield Hills and OHM Advisors of Livonia. The term of the proposed contracts for the selected firms is five years effective September 1, 2018, with an option to renew for two additional two-year periods. If there is a consensus on this item, it will remain on tonight's consent agenda.

Respectfully submitted,



Frederick E. Zorn, Jr. CEcD
City Administrator

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the appropriate contract documents on behalf of the City, after review and approval as to form by the City Attorney's Office with Hubbell, Roth & Clark, Inc. of Bloomfield Hills and OHM Advisors of Livonia. The contract term will be for five years beginning September 1, 2018, with an option to extend for two additional, two-year periods. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Budget Adjustment and Bids for the purchase of a new Production Server

Dear Sirs and Mesdames:

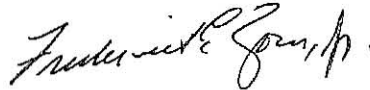
Background: In December 2013 your honorable body approved the purchase of a Video Production Server as part of our stage one equipment upgrade process. The Video Production Server is the heart of our editing systems as it stores all footage captured and is a vital part of our editing process.

Recently, we have been experiencing severe problems with that server and as it has reached end-of-life status we would like to have it replaced. The manufacturer is offering a 15% discount for trade-in of the old unit. The purchase of a new server with double the storage is estimated to be \$45,000.00, with trade-in. We request that this purchase would take place in the 2018-2019 Budget Year.

Fiscal Impact: The estimated project cost is \$45,000 and will be financed by an increase to expenditure account 215-475-4752-49770 with a corresponding increase to the Use of Fund Balance Account 215-475-4152-96960.

Recommendation: It is recommended that Council authorizes a Cable TV Budget Adjustment to transfer \$45,000.00 from Cable TV Fund Balance to account 215-475-4752-96960 and authorizes the Cable TV Department to seek bids for a new Video Production Server for budget year 2018-2019. If there is a consensus from Council to move forward, this item will be placed on the consent agenda for approval later this evening.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

RECOMMENDED RESOLUTION:

RESOLVED: That Council does hereby approve a budget adjustment to the Cable TV department from Fund Balance in the amount of \$45,000.00 by an increase to expenditure account 215-475-4752-49770 with a corresponding increase to the Use of Fund Balance Account 215-475-4152-96960 and authorizes the Cable TV Department to seek bids for a new Video Production Server. for budget year 2018-2019.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Fiscal Year 2017-18 Fourth Quarter Budget Adjustments

Dear Sirs and Mesdames:

Background: As the Fiscal Services Group works toward closing fiscal year 2017-2018, we have reviewed all department budgets and are recommending the below adjustments to the City Council 2017-18 adopted budget. These adjustments use approximately \$1.4 million of General Fund unassigned fund balance and approximately \$14,000 of Auto Theft fund restricted fund balance.

Fiscal Impact: The fourth quarter budget adjustments allocate funding in the amount of:

Item 1 is to recognize additional revenues and use of fund balance in the Auto Theft fund. Item 2 is to adjust for additional overtime costs incurred by the Fire Department.

1. \$1,393 to Auto Theft Grant revenue account 289-304-3040-45450 (increase), \$13,761 to Use of Restricted Fund Balance account 289-304-3040-96960 (increase) with a corresponding increase of \$15,154 in the various department accounts ending in -17250 within the General Fund
2. \$1,375,200 to the Fire Department various personnel expenditure accounts 101-400-400*-17*** (increase) with a corresponding increase to the Use of Undesignated Fund Balance account 101-950-9500-96960 (increase)

Recommendation: It is recommended that your Honorable Body adopt the attached resolution labeled Fiscal Year 2017-18 Fourth Quarter Budget Adjustments. If City Council is in support of this recommendation, this item will be placed on the consent agenda for approval later this evening.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

Honorable Mayor and Council
Fiscal Year 2017-18 Fourth Quarter Budget Adjustments
Page 2

RECOMMENDED RESOLUTION:

RESOLVED: That City Council hereby adopts the proposed fourth quarter budget adjustments for fiscal year 2017-18 as referenced below:

1. \$1,393 to Auto Theft Grant revenue account 289-304-3040-45450 (increase), \$13,761 to Use of Restricted Fund Balance account 289-304-3040-96960 (increase) with a corresponding increase of \$15,154 in the various department accounts ending in -17250 within the General Fund
2. \$1,375,200 to the Fire Department various personnel expenditure accounts 101-400-400*-17*** (increase) with a corresponding increase to the Use of Undesignated Fund Balance account 101-950-9500-96960 (increase)

August 13, 2018

Honorable City Council
Municipal Building
Southfield, Michigan

Re: August 7, 2018 State Primary Election Presentation

Dear Sirs and Mesdames:

City Clerk Sherikia L. Hawkins would like to present information regarding the August 7, 2018 State Primary Election.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherikia L. Hawkins", with a long horizontal flourish extending to the right.

Sherikia L. Hawkins, MMC
City Clerk

REGULAR MEETING
OF THE COUNCIL
CITY OF SOUTHFIELD

July 23, 2018

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REGULAR MEETING
OF THE COUNCIL
CITY OF SOUTHFIELD
MINUTES

July 23, 2018

The meeting of the Council convened at 6:00 p.m. in the Council Conference Room and then moved into the Council Chambers of the Municipal Building, 26000 Evergreen Road, Southfield, Michigan, with Council President Daniel Brightwell in the Chair. PRESENT: Council Members: Daniel Brightwell, Donald Fracassi, Myron Frasier, Michael Ari Mandelbaum, Tawnya Morris and Linnie Taylor EXCUSED: Lloyd Crews ALSO PRESENT: City Clerk Sherikia L. Hawkins, City Attorney Susan Ward-Witkowski and City Administrator Fred Zorn. There being a quorum, Council was in session.

***** Plante Moran Presentation

Representatives Alisha Watkins and Justin Kolbow from Plante Moran provided a brief explanation to Council of the audit engagement letter that was distributed to Council and the Finance Committee. Ms. Watkins stated Southfield's team is more prepared for the audit than ever before and the audit is expected to be filed on time this year.

