

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 SEPTEMBER 24, 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. Alliance of Rouge Communities Great Lakes Restoration Initiative Grant for Tamarack Creek Stream and Wetland Restoration
2. Discussion of LTU Pathway FY 2019 TAP Grant and MDOT Requirements
3. Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield
4. Vacant Schools within the City of Southfield (former John Grace School, former McKinley Elementary School)
5. City Attorney Appointment

MOVE TO COUNCIL CHAMBERS

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Presentation of Joint Resolution – Southfield Supports Age-Friendly Michigan Designation

APPOINTMENTS

City Attorney Appointment

MINUTES

- A. Regular Meeting of August 27, 2018

CONSENT AGENDA

- A. Maintenance Contract for Equature Recording System
- B. Receipt of Bids on Water Main Installation and Repair Parts for the Water and Sewer Department
- C. Acceptance of LTU Pathway FY 2019 TAP Grant and MDOT Requirements
- D. Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield

PUBLIC HEARINGS

SITE PLANS

COMMUNICATIONS

- A. Request for Recognition – Pamela Gerald
- B. Request for Recognition – Gerard Mullin
- C. Request for Recognition – Mark Braiker
- D. Request for Recognition – Stacy Jackson
- E. Request for Recognition – Keith Harris
- F. Request for Recognition – Toby Rhodes

COUNCIL

- A. Approve Travel Expense Report for Daniel Brightwell: Michigan Political Leadership Program, Grand Rapids, Michigan, September 14-15, 2018.

MAYOR

ADMINISTRATION

ATTORNEY

CLERK, TREASURER, PLANNER, ASSESSOR, ENGINEER

- A. Approve Travel Expense Report for Sherikia Hawkins: Election Center Conference, New Orleans, Louisiana, August 24-28, 2018.

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.

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

**Re: Alliance of Rouge Communities Great Lakes Restoration Initiative Grant for
Tamarack Creek Stream and Wetland Restoration**

Dear Sirs and Mesdames:

Background: The Department of Public Works would like to make a presentation on funding received by the Alliance of Rouge Communities (ARC) from a Great Lake Restoration Initiative (GLRI) Grant through the Environmental Protection Agency. Funds would be used for engineering and design of two projects within the Rouge River watershed which includes the Tamarack Creek Stream and Wetland Restoration project in Southfield, located just south of Lawrence Technological University. The Tamarack Stream and Wetland Restoration Project will be designed to retrofit the existing detention basin, create 2 acres of new wetland, restore 3,600 feet of stream, and provide habitat improvements.

The City of Southfield is a member of the ARC, a quasi-governmental organization whose purpose is to encourage watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the Rouge River for area residents. The ARC has been awarded Federal grant funding for regional watershed improvements. They received their grant, "Rouge River AOC (area of concern) Habitat Design Projects", through the GLRI from the Environmental Protection Agency's Great Lakes National Program Office. The GLRI's mission seeks to restore and protect waters and resources of the Great Lakes Basin and represents the largest single investment in the Great Lakes ecosystem in over twenty years.

Fiscal Impact: The ARC's GLRI grant for the Rouge River habitat projects totals \$583,220. Southfield will receive \$403,513 of the grant funding. There is no match requirement for this grant. The ARC will make all payments for project expenditures after approval by City of Southfield staff and payments will be reported through the City of Southfield's Federal awards audit.

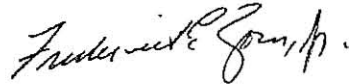
Honorable Mayor and Council

Re: Alliance of Rouge Communities Great Lakes Restoration Initiative Grant for
Tamarack Creek Stream and Wetland Restoration

Page 2

Recommendation: No formal action is requested for this item. All work will be administered through the Alliance of Rouge Communities with approval of City of Southfield staff.

Respectfully submitted,



Frederick E. Zorn, Jr., CECD
City Administrator

Prepared by: Brandy Siedlaczek, Storm Water Manager

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Discussion of LTU Pathway FY 2019 TAP grant and MDOT requirements

Dear Sirs and Mesdames:

At your February 26, 2018 Regular meeting, the City Council authorized approval on your Consent Agenda for the submission of a Grant Application to MDOT for a joint City/LTU new 10 ft. wide shared-use pathway, boardwalk and bridge along southbound NW Service Drive, adjacent to Lawrence Technological University (LTU). This application was previously discussed at your Feb 5th and Feb. 26th study sessions.

Grant Award

On June 14, 2018, the City received notification of the FY2019 TAP award:

The City of Southfield will construct 0.6 of a mile of shared use path along Northwestern Highway between Civic Center Drive and W. 10 Mile Road. The path will be 10-foot wide and built to AASHTO standards. Portions of the trail will be 14-foot boardwalk and there will be a 14-foot wide bridge over the Evens Drain. The project will connect the Southfield City Centre and Lawrence Technological University and provide a safe non-motorized facility for students to travel to school. The overall cost of the project is [estimated] \$758,904 with \$455,378 in federal funds from SEMCOG's FY 2019 TAP allocation. Local match of \$303,526 with \$153,526 provided by Lawrence Technological University and \$150,000 provided by the City of Southfield [CCAB].

Fiscal Impact

The Southfield City Centre (Account No. 880-901-1174-69649) has pledged (see resolution) \$150,000 over three fiscal years as part of the required match and LTU has pledged (see attached MOA) an additional \$150,000-175,000 towards the match plus will reimburse the City of Southfield for Engineering Design, Construction Administration and Contract Administration as required by MDOT. If required, additional funds have been allocated from the Metro Act Restricted Fund Balance (Account No. 101-600-6000-49740) for eligible construction items located within the R.O.W. The final project amount will be determined after bid letting by MDOT, which is expected to take place in June 2019.

The Southfield City Centre will provide additional "Non-Participating" funds for the installation of wayfinding signage, tree installation and pedestrian enhancements from future fiscal budgets equaling approximately \$26,500 as outlined in the Grant Application.

LTU has further pledged (see attached) routine yearly maintenance of the pathway, boardwalk and bridge for the design life of the project.

Professional Engineering Services

A request for proposals was submitted by the City's two pre-qualified engineers OHM and HRC. Proposals were received on August 27, 2018 and interviews were conducted on September 19, 2018. The steering Committee (Purchasing Agent, City Engineer, City Planner et al, and LTU representative) assigned OHM to provide professional engineering services as required by MDOT.

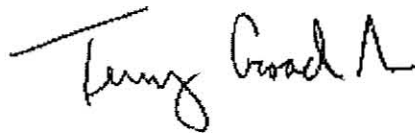
Recommendation: We recommend that that your Honorable Body adopt the attached resolution on your Consent Agenda tonight.

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

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator



Terry Croad, AICP
Director of Planning

Encls.

Award Summary
LTU/City Memorandum of Agreement for shared costs and matching funds
CCAB Resolution of Support
LTU Letters of Commitment

RECOMMENDED RESOLUTION:

WHEREAS: In the new economy or the "knowledge economy", knowledge workers or the creative class (young professionals) prefer to rely for mobility upon walking, biking and mass transit; Many won't consider living anywhere but a walkable, bikeable community; and,

WHEREAS: A region's and city's ability to compete depends as much upon its ability to attract these young, educated and often-entrepreneurial workers as it does upon recruiting corporate investment; and,

WHEREAS: The Transportation Alternatives Program (TAP) is a competitive program providing federal funding for specific eligible activities that enhance the transportation system, promotes alternative transportation options and increase the quality of life in a vibrant community; and,

WHEREAS: The TAP grant specifically provides funding for *pedestrian and bicycle facilities, including shared-use paths*; and,

WHEREAS: The City of Southfield adopted a *Non-Motorized Pathway & Public Transit Plan* on March 19, 2012 and the Southfield City Centre Board adopted the *Southfield City Centre Non-Motorized and Transit Sub-Area Plan* on April 9, 2013, both supporting a *shared-use* pathway along the M-10 corridor; and,

WHEREAS: Sustainable communities are places that balance their economic assets, natural resources, and social priorities so that residents' diverse needs can be met now and in the future. These communities prosper by attracting and retaining businesses and people and offering individuals of all incomes, races, and ethnicities access to the opportunities, services, and amenities they need to thrive; and,

WHEREAS: The City of Southfield adopted *Sustainable Southfield* Master Plan in June 2016, which identified development of pedestrian and bicycle facilities as a top priority, including non-motorized pathways along the M-10 corridor from Berg Road to Eight Mile; and,