Councilman Frasier requested that if any issues arise impacting the timely filing of the audit, that Council be informed right away.

***** Receipt of Bids for the Demolition and Site Clearance of 21465 8 ½ Mile Road (76-24-34-327-001)

The Purchasing Department received four bids for the demolition and site clearance of a house and garage located at 21465 8 ½ mile road (76-24-34-327-001). This house is one and a half story bungalow of 1,035 sq. ft. with a basement of 751 sq. ft. and an attached garage of 315 sq. ft. constructed of wood, brick and masonry walls with a shingled roof. The front porch is 45 sq. ft., side porch is 16 sq. ft. and the rear covered porch is 144 sq. ft. The awarded contractor will be responsible for clearing all debris including but not limited to what is in the interior of the dwellings, garages, walls, footings, concrete, porches, walkways and driveways excluding the approaches. It is recommended that Council award the bid for demolition and site clearance for the property located at 21465 8 ½ mile road to Simply Construction of Southfield, Michigan, for their low bids totaling \$14,163.82. Simply Construction has successfully performed other demolition projects for the City.

Councilman Frasier wondered if properties are watered down during demolition so nothing becomes airborne. City Administrator Zorn stated he will find out, but the City always receives clearance from the Michigan Department of Environmental Quality prior to a demolition.

There was consensus of Council to place this item on the Consent Agenda for approval.

**** Receipt of Bids for Environmental Remediation Services, As-Needed

The Purchasing Department opened bids on December 15, 2017, to establish a contract for environmental remediation services. Requested services may include remediation of lead based paint; asbestos abatement; microbial growth; or other hazardous substances that may require remediation. Services will be requested on an as-needed, project specific basis; no quantities are guaranteed. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

The recommendation is to authorize contracts with both Global Green Service Group of Dearborn Heights, Michigan, and Technical Service Professionals (TSP), LLC., of Redford, Michigan. Global Green Service Group has been in business since 2008 and has extensive experience with lead, asbestos, and mold remediation services. TSP has been in business since 1997 and offers a variety of specialized services including storage tank inspections in addition to soil, lead, and asbestos remediation. When a project is planned, each company will be asked to provide a scope of work along with a not to exceed price. This contract will be effective for a one-year period beginning August 1, 2018 with the option to extend for three additional one-year periods.

There was consensus of Council to place this item on the Consent Agenda for approval.

**** Authorization to Conduct Search for Defined Contribution Investment Consultant

The City's two defined benefit (DB) pension plans (the Southfield Employees Retirement System (SERS) and the Fire and Police Retirement System), as well as the City's Retiree Healthcare Plan and Trust, all engage the services of an independent Investment Consultant, who serves as the financial advisor and a fiduciary to the funds. The Investment Consultant provides expert guidance as to the proper asset allocation of the portfolio, conducts searches for money managers for the boards' consideration, evaluates fees, monitors the performance of the individual money managers, and recommends the removal of underperforming money managers. All these functions help to protect the valuable assets of the portfolios.

The City also has several Defined Contribution (DC) funds, which have been growing in recent years. Newly hired Management Group employees have a choice of participating in SERS or a DC plan, funded with employee and city contributions. All new career employees participate in a defined contribution Retiree Healthcare Savings plan, funded with employee and city contributions. In addition, all employees are eligible to participate in the city's 457 deferred compensation plans, which are totally funded with employee contributions. The city uses two firms, referred to as "record keepers" for its DC plans: T. Rowe Price, and ICMA-RC.

Recently, it has become a best practice to engage an independent Investment Consultant for DC plans, to ensure that the record keepers are performing their duties in accordance with plan and IRS provisions, to monitor the performance of the investment funds, to recommend addition or replacement of optimal funds, and to evaluate the fee structure of the investments. All these activities help to preserve the assets in the DC plans, which are part of each employees' total compensation. It is requested Council authorize a Request for Proposals for the Defined Contribution Investment Consulting service.

There was consensus of Council to place this item on the Consent Agenda for approval.

***** Proposed Sale of Non-Buildable Parcels on Magnolia Parkway

On January 29, 2018, Council authorized the sale of several non-buildable lots to adjacent property owners. Two of the parcels included were parcel numbers 76-24-36-304-009 and 76-24-36-304-010. The parcels are both 20 feet wide and are located between 17501 Magnolia and 17529 Magnolia. The owners of both 17501 Magnolia and 17529 Magnolia have expressed interest in purchasing the parcel closest to their homes. Council had previously approved the sale of parcels 76-24-36-304-009 and 76-24-36-304-010 to the owner of 17501 Magnolia. Unfortunately, he lacked the funds and the sale never occurred. He insists that this time, he will be able to follow through with the purchase.

The city assessor has identified \$2,000 as the true cash value of these lots as even if they were combined, they would not constitute buildable lots. Both adjacent property owners have also expressed interest in purchasing both parcels, and authorization is being sought to sell both parcels to whichever adjacent property owner is able to conclude the purchase should the other adjacent property owner be unable to conclude the purchase within sixty days of council authorizing the sale.

It is recommended that Council authorize the sale of parcel 76-24-36-304-009 to Stephen Beckom of 17529 Magnolia Parkway and of parcel 76-24-36-304-010 to Jeffrey Thomas of 17501 Magnolia Parkway for a cost of \$2,000 each with the requirement that both parcels be combined with the adjacent homesteads as part of the sale and the stipulation that should either adjacent property owner be unable to conclude their purchase within sixty days of council authorizing their sale that both parcels be offered to the adjacent property owner who is able to conclude the sale.

There was consensus of Council to place this item on the Consent Agenda for approval.

***** Receipt of Proposals for Cisco Smart Hardware and Software Technology Infrastructure Maintenance Services

The City has made a significant investment in the City's network infrastructure for voice and data services. The purchase of Cisco Smartnet (hardware replacement and maintenance) is to ensure proper support and timely replacement of production equipment. The previous Cisco Smartnet agreement expired on June 30, 2018.

The purchase of Cisco Smartnet includes hardware replacement of 24x7x4 or next business day on components that are dependent on our voice and data communications for all city locations. To not continually keep a maintenance agreement of this nature, enforce on these components and software would pose a significant risk to the City, both operationally and monetarily.