WHEREAS: The City of Southfield and Lawrence Technological University (LTU) have strived to establish a "Town and Gown" partnership; and,

WHEREAS: The City of Southfield submitted a grant application in the FY 2019 funding cycle for the TAP in partnership with Lawrence Technological University (LTU) to install a *shared-use* pathway, boardwalk and pedestrian bridge on southbound Northwestern Service Drive from Civic Center Drive to Ten Mile Road, adjacent to LTU, in the City of Southfield; and,

WHEREAS: The goal of the Southfield City Centre is to "*Create and maintain a vibrant, pedestrian friendly 24/7 mixed-use environment.*" within the City Centre District; and,

WHEREAS: The City Centre Advisory Board, established in 1994, has an annual Special Assessment District (SAD), to make infrastructure improvements, hire consultants, foster economic development and provide events to attract and retain residents, employees and visitors to the City Centre District.

BE IT RESOLVED: That Council does hereby approve acceptance of the FY2019 TAP grant from MDOT and authorizes the Mayor and City Clerk to sign all required documents, including Memorandum of Agreement Between the City of Southfield and Lawrence Technological University (LTU).

NOW, THEREFORE BE IT RESOLVED: That the City of Southfield 1) Certifies that the financing is secured, available and committed for use in constructing the project (This includes matching funds, nonparticipating funds if applicable, and cash flow available for a locally let project.); 2) Certifies possession of the rights-of-way or property required to develop the project; 3) Commits to owning, operating and funding/implementing a maintenance plan/program in partnership with LTU over the design life of the facility constructed with TAP funds; and 4) Authorizes the City Administrator to act as the applicant agency's agent during project development and sign a project agreement upon receipt of a funding award.



Grant Summary

Date: 07/24/2018

Page: 1 of 2

Grant Type: Transportation Alternatives Program

Grant Number: 2018011

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	City of Southfield	Northwestern/LTU Shared-Use Pathway (SEMCOG)	\$455,378.00	\$303,526.00	\$758,904.00	60.00%	Approved	2019
Total:			\$455,378.00	\$303,526.00	\$758,904.00	60.00%		

Section Grant Section Description

01 SEMCOG FY 2019 TAP AWARD
 The City of Southfield will construct 0.6 of a mile of shared use path along Northwestern Highway between Civic Center Drive and W. 10 Mile Road. The path will be 10-foot wide and built to AASHTO standards. Portions of the trail will be 14-foot boardwalk and there will be a 14-foot wide bridge over the Evens Drain. The project will connect the Southfield City Centre and Lawrence Technological University and provide a safe non-motorized facility for students to travel to school. The overall cost of the project is \$758,904 with \$455,378 in federal funds from SEMCOG's FY 2019 TAP allocation. Local match of \$303,526 with \$153,526 provided by Lawrence Technological University and \$150,000 provided by the City of Southfield.

Nonmotorized Funding Condition

This project must be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 2012 edition. The standards for off-road trails include a minimum 10' width with a minimum of 2' clear zone on each side. The standards for bridges or boardwalks include a minimum 14' width between rub rails. In addition, bridges and boardwalks should meet a minimum H-10 design load rating. For roadways with no curb and gutter, the standards for on-road paved shoulders include a minimum 4' width facility on each side of the road. If parking is permitted, the standards for bike lanes include a minimum width of 5'. The project must also be designed and constructed in accordance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Funding Condition

Transportation Alternatives Program (TAP) funding is conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the conditional commitment, supporting documentation, as well as fund availability. Federal transportation funding could be subject to congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of TAP funding that Congress has authorized for expenditure is provided on a first come, first served basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps typically include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and matching funds.

Important Note on TAP Funding for Local Agencies

Federal TAP funds shall be applied to the eligible items of the total participating project cost up to the lesser of: (1) the TAP grant amount, or (2) an amount such that 80 - 81.85 percent, the maximum federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the participating project cost, after deduction of TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant. In addition to the limits mentioned above, TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

Implementation Requirement

This project must be let through the Michigan Department of Transportation (MDOT) Letting Process.