It is recommended that Council award the bid for Cisco Smartnet to Sentinel Technologies of Ann Arbor, Michigan, and enter into a one-year agreement for hardware and software services as outlined in the Request for Proposal. The total cost for this request will not exceed \$77,619.00 and will be paid out of the Professional Services Account #462-901-8500-38180.

There was consensus of Council to place this item on the Consent Agenda for approval.

***** Cisco Unified Communications (Voice) Licensing True-Up

On April 30, 2018, Council awarded a bid for Receipt of Proposals for Cisco Switches and Voice Router Technology Infrastructure Upgrade and Enhancement Services. This bid included 3 components: 1) Hardware replacements plus professional services, 2) Cisco Voice Hardware replacements and Software upgrades and 3) Software updates for Cisco hardware. The above services were awarded to Sentinel Technologies of Ann Arbor, Michigan. During the Project Discovery phase, it was discovered the City had lapsed on its voice coverage and support ended July 31, 2017. Based on this finding, voice services could not be added to the previous Cisco Smartnet Council item.

In an effort to execute the best possible solution for the City to retain its voice licensing and support of 1000 telephones, voicemail, upgrades, and patches, Cisco direct has worked with Sentinel Technologies of Ann Arbor, Michigan, for a contractual agreement of \$92,274.00 for a one-year period. Sentinel Technologies is considered a gold partner with Cisco Direct and therefore the price offered is the best offer the City can obtain, due to Cisco's pricing structure. While the city hasn't experienced any major issues with voice services from August 1, 2017 to date, it's too costly to risk. To purchase Voice services without an active Smartnet contract could cost the city in upwards of \$170,000. This solution will save the City \$77,726.00.

It is recommended that Council award the bid for Cisco Smartnet to Sentinel Technologies of Ann Arbor, Michigan, and enter into a one-year agreement for software services.

There was consensus of Council to place this item on the Consent Agenda for approval.

***** City of Southfield Cyber Security Presentation

Technology Services Director LaVern Laury gave a presentation regarding cyber security and measures taken by the City to mitigate an attack. Cyber security refers to a set of techniques used to protect the integrity of networks, programs and data from an attack, damage or unauthorized access. City security measures include; redundant firewalls, email encryption, email filtering, internet filtering, KNOWBE4 (security awareness training tool), anti-virus protection, 2 factor authentication, Wi-Fi separated from City's business network, annual audit of employees for network access and encrypted hard drives on mobile devices.

The Mayor and Council commended Director Laury and the Technology Services Department for the steps taken to mitigate cyber security.

The Regular Meeting moved into the Council Chambers and continued with the Pledge of Allegiance.

Next on the agenda was a Presentation by Tiffany Tilley, Director of the Southfield Anti-Drug Coalition. The coalition started in April 2018 and has been engaging in different events and forums trying to get information out to the Southfield community regarding support and resources. The coalition focuses on drug prevention and awareness. Councilwoman Morris also is on the advisory board. Ms. Tilley said the coalition is always looking for individuals to be on the advisory board. Ms. Tilley provided her cell phone number to anyone interested 313-575-7881. The coalition is housed inside the Easter Seals building on 9 Mile and Lahser Road.

The next presentation on the agenda was the Introduction of Dr. Jennifer Martin-Green, Superintendent of Southfield Public Schools. Dr. Martin-Green introduced herself and stated she has over 23 years educational experience and holds an educational doctorate. Southfield A&T High School is currently in its last round of interviews for Principal of the school. Dr. Martin-Green is happy to bring parties together to help make things happen for the community and looks forward to joint meetings between the Council and school board to work together and help young people succeed.

There were four sets of minutes on the agenda for approval.

2018.185 Motion by Fracassi; seconded by Frasier.

RESOLVED: That Council does hereby approve the minutes of the Special Budget Adoption Meeting of June 18, 2018, the Regular Meeting of June 25, 2018 and the Committee-of-the-Whole Meeting of July 9, 2018.

Motion passed.

2018.186 Motion by Frasier; seconded by Morris.

RESOLVED: That Council does hereby approve the minutes of the Regular Meeting of June 18, 2018 as corrected.

Motion passed.

Next was the Consent Agenda.

Consent Item A. Receipt of Bids for the Demolition and Site Clearance of 21465 8 ½ MILE ROAD (76-24-34-327-001)

2018.187 Motion by Mandelbaum; seconded by Frasier.

BE IT RESOLVED: That Council hereby awards the demolition and site clearance for the property located at 21465 8 ½ mile road to Simply Construction of Southfield, Michigan and for their low bid of \$14,163.82. Funds for this purpose are provided in the 2018-19 Code Enforcement Budget, Contractual and Professional account (number 101-450-4504-38180).

Motion passed.

Consent Item B. Receipt of Bids for Environmental Remediation Services, As-Needed

2018.188 Motion by Mandelbaum; seconded by Frasier.

BE IT RESOLVED That Council does hereby authorize the Mayor and City Clerk to execute a contract, after review and approval as to form by the City Attorney's office, for environmental remediation services with Global Green Service Group of Dearborn Heights and TSP, LLC of Redford for their acceptable bids at the hourly rates indicated, for a one-year period beginning August 1, 2018. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

Motion passed.

Consent Item C. Authorization to Conduct Search for Defined Contribution Investment Consultant

2018.189 Motion by Mandelbaum; seconded by Frasier.

BE IT RESOLVED that the Purchasing Department is authorized to conduct a Request for Proposals for Investment Consulting Services for the city's Defined Contribution plans.

Motion passed.

Consent Item D. Proposed Sale of Non-Buildable Parcels on Magnolia Parkway

2018.190 Motion by Mandelbaum; seconded by Frasier.

WHEREAS, the city has found parcels 76-24-36-304-009 and 76-24-36-304-010 to be surplus to the city's needs, and

WHEREAS, the city assessor has determined that \$2,000 is the true cash value of each parcel, and

WHEREAS, both adjacent property owners have agreed to purchase the parcels closest to their homes for \$2,000 each, and

WHEREAS, both adjacent property owners have also agreed to purchase both parcels for \$2,000 each should the other adjacent property owner be unable to complete the sale.