AGREEMENT BETWEEN THE CITY OF SOUTHFIELD AND
LAWRENCE TECHNOLOGICAL UNIVERSITY

This Agreement ("Agreement") is entered into as of the date last below written and sets forth the terms of the agreement between THE CITY OF SOUTHFIELD ("Southfield") and LAWRENCE TECHNOLOGICAL UNIVERSITY ("LTU") in connection with the construction and installation of a .6 mile of shared use pathway along Northwestern Highway adjacent to the LTU campus property.

TERMS:

1. **Project:** The construction of a .6-mile shared use path along Northwestern Highway between Civic Center and W. 10 Mile Road. The Pathway will be 10 feet wide. Portions of the pathway will consist of a 14-foot boardwalk. Also, includes construction of a 14-foot-wide bridge over the Evans Drain. The intent of the project is to connect the Southfield City Centre and Lawrence Technological University to provide a safe non-motorized facility for persons and pedestrians to travel. (The "Project"). The Project is subject to and expressly incorporates the terms and conditions of the TAP Grant as included within Exhibit A, attached hereto and made a part hereof.

2. **Estimated Costs:** The estimated costs for the Project consist of the following:
a. Construction/Installation: \$758,904.00
b. Engineering (including design, and contract inspection, management, and administration): \$190,000.00

The parties understand and acknowledge that the above costs are ESTIMATED only and will be adjusted based upon award of a bid for the Project by MDOT and actual construction of the Project (including MDOT approved Project change orders).

3. **Cost-sharing:** LTU acknowledges that it has an existing obligation to build an 875-linear foot portion of a shared use pathway as a condition of the approval by the Southfield City Council of PSP 17-0002. Further, any future LTU buildings or development on the LTU campus, including improvements to the LTU athletic fields, would require extension of the shared use pathway by LTU along the Northwestern Service Drive. Accordingly, in lieu of LTU installing the required shared use pathway as required by approved PSP 17-0002, and potential required future extension thereof, LTU has agreed to financially participate in the Project in accordance with the terms hereof.

Based on the estimated costs as set forth in section 2 hereof, the parties agree that Southfield has applied for and been awarded a SEMCOG FY 2019 Tap Award grant (the "TAP Grant") in the amount of \$455,378.00 toward the \$758,904.00 construction costs. The balance remaining to construct the Project is

estimated at \$303,526.00 after deduction of the TAP Grant funds (the "Local Match"). Southfield agrees to pay an amount not to exceed \$150,000.00 of the Local Match, using funds made available to Southfield by the City Centre Advisory Board and LTU agrees and commits to pay and reimburse to Southfield the balance of the required Local Match funds. Additionally, LTU agrees to pay and reimburse to Southfield 100% of the Project Engineering costs incurred by Southfield which shall be inclusive of design, and contract and Project inspection, management and administration. Southfield will select the Project engineering firm with input and advice from LTU.

LTU's share of the Local Match as set forth above shall be due and payable concurrent with Local Match payments required of Southfield to MDOT as the Project progresses. Upon an invoice for payment by MDOT to Southfield, Southfield shall invoice LTU for its share of the Local Match amount invoiced by MDOT (after deducting the appropriate proportional share of Southfield as set forth above). LTU shall pay such invoice from the City within thirty (30) days of its receipt thereof.

LTU's reimbursement of the Project Engineering costs as set forth above shall be paid by LTU to Southfield upon and within thirty (30) days of an invoice submitted by Southfield to LTU reflecting the total and actual Engineering costs paid with respect to the Project; provided, however, Southfield shall have the option to invoice LTU monthly for reimbursement of Project Engineering costs as the Project progresses concurrent with and in such amounts as payments made by Southfield to the Project engineering firm.

4. Additional Southfield Commitments:

Southfield agrees to enter into a contract with the Michigan Department of Transportation ("MDOT") for construction of the Project, subject to the financial and other commitments of both parties as set forth herein.

5. Additional LTU Commitments:

LTU will provide at no cost or expense easements necessary and required for construction and installation of the Project. Additionally, LTU shall be solely responsible, at its cost and expense, for undertaking routine maintenance of the Project (including without limitation, sweeping, snow removal, deicing, lawn cutting, etc.) following construction thereof, for the design life of the Project as determined by MDOT, in accordance with maintenance requirements and conditions imposed by MDOT.

Maintenance of the Project other than routine maintenance (as reflected above) shall be as mutually agreed to by and between the parties.

6. **Expenses:** The parties will each bear their own expenses incurred by them in preparation of this Agreement and the transactions contemplated by them, and each party shall be responsible for the acts, errors, and omissions of their respective employees, agents, officials, and contractors.
7. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which together will be one and the same instrument. Copies (facsimile, photostatic or otherwise) of signatures to this letter of intent will be deemed to be originals and may be relied on to the same extent as the originals.
8. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, without regard to any conflict of law provisions.
9. **Boilerplate:** This Agreement, together with any affixed exhibits, constitutes the entire understanding between the parties with respect to the subject matter of this Agreement and supersedes any prior discussions, negotiations, agreements, and understandings. Whenever possible, each provision of this Agreement will be interpreted in such a way as to be effective and valid under applicable law. If a provision is prohibited by or invalid under applicable law, it will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. The terms of this Agreement may not be varied or modified in any manner, except in a subsequent writing executed by an authorized representative of both parties.

SOUTHFIELD

THE CITY OF SOUTHFIELD,
a Michigan municipality

By: _____

Print Name: Kenson Siver

Its: Mayor

Dated: _____

LTU:

LAWRENCE TECHNOLOGICAL
UNIVERSITY,
a private university

By:  _____

Print Name: LINDA L HEIGHT

Its: VP Finance + Administration

Dated: 9/13/18 _____

By: _____

Print Name: Sherikia L. Hawkins

Its: City Clerk

Dated: _____



EXHIBIT A

Transportation Alternatives Program (TAP)
Funding Conditions for Implementation

Funding Condition

Transportation Alternatives Program (TAP) funding is conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the conditional commitment, supporting documentation, as well as fund availability. Federal transportation funding could be subject to congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of TAP funding that Congress has authorized for expenditure is provided on a first come, first served basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps typically include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and matching funds.

Nonmotorized Funding Condition:

This project must be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 2012 edition. The standards for off-road trails include a minimum 10' width with a minimum of 2' clear zone on each side. The standards for bridges or boardwalks include a minimum 14' width between rub rails. In addition, bridges and boardwalks should meet a minimum H-10 design load rating. For roadways with no curb and gutter, the standards for on-road paved shoulders include a minimum 4' width facility on each side of the road. If parking is permitted, the standards for bike lanes include a minimum width of 5'. The project must also be designed and constructed in accordance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) and meet the spirit of the Americans with Disability Act.

Important Note on TAP Funding for Local Agencies

Federal TAP funds shall be applied to the eligible items of the total participating project cost up to the lesser of: (1) the TAP grant amount, or (2) an amount such that 80 - 81.85 percent, the maximum federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the participating project cost, after deduction of TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant. In addition to the limits mentioned above, TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

Implementation Requirement

This project must be let through the Michigan Department of Transportation (MDOT) Letting Process.

1001 Woodward, Suite 1400 • Detroit, Michigan 48226 • (313) 961-4266 • Fax (313) 961-4869 • semcog.org

Table with 8 columns listing board members: Phil Welpen (Chairperson, Oakland County), Donald Hubler (Fiscal Vice Chair, Secretary, Macomb ISD), Chris Barnett (Vice Chairperson, Supervisor, Orin Township), Mandy Groval (Vice Chairperson, Supervisor, Pittsfield Township), Brenda Jones (Vice Chairperson, President, Detroit City Council), Eric Sobro (Vice Chairperson, Treasurer, Wayne County), Robert Clark (Immediate Past Chair, Mayor, City of Monroe), Kathleen Lopjako (Executive Director).

**RESOLUTION OF SUPPORT
SOUTHFIELD CITY CENTRE**

February 13, 2018

WHEREAS: In the new economy or the "knowledge economy", knowledge workers or the creative class (young professionals) prefer to rely for mobility upon walking, biking and mass transit: Many won't consider living anywhere but a walkable, bikeable community; and,

WHEREAS: A region's and city's ability to compete depends as much upon its ability to attract these young, educated and often-entrepreneurial workers as it does upon recruiting corporate investment; and,

WHEREAS: The Transportation Alternatives Program (TAP) is a competitive program providing federal funding for specific eligible activities that enhance the transportation system, promotes alternative transportation options and increase the quality of life in a vibrant community; and,