NOW, THEREFORE, BE IT RESOLVED, that council does hereby authorize the sale of parcel 76-24-36-304-009 to Stephen Beckhom of 17529 Magnolia Parkway for a cost of \$2,000 and of parcel 76-24-36-304-010 to Jeremy Thomas of 17501 Magnolia Parkway for a cost of \$2,000, and be it further

RESOLVED, that each parcel must be combined with the adjacent homestead as part of the sale, and be it further

RESOLVED, that if either Mr. Beckhom or Mr. Thomas is unable to conclude the purchase within sixty-days of council authorizing the sale that both parcels would be offered to the other adjacent property owner for the cost of \$2,000 each, and be it finally

RESOLVED that the Mayor and Clerk are authorized to sign all related documents on behalf of the city.

Motion passed.

Consent Item E. Receipt of Proposals for Cisco Smartnet Hardware and Software Technology Infrastructure Maintenance Services

2018.191 Motion by Mandelbaum; seconded by Frasier.

RESOLVED: That the Council of the City of Southfield does hereby approve the award of services for Cisco Smartnet Hardware and Software Technology Infrastructure Maintenance Services to Sentinel Technologies of Ann Arbor, MI. Council authorizes the Mayor and City Clerk to execute a contract with Sentinel Technologies of Ann Arbor, MI for Cisco Smartnet for a not-to-exceed amount of \$77,619.00 for a one-year period of July 1, 2018 to June 30, 2019. Funds are provided in the 2018-19 Capital budget account # 462-901-8500-38180.

Motion passed.

Consent Item F. Cisco Unified Communications (Voice) Licensing True-up

2018.192 Motion by Mandelbaum; seconded by Fracassi.

RESOLVED: That Council authorizes the Mayor and City Clerk to execute a contract with Sentinel Technologies of Ann Arbor, MI for Cisco Smartnet for Unified Communications for Voice licensing in a not-to-exceed amount of \$92,274.00 for a one-year period of July 1, 2018 to June 30, 2019. Funds are provided in the 2018-19 Capital budget account # 462-901-8500-38180.

Motion passed.

Consent Item G. Receipt of Bids on Tree Trimming and Removal Services

2018.193 Motion by Mandelbaum; seconded by Frasier.

RESOLVED: That Council authorizes the Mayor and City Clerk to execute a contract with The Michigan Property Network of Highland, MI for their acceptable bid based on the hourly rates and unit prices as indicated. This contract will be effective for a one-year period, with two, one-year renewal options. Expenditures are expected to be \$180,000 annually for City operations. Funds are provided in the 2018-19 Forestry budget (Account No. 202-451-4518-38180; \$90,000) and (Account No. 203-452-4528-38180; \$90,000) for this purpose and will be requested in future budgets as Council may approve.

BE IT FURTHER RESOLVED: That Council authorizes up to \$50,000 to cover emergency work and brush removal services necessitated by spring storm damage.

Motion passed.

Consent Item H. Oakland County Information Technology Services Interlocal Agreements

2018.194 Motion by Mandelbaum; seconded by Frasier.

WHEREAS, the City of Southfield already benefits from its participation in information technology services interlocal agreements with Oakland County; and

WHEREAS, the City of Southfield and Oakland County are desirous of expanding these informational technology services interlocal agreements to include ArcGIS, data sharing and Pictometry.

NOW, THEREFORE, BE IT RESOLVED, that the Southfield City Council does hereby authorize the City's participation in the proposed informational technology interlocal services agreements to participate in ArcGIS, data sharing and Pictometry provided that the city attorney's office approves the agreements as to form and content; and be it further

RESOLVED, that the Mayor and Clerk are authorized to sign all related documents on the city's behalf.

Motion passed.

Next on the agenda was the Communications portion.

Pamela Gerald, P.O. Box 155, Southfield, Michigan, presented vandalized political campaign signs to Council and stated people need to run their race and leave other signs alone. Ms. Gerald stated Jake Cunningham is a candidate running for Oakland County Circuit Court.

Gerard Mullin, P.O. Box 155, Southfield, Michigan, stated in the City Charter Section 5.7, Powers and Duties of the Clerk, states the Clerk shall perform such other duties as required by State or Federal Law. The Clerk is not a staff Clerk. The Southfield Clerk is elected, therefore the Clerk cannot be subject to Ordinances.

Patricia Haynie, P.O. Box 3189, Southfield, Michigan, was not present.

Charlene Fluker, 24693 Pembroke, Southfield, Michigan, was not present.

Fred Bunker, 24201 Garner, Southfield, Michigan, was not present.

Richard Meltzer, 20850 Wink, Southfield, Michigan, voiced his concern regarding new telecommunications technology. Mr. Meltzer would like Council to adopt a resolution opposing SB637.

The next item on the agenda was the Council portion.

2018.195 Motion by Frasier; seconded by Taylor.

RESOLVED: That Council does hereby approve the travel expense report for Donald Fracassi: SEMCOG General Assembly, Detroit, Michigan, June 28, 2018.

Motion passed. (Councilman Fracassi abstained)

Councilwoman Taylor stated overtime reports and performance ratio reports were placed in the Council packets. These are items the Finance Committee has been working on. Councilwoman Taylor asked that Council review the information and come back with any questions. Lastly, Councilwoman Taylor stated residents are asking about televising the Zoning Board of Appeals and Planning Commission meetings. City Administrator Zorn will report back regarding this.

Councilwoman Morris stated the Neighborhood Services Committee is in the third year of partnership with Habitat for Humanity. A new area for Rock the Block has been added. This assists with minor home repairs, gutter cleanouts, landscaping, etc. Rock the Block will take place in the Southwest Evergreen area August 1 and 2, 2018 and Bonnie Acres September 11 and 12, 2018. If anyone is interested please contact 248-338-1843 or visit habitatoakland.org

Councilman Fracassi stated the sidewalk on Bermuda Lane looks great. Councilman Fracassi is receiving complaints from neighbors to the west of that, due to overgrown grass. City Administrator Zorn will relay this information to Code Enforcement.