WHEREAS: The TAP grant specifically provides funding for *pedestrian and bicycle facilities, including shared-use paths*; and,

WHEREAS: The City of Southfield adopted a *Non-Motorized Pathway & Public Transit Plan* on March 19, 2012 and the Southfield City Centre Board adopted the *Southfield City Centre Non-Motorized and Transit Sub-Area Plan* on April 9, 2013, both supporting a *shared-use* pathway along the M-10 corridor; and,

WHEREAS: Sustainable communities are places that balance their economic assets, natural resources, and social priorities so that residents' diverse needs can be met now and in the future. These communities prosper by attracting and retaining businesses and people and offering individuals of all incomes, races, and ethnicities access to the opportunities, services, and amenities they need to thrive; and,

WHEREAS: The City of Southfield adopted *Sustainable Southfield* Master Plan in June 2016, which identified development of pedestrian and bicycle facilities as a top priority, including non-motorized pathways along the M-10 corridor from Berg Road to Eight Mile; and,

WHEREAS: The City of Southfield and Lawrence Technological University (LTU) have strived to establish a "Town and Gown" partnership; and,

WHEREAS: The City of Southfield desires to compete in the FY 2018 funding cycle for the TAP and partner with Lawrence Technological University (LTU) to install a *shared-use*

pathway, boardwalk and pedestrian bridge on southbound Northwestern Service Drive from Civic Center Drive to Ten Mile Road, adjacent to LTU, in the City of Southfield; and,

WHEREAS: The goal of the Southfield City Centre is to “*Create and maintain a vibrant, pedestrian friendly 24/7 mixed-use environment.*” within the City Centre District; and,

WHEREAS: The City Centre Advisory Board, established in 1994, has an annual Special Assessment District (SAD), to make infrastructure improvements, hire consultants, foster economic development and provide events to attract and retain residents, employees and visitors to the City Centre District; and,

WHEREAS: The CCAB has proactively utilized these SAD funds in the development, promotion and maintenance of the City Centre area. Examples of the use of these funds include: (1) Placemaking through capital investment in pedestrian amenities (i.e. benches and trash receptacles, decorative crosswalks, wayfinding signage, public art installations, sidewalk infill and new pathways, enhanced bus stop shelters, District gateways, and landscape maintenance and beautification within the District); (2) Marketing of businesses and events through social media and the creation and maintenance of the Southfield City Centre website; (3) Promotion of special events in the District (i.e. food trucks, concerts, 5K Race, etc.); and (4) Economic development initiatives, special reports and studies, and contracting professional services; and,

WHEREAS: On June 12, 2017, the City of Southfield approved Special Assessment P-1174 (FY2017-2022) to provide the City Centre Advisory Board with an annual budget for five fiscal years to continue its operations and maintenance, and promotional and development activities within the City Centre District. A special assessment of \$0.05 per square foot of gross non-residential building area in the district for each of the next five fiscal years commencing July 1, 2017 thru June 30, 2022 and will generate an operating budget of approximately \$500,000 each fiscal year for use by the Board; and,

WHEREAS: The Southfield City Centre Advisory Board sponsored a bike share program in 2017-2018, including seven bike stations and 29 individual bikes; and,

WHEREAS: The Southfield City Centre Advisory Board funded the construction of a new *shared-use* pathway in 2016-2017 along northbound Northwestern Service Drive from Civic Center Drive to Corporate Drive; and,

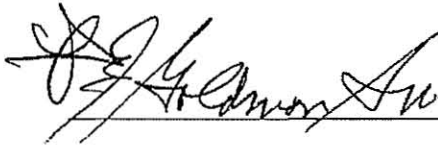
NOW THEREFORE BE IT RESOLVED: That the Southfield City Centre Advisory Board hereby supports and approves the submission of a Transportation Alternative Program grant application to provide an additional *shared-use* pathway, boardwalk and pedestrian bridge on southbound Northwestern Service Drive from Civic Center Drive to Ten Mile Road, adjacent to LTU, in the City of Southfield.

BE IT FURTHER RESOLVED: That the Southfield City Centre Advisory Board authorizes that local matching funds from their Special Assessment District in the amount of \$150,000 be provided as follows: FY 2017/18 \$50,000; FY 2018/19 \$50,000 and FY 2019/20 \$50,000.