Councilman Mandelbaum thanked Parks & Recreation for a wonderful rhythm and rhymes concert this past Saturday, it was well attended. There is a two-day jazz fest August 10-11, 2018. Parks and Recreation also has concerts every Tuesday at the Burgh Park.

Councilman Brightwell stated on July 30, 2018, the Veteran Association of Oakland University is hosting a golf outing. On August 1, 2018, the Ann Arbor VA hospital is hosting an open house. Lastly, on August 4, 2018, the Great Lakes Cemetery Advisory Board is hosting its 10th golf outing.

Next on the agenda was the Mayor portion.

Mayor Siver stated the City had a successful rhythm and rhymes concert. The Kimmie Horne Jazz Fest is August 10, 2018 from 6:00-10:30 p.m. and August 11, 2018 from 4:00-10:30 p.m. This is a free festival on the front lawn of the Municipal Complex.

Next on the agenda was the Administration portion.

City Administrator Zorn congratulated Parks & Recreation on a successful concert, there were over 3,500 attendees over the course of the day. Three entities came together to host the event and City Administrator Zorn hopes to see more collaborative effort in the future.

City Administrator Zorn stated the Police Chief has resigned and his final date has not been determined. The City's Information Technology Director has also rendered her resignation as of August 3, 2018. Both have been outstanding public servants to the City.

The next item on the agenda was the Clerk's portion.

2018.196 Motion by Mandelbaum; seconded by Morris.

RESOLVED: That Council does hereby approve the travel expense report for Sherikia Hawkins: Michigan Association of Municipal Clerks, Traverse City, Michigan, June 19 – 22, 2018.

Motion passed.

2018.197 Motion by Mandelbaum; seconded by Morris.

RESOLVED: That Council does hereby approve the travel expense report for Sherikia Hawkins: International Institute of Municipal Clerks, Norfolk, Virginia, May 18 – 24, 2018.

Motion passed.

Clerk Hawkins stated as of tomorrow there is two weeks until the August Primary. If anyone needs to vote absentee the Clerk's Office will be open the Saturday before the election from 9:00 a.m. to 2:00 p.m. The Project Vote mobile application is also available for voters looking for election information.

Next was the Treasurer's portion.

City Treasurer Lowenberg stated summer tax bills have been mailed out and are due August 31, 2018. There is a deferment program available for residents 62 and older, veterans, or disabled individuals if the household income is below \$40,000 and it is the primary residence. There is a drop box outside City Hall to leave payments 24 hours.

The last item on the agenda was the enactment of one ordinance.

2018.198 Motion by Frasier; seconded by Mandelbaum.

RESOLVED: That Ordinance No. 1696, Parking Requirements, is hereby enacted.

Motion passed.

Councilman Mandelbaum suggested publishing a notice in the Southfield Sun regarding the new overnight parking hours being 2:00-5:00 a.m. no parking.

There being no further business, the Regular Meeting adjourned at 8:38 p.m., until the next Regular Meeting scheduled for Monday, July 30, 2018, at 6:00 p.m., in the Council Conference Room of the Municipal Building, 26000 Evergreen Road, Southfield, Michigan.

Daniel Brightwell, Council President
/rp

Sherikia L. Hawkins, City Clerk

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Receipt of Proposals for Professional Environmental Consulting Services

Dear Sirs and Mesdames:

Background: The Purchasing Department received proposals on December 15, 2017 to establish a contract with a consultant of record to provide professional environmental consulting services. These services will be performed on an as-needed basis and include environmental site assessments; indoor air quality testing; pre-renovation building surveys; asbestos and mold investigations; specification preparation and bid evaluation; peer evaluations; and contract administration and inspection services. Ten responses were received.


Companies were asked to submit qualification statements with pricing in a separate sealed envelope. A comprehensive evaluation was conducted by representatives from Administration, Building, Facilities Maintenance, and Purchasing Departments. This evaluation focused on the following criteria: team member qualifications; relevant experience; and capacity to perform the full scope of services needed.

The top scoring firm, Environmental Consulting Technology (ECT) of Detroit, MI ECT has worked with the City on projects since 2004, has offices across the country as well as 6 locations in the State of Michigan. They have performed services for the Michigan Department of Environmental Quality (MDEQ), Willow Run Airport, and the Wayne County Economic Development Corporation. The second top scoring firm, PM Environmental has 26 years of experience, offices across the country with 6 locations in Michigan. They have performed services for the State of Michigan, Oakland County, and the City of Lansing.

Fiscal Impact: Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

Recommendation: The two companies recommended, ECT and PM Environmental can provide the full scope of services requested and can offer other services such as peer reviews and expert witness testimony. Therefore, this office recommends that Council authorize the Mayor and City Clerk to execute contracts with Environmental Consulting Technology of Detroit and PM Environmental of Lansing, after review and approval as to form by the City Attorney's Office. The contract term will be for a one year term beginning September 1, 2018, with an option to extend for an additional one-year period. This item was discussed at this evening's study session.

Respectfully submitted,



Frederick E. Zorn, Jr. CEcD
City Administrator

CA A

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the appropriate contract documents on behalf of the City, after review and approval as to form by the City Attorney's Office with Environmental Consulting Technology of Detroit and PM Environmental of Lansing. The contract term will be for a one year term beginning September 1, 2018, with an option to extend for an additional one-year period. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Approval of Extension of License Agreement with Veoneer, (f/k/a AutoLiv ASP, Inc.)

Dear Sirs and Mesdames:

Background: On June 20, 2016 City Council approved entering into a one-year license agreement with AutoLiv ASP, Inc. (AutoLiv), to temporarily use a portion of the vacant Northland parking lot and power house for purposes of performing (non-crash) vehicle testing of automobiles. Pursuant to the terms of the license agreement, AutoLiv pays a monthly fee to the City in the amount of \$8,500.00 (\$102,000 for the 12-month term). The License Agreement was subsequently extended by the City Council for an additional one-year period through July 19, 2018. Recently AutoLiv underwent a corporate restructuring and assigned the License Agreement to Veoneer. Veoneer has now requested an extension of the License Agreement through January 30, 2019; and staff is recommending approval of the extension request conditioned upon the right of the City to cancel and terminate the agreement for any reason upon providing a sixty (60) day notice to Veoneer, and further conditioned upon Veoneer allowing prospective purchasers, developers and tenants of the Northland property to enter upon the premises licensed to Veoneer in order to conduct due diligence and inspection testing activities.