Motion by: SUARDINI / Supported by: STEVENS Approved: 9-0

AYES: BURLINGAME, Goldman - Spinner, Millard, Nowakowski, Peterson (KEN), PETERSON (KIM), SIVER, STEVENS & SUARDINI

NAYES: NONE; ABSTAIN: HEIGHT EXCUSED: JAWAD

 02/13/18

Paula Goldman-Spinner, Chair Date

 2/13/18

Linda Height, Secretary Date



Linda L Height

248-204-2159
lheight@ltu.edu

February 13, 2018

Mr. Terry Croad, AICP, ASLA
Director of Planning
City of Southfield
26000 Evergreen Road
Southfield MI 48037

Dear Terry,

It is my pleasure to submit this letter of financial commitment from Lawrence Technological University. This commitment relates specifically to the application of the TAP grant.

Lawrence Tech will provide a match of approximately \$150,000 - \$175,000 for construction costs and will reimburse the City of Southfield for Engineering design, construction management, and contract administration estimated at a total of 25% (approximately \$190,000) of the actual construction costs.

The costs for this project will likely be spread over multiple fiscal years, and will be subject to the City receiving and accepting the TAP grant. If the grant is awarded, a Memorandum of Agreement between the City and Lawrence Tech for the actual financial commitment will be required at that time.

If you have any further questions, please contact me.

Sincerely,

Linda L Height
VP Finance & Administration



Linda L Height

248-204-2159
lheight@ltu.edu

February 16, 2018

Mr. Terry Croad, AICP, ASLA
Director of Planning
City of Southfield
26000 Evergreen Road
Southfield MI 48037

Dear Terry,

It is my pleasure to submit this letter of financial commitment from Lawrence Technological University. This commitment relates specifically to the application of the TAP grant.

Lawrence Tech will provide routine maintenance (i.e. sweeping, snow removal, deicing, lawn cutting, etc.) on the bike path. Under our contractual relationship with Aramark to provide facilities and grounds services, the addition of the bike path is estimated to cost \$5,800 annually.

If you have any further questions, please contact me.

Sincerely,

Linda L Height
VP Finance & Administration

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Dear Sirs and Mesdames:

Background: The Michigan Indigent Defense Commission (MIDC) was created by State legislation in 2013 after an advisory commission recommended improvements to the state's legal system. The MIDC works to ensure the state's public defense system is fair, cost-effective and constitutional while simultaneously protecting public safety and accountability. The MIDC is required by statute to develop and implement minimum standards for those providing indigent defense services and to collect data, support compliance, administer grants, and encourage best practices to accomplish their mission. The first four MIDC standards approved by the Department of Licensing and Regulatory Affairs cover training and education of counsel, the initial client interview, use of investigation and experts, and counsel at first appearance and other critical stages.

Although these standards affect operations of the 46th District Court, they are imposed on the City as the funding unit, rather than on the court and fall under the responsibility of City Administration. Over the past year and half, Administration, Finance and Legal have been working with the 46th District Court and the MIDC to develop and submit a compliance plan for these first four standards. Additionally, the City was required to submit a cost analysis of direct indigent defense system activities under these standards. The City, with the help of the Court, submitted the compliance plan late last fall and received final approval in April of this year.

The total cost to the City of implementing these standards in the initial year is estimated at \$507,551 and requires a local match of \$81,000. The local match is determined utilizing a formula based on historical unreimbursed assigned counsel costs of the court. The local match amount is included in the 46th District Court fiscal 2018-2019 budget approved by Council and does not represent an additional cost to the City.

Total year-one MIDC grant funding approved across the state was \$79,487,139.14 with \$422,681.00 approved for the City of Southfield. The State will begin disbursing funding on or about October 15, 2018 with full compliance with the standards expected within 180 days thereafter.

Honorable Mayor and Council

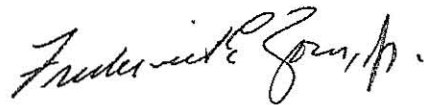
Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Page 2

Fiscal Impact: The fiscal impact to the City is neutral as the local share is based on currently budgeted expenditures and any additional costs under this mandate are reimbursable from the State in accordance with the terms of the approved cost analysis and grant.