Recommendation: It is recommended that your Honorable Body adopt the attached resolution authorizing the Mayor and City Clerk to sign the proposed amendment/extension to the license agreement with Veoneer, on behalf of the City of Southfield, upon review and approval by the City Attorney.

Respectfully submitted,



Susan P. Ward Witkowski
City Attorney

RECOMMENDED RESOLUTION:

BE IT RESOLVED that the License Agreement with Veoneer (f/k/a AutoLiv ASP, Inc.) be extended for the period commencing July 20, 2018 and continuing through January 30, 2019, conditioned upon the right of the City to terminate the agreement for any reason at any time during the extension period upon providing Veoneer a prior sixty (60) day notice of termination, and further conditioned upon Veoneer granting to prospective purchasers, developers and tenants of the Northland property to enter upon the licensed premises to conduct due diligence and inspection activities.

BE IT FURTHER RESOLVED that Council authorizes the Mayor and City Clerk to sign the amendment/extension of the license agreement with Veoneer, on behalf of the City of Southfield, upon review and approval by the City Attorney.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Receipt of Proposals for Professional Engineering Consulting Services

Dear Sirs and Mesdames:

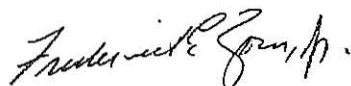
Background: The Purchasing Department received Statements of Qualifications (SOQ) on July 11, 2018 from companies interested in providing professional engineering consulting services. Nine responses were received and evaluated by representatives from Purchasing, Engineering, and Public Works. This evaluation focused on the following criteria: relevant experience; demonstrated ability; familiarity with government agencies (i.e. MDOT; MDEQ, etc.); and references.

The top two scoring firms with point value of 99 out of 100 were Hubbell, Roth & Clark (HRC) and OHM. The remaining firms ranged in point values from 94 to 87. Both HRC and OHM have assisted the City on several projects successfully.

Fiscal Impact: Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

Recommendation: It is recommended that your Honorable Body adopt the attached resolution which authorizes the Mayor and City Clerk to sign contracts with Hubbell, Roth & Clark, Inc. of Bloomfield Hills and OHM Advisors of Livonia. The term of the proposed contracts for the selected firms is five years effective September 1, 2018, with an option to renew for two additional two-year periods. This item was discussed at this evening's study session.

Respectfully submitted,



Frederick E. Zorn, Jr. CEcD
City Administrator

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the appropriate contract documents on behalf of the City, after review and approval as to form by the City Attorney's Office with Hubbell, Roth & Clark, Inc. of Bloomfield Hills and OHM Advisors of Livonia. The contract term will be for five years beginning September 1, 2018, with an option to extend for two additional, two-year periods. Funds for these services will be budgeted each year by the City departments utilizing such services, either within the individual department budgets or as part of the annual City capital improvement program.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Budget Adjustment and Bids for the purchase of a new Production Server

Dear Sirs and Mesdames:

Background: In December 2013 your honorable body approved the purchase of a Video Production Server as part of our stage one equipment upgrade process. The Video Production Server is the heart of our editing systems as it stores all footage captured and is a vital part of our editing process.

Recently, we have been experiencing severe problems with that server and as it has reached end-of-life status we would like to have it replaced. The manufacturer is offering a 15% discount for trade-in of the old unit. The purchase of a new server with double the storage is estimated to be \$45,000.00, with trade-in. We request that this purchase would take place in the 2018-2019 Budget Year.

Fiscal Impact: The estimated project cost is \$45,000 and will be financed by an increase to expenditure account 215-475-4752-49770 with a corresponding increase to the Use of Cable TV Fund Balance Account 215-475-4152-96960.

Recommendation: It is recommended that Council authorizes a Cable TV Budget Adjustment to transfer \$45,000.00 from Cable TV Fund Balance to account 215-475-4752-96960 and authorizes the Cable TV Department to seek bids for a new Video Production Server for budget year 2018-2019. This item was discussed at this evening's study session.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

RECOMMENDED RESOLUTION:

RESOLVED: That Council does hereby approve a budget adjustment to the Cable TV department from Cable Fund Balance in the amount of \$45,000.00 by an increase to expenditure account 215-475-4752-49770 with a corresponding increase to the Use of Fund Balance Account 215-475-4152-96960 and authorizes the Cable TV Department to seek bids for a new Video Production Server.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Dedicated Telephone Circuits for Downtown Police Substation

Dear Sirs and Mesdames:

Background: The city currently uses two AT&T dedicated circuits to provide data connectivity to the downtown police substation. These circuits are out of contract and the combined monthly cost of the circuits is \$5,980. It is proposed that the city replace these circuits with a more reasonably priced data circuit contract from AT&T for a cost of \$696 per month.

The new circuits require a three-year commitment, and the city would be liable for one half of the remaining contract should the circuits be cancelled within the three-year commitment. The current circuit service has no commitment.

The three-year commitment is a potential concern because development of Northland could cause the relocation of the downtown substation. Under the new contract, however the city will break even on the cost of the new circuits if it maintains them for three months and will save an additional \$5,280 for each of the remaining thirty-three months of the contract that service is maintained.

There are no plans to close or relocate the downtown police substation within the next three months.

Fiscal Impact:

The total cost of providing data circuits to the downtown police substation under the proposed three-year contract will be \$25,056. This represents a savings of \$190,224 over the current cost for providing circuits to the downtown police substation.

Recommendation:

It is recommended that council authorize contracting with AT&T to provide circuit service to the downtown police substation for a monthly cost of \$696.

This item was discussed at tonight's study session.

Honorable Mayor and Council
Dedicated Telephone Circuits for Downtown Police Substation
Page 2

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

FZJM

RECOMMENDED RESOLUTION:

BE IT RESOLVED, that council authorizes contracting with AT&T to provide circuit service to the downtown police substation for a monthly cost of \$696.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Authorization to Purchase T76 Steerable Large Camera Tractor

Dear Sirs and Mesdames:

Background: The City currently owns a CCTV Camera Tractor, however, due to an increase in work requiring such equipment, a second tractor is necessary to allow for a more efficient workflow. For each task that this tractor is used, the camera must be manipulated differently. A second tractor would save time and manpower, ultimately saving the City money. Furthermore, the Water Department owns several pieces of equipment purchased from the Jack Doheny Companies as part of the RapidView NJPA collective purchasing agreement. The RapidView NJPA collective meets the standards of our purchasing department and Jack Doheny's products are of superior quality and their service is outstanding in comparison to others. (A copy of the Budget Proposal for this piece of equipment is attached.)

Fiscal Impact: Expenditures for this purchase are estimated at \$25,000 with funds to be provided in the FY 2018-19 Water and Sewer Budget (Account No. 592-750-7509-49740).

Recommendation: It is recommended that Council approve the purchase of a CCTV Camera Tractor in the estimated amount of \$25,000 from Jack Doheny Companies. This purchase will allow the Water and Sewer Department to continue to provide efficient, quality service to the residents and businesses of the City of Southfield. Sufficient and quality equipment will facilitate our efforts in continuing such service to the City. As stated above, the Jack Doheny Companies have provided quality equipment and outstanding customer service, therefore, purchasing the T76 Steerable Large Camera Tractor from their company is being recommended.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That that Council approve the purchase of a CCTV Camera Tractor in the estimated amount of \$25,000 from Jack Doheny Companies, with funding provided in the FY 2018-19 Water and Sewer Budget (Account No. 592-750-7509-49740).

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Receipt of Bids on Printing the Parks & Recreation Activities Guide

Dear Sirs and Mesdames:

Background: Beginning in 2003, the Community Relations and Parks and Recreation Department combined the former Southfielder newsletter with the Parks and Recreation Activities Booklet into the Southfield Living newsletter, in an effort to reduce printing and postage costs. The Southfield Living booklet, was printed and mailed twice a year, covering city wide news, information and events for the Fall/Winter and Spring/Summer season. The publication succeeded in saving on printing and postage costs, however many Parks & Recreation Department classes and activities suffered due to the timing of the publications.

The Parks & Recreation Department is currently in the process of evaluating and expanding its programs and activities for the community and requires a more focused and timely means of advertising our new message. The Administration has approved the department to produce its own Activities Guide that will be published three times a year: Fall (covering September through December programs), Winter (covering January through April programs) and Summer (covering May through August programs and events) and mailed to all residential addresses within Southfield. This timing will allow for class sessions to be adequately advertised and will give the Department the ability to showcase current and upcoming special events and programs allowing for optimal community reach.

On July 18, 2018, three (3) acceptable bid responses were received as shown below:

Vendor	Total for Three Issues	Mail Sorting	Total with Mail Sorting
Pioneer Group, Big Rapids, MI	\$26,714.00	\$1,140.00	\$27,854.00
Printwell, Taylor, MI	\$29,837.60	\$2,865.00	\$32,702.60
Accuform Printing & Graphics, Detroit, MI	\$33,545.20	\$3,600.00	\$37,145.20

Thirty-six thousand (36,000) issues will be printed and distributed to every residential mailing address

Honorable Mayor and Council
Receipt of Bids on Printing the Parks & Recreation Activities Guide
Page 2

in the City and made available in City offices. The lowest acceptable bid was received from Pioneer Group of Big Rapids, MI in the amount of \$27,854.00 for three issues.

Fiscal Impact: The requested authorization remains within the 2018-19 fiscal budget. Funds are available for this item in the amount of \$27,854.00.

Recommendation: Accordingly, this office recommends that your Honorable Body adopt the following resolution to award the printing of the new Parks & Recreation Department Activities Guide to Pioneer Group of Big Rapids, MI in the amount of \$27,854.00 for three issues.

Respectfully submitted,



Frederick E. Zorn, CECD
City Administrator

RECOMMENDED RESOLUTION:

RESOLVED: That Council does hereby award the bid to print three issues (August, 2018, December, 2018 and April, 2019) of the new Parks & Recreation Department Activities Guide to Pioneer Group of Big Rapids, MI for their lowest acceptable bid in the amount of \$27,854.00 with funding for this purpose provided in the 2018-19 Parks & Recreation account 208-551-5101-39000.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Fiscal Year 2017-18 Fourth Quarter Budget Adjustments

Dear Sirs and Mesdames:

Background: As the Fiscal Services Group works toward closing fiscal year 2017-2018, we have reviewed all department budgets and are recommending the below adjustments to the City Council 2017-18 adopted budget. These adjustments use approximately \$1.4 million of General Fund unassigned fund balance and approximately \$14,000 of Auto Theft fund restricted fund balance.

Fiscal Impact: The fourth quarter budget adjustments allocate funding in the amount of:

Item 1 is to recognize additional revenues and use of fund balance in the Auto Theft fund. Item 2 is to adjust for additional overtime costs incurred by the Fire Department.

1. \$1,393 to Auto Theft Grant revenue account 289-304-3040-45450 (increase), \$13,761 to Use of Restricted Fund Balance account 289-304-3040-96960 (increase) with a corresponding increase of \$15,154 in the various department accounts ending in -17250 within the General Fund
2. \$1,375,200 to the Fire Department various personnel expenditure accounts 101-400-400*-17*** (increase) with a corresponding increase to the Use of Undesignated Fund Balance account 101-950-9500-96960 (increase)

Recommendation: It is recommended that your Honorable Body adopt the attached resolution labeled Fiscal Year 2017-18 Fourth Quarter Budget Adjustments. If City Council is in support of this recommendation, this item will be placed on the consent agenda for approval later this evening. This item was discussed at this evening's study session.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

Honorable Mayor and Council
Fiscal Year 2017-18 Fourth Quarter Budget Adjustments
Page 2

RECOMMENDED RESOLUTION:

RESOLVED: That City Council hereby adopts the proposed fourth quarter budget adjustments for fiscal year 2017-18 as referenced below:

1. \$1,393 to Auto Theft Grant revenue account 289-304-3040-45450 (increase), \$13,761 to Use of Restricted Fund Balance account 289-304-3040-96960 (increase) with a corresponding increase of \$15,154 in the various department accounts ending in -17250 within the General Fund
2. \$1,375,200 to the Fire Department various personnel expenditure accounts 101-400-400*-17*** (increase) with a corresponding increase to the Use of Undesignated Fund Balance account 101-950-9500-96960 (increase)

August 13, 2018

Honorable Mayor and Council
City of Southfield
Southfield, Michigan

RE: Approval of Collective Bargaining Agreement with the Southfield Police Command Officers Association (POAM) through June 30, 2020

Dear Sirs and Mesdames:

The City of Southfield and the Southfield Police Command Officers Association (POAM) have reached a tentative agreement on a new contract, which covers the term from July 1, 2015 through June 30, 2020. The Command Officers have ratified the agreement. On July 30, 2018, you were provided with information as to the terms of the proposed agreement, as well as the Supplemental Actuarial Valuation required under PA 728 of 2002.

We recommend that your Honorable Body approve the contract and adopt the resolution below.

Sincerely,



Frederick E. Zorn, Jr. CEcD
City Administrator

BE IT RESOLVED: That the City Council approves the collective bargaining agreement with the Southfield Police Command Officers Association (POAM) for the period July 1, 2015 through June 30, 2020.

CITY COUNCIL PROCEDURES – Request for Recognition

If you wish to address the City Council at a meeting with regard to a matter not listed on its agenda, please comply with the following:

1. You must submit a written request to address Council to the City Clerk's Office prior to 12:00 p.m. on the Wednesday preceding the meeting at which you wish to speak.
2. You have the option of addressing Council at:
 - A. A regular meeting which is conducted in the Council Chambers and is televised on the City's local cable television channel; or
 - B. A regular meeting conducted on a less formal, committee-of-the-whole format, which is held in the Council Conference Room and is not televised.
3. It is recommended that you describe the matter that you wish to address before Council. This will allow City staff to review the issue and provide Council with relevant information which might assist it in better understanding and dealing with your concern.
4. You will be limited to a period of three (3) minutes in which to address the Council.

SHERIKIA L. HAWKINS
CITY CLERK

I, Constance Bell, Lochmoor HOA, do hereby request to be recognized by the Southfield City Council,

at the meeting scheduled for August 13, 2018, for the purpose of discussing
An unsightly enormous mound of dirt on a lot next to a home under construction that has been there for over a year and has already been reported to Code Enforcement.

Name:	<u>Constance Bell</u>
Address:	<u>24637 Pembroke Dr</u>
City:	<u>Southfield</u>
State:	<u>MI</u>
Zip:	<u>48033</u>
Phone:	<u>28-200-7095</u>
Email:	<u>constance.l.bell@gmail.com</u>



Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

CITY COUNCIL PROCEDURES – Request for Recognition

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SHERIKIA L. HAWKINS
CITY CLERK

I, Pamela Gerald, do hereby request to be recognized by the Southfield City

Council, at the meeting scheduled for August 13, 2018, for the purpose of discussing

"What Matters" in Southfield

Check out the Southfield Citizens Oversight Committee
on You-Tube and Like Us on Facebook,

RECEIVED

JUN 20 2018

CITY CLERK
CITY OF SOUTHFIELD

Name:

Pamela Gerald

Address:

P.O. Box 155

City:

Southfield

State:

MI

Zip:

48037-0155

Phone:

248-346-0439

Email:

NA

18 JUN 20 PM 1:22



Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

CITY COUNCIL PROCEDURES – Request for Recognition

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SHERIKIA L. HAWKINS
CITY CLERK

I, Gerard Mullin, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for August 13, 2018, for the purpose of discussing

"What Matters"

RECEIVED

JUN 20 2018

CITY CLERK
CITY OF SOUTHFIELD

18 JUN 20 PM 1:24

Name: GERARD MULLIN
Address: P.O. Box 155
City: SOUTHFIELD
State: MI
Zip: 48037
Phone: 248-0439
Email: gerardmullin2017@gmail.com



Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

CITY COUNCIL PROCEDURES – Request for Recognition

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SHERIKIA L. HAWKINS
CITY CLERK

I, HAROLD Hill, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for August 13, 2018, for the purpose of discussing Marketing in Southfield.


RECEIVED

AUG 01 2018

CITY CLERK
CITY OF SOUTHFIELD

90711401 00087

Name: HAROLD Hill
Address: 22300 SEMINOLE
City: SOUTHFIELD
State: MICHIGAN
Zip: 48033
Phone: 248 207-7855
Email: IRONI@.gmail.com

 Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

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4. You will be limited to a period of three (3) minutes in which to address the Council.

SHERIKIA L. HAWKINS
CITY CLERK

I, Dubrae L. Newman, do hereby request to be recognized by the Southfield City Council,

at the meeting scheduled for August 13, 2018, for the purpose of discussing CNS Healthcare and the services we provide, i.e. Mental Health First Aid Training, The award winning anti stigma education team and all of the behavioral and substance use disorder programs that our Southfield location provides and i will be bringing information packets.

Name:	<u>Dubrae L. Newman</u>
Address:	<u>1841 N. Perry</u>
City:	<u>Pontiac</u>
State:	<u>Michigan</u>
Zip:	<u>48341</u>
Phone:	<u>248-467-6302</u>
Email:	<u>dnewman@cnshealthcare.org</u>

 Individuals with special needs who plan to attend this meeting should contact the City Clerk's Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.

August 13, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan 48076

RE: Discussion of Pending Litigation

Dear Sirs and Mesdames:

I would appreciate the opportunity to consult with you regarding trial or settlement strategy in connection with specific matters of pending litigation against the City at your meeting scheduled for Monday, August 13, 2018. I would ask that this review take place in a closed session, pursuant to Section 8(e) of the Open Meetings Act.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Susan P. Ward-Witkowski', written in a cursive style.

Susan P. Ward-Witkowski
City Attorney

CLOSED SESSION