Recommendation: This office therefore respectfully requests that your Honorable Body adopt the attached resolution authorizing the Mayor and City Clerk to sign the grant agreement with the State, pending review and approval of the City Attorney's Office as to form. If there is consensus on this item it will be placed on the consent agenda.

Respectfully submitted,



Frederick E. Zorn Jr., CECD
City Administrator

RECOMMENDED RESOLUTION:

WHEREAS: The State of Michigan has mandated compliance with the Michigan Indigent Defense Commission Standards 1-4 as approved by the Department of Licensing and Regulatory Affairs; and

WHEREAS: The City of Southfield has a Department of Licensing and Regulatory Affairs approved Compliance Plan including a Cost Analysis totaling \$507,551; and

WHEREAS: State funding to the City of Southfield in the amount of \$422,681 has been approved by the State of Michigan Department of Licensing and Regulatory Affairs; therefore

BE IT RESOLVED: That the Southfield City Council does hereby authorize the City to enter into a Grant Agreement with the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs for the purposes of implementing Standards 1-4 of the MIDC as mandated by the State; and

Honorable Mayor and Council

Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Page 3

BE IT FINALLY RESOLVED: That the Mayor and the City Clerk are authorized to sign all documents related to the grant agreement on behalf of the City, following review and approval as to form by the City Attorney's Office.

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Vacant Schools within the City of Southfield (former John Grace School, former McKinley Elementary School)

Dear Sirs and Mesdames:

Mayor Kenson Siver, in his role at the Southfield Non-Profit Housing Corporation (SNPHC), would like to make a brief presentation regarding vacant school properties within the City of Southfield.

In particular, he will address the former John Grace School, located at 21030 Indian St., and McKinley School, located at 18330 George Washington Dr., which SNPHC currently has under option to purchase.

Respectfully submitted,



Frederick E. Zorn Jr., CEcD
City Administrator

September 24, 2018

Honorable Council
Municipal Building
Southfield, Michigan

Re: City Attorney Appointment

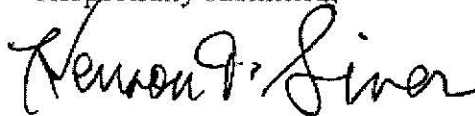
Dear Sirs and Mesdames:

Pursuant to City Charter Section 5.5 (b), it is the duty of the Mayor to appoint a City Attorney, with the approval of City Council. The position of City Attorney is a key position in our organization, responsible for providing advice and counsel to your Honorable Body, other elected officials, and City staff; directing the functions of the City Attorney's office, including conducting all legal cases; preparing all ordinances and contracts; and all other functions as directed by the City Charter and the City Council.

After the retirement announcement of City Attorney Susan Ward-Witkowski earlier this year, the City conducted a search for a new City Attorney. About a dozen applications were received, and two very qualified candidates were interviewed by a panel consisting of senior City staff, two of our outside consulting attorneys, and me.

My selection for the new City Attorney is Elizabeth (Beth) Rae O'Donnell. Beth previously worked for the City of Southfield as an Assistant City Attorney for 23 years; she left in 2013 to pursue an opportunity to provide legal counsel to multiple public-sector and community college clients as an attorney with an outside law firm. She is well versed in municipal law, labor negotiations, risk management, conducting legal research and providing guidance to governing bodies. She has chaired the City of Farmington Hills' Planning Commission and served recently on their Library Board. Ms. Rae-O'Donnell's appointment will be pursuant to an Employment Agreement, setting her salary at \$120,000, with other terms and benefits as standard for Contractual/Management employees. I have conferred with the City Administrator, and determined that this position is budgeted and that funds are provided for this appointment. Her appointment will be contingent upon successful completion of an updated background investigation, covering the years since her departure from Southfield employment. She is available to commence employment on September 27, 2018.

Respectfully submitted,



Kenson J. Siver
Mayor

RECOMMENDED RESOLUTION:

RESOLVED: That City Council hereby approves the Mayor's appointment of Elizabeth Rae O'Donnell to the position of City Attorney in accordance with Section 5.5(b) of the City Charter, effective September 27, 2018, at an annual salary of \$120,000, and authorizes the Mayor and City Clerk to sign the Employment Agreement, with other terms and conditions as provided to Contractual/Management employees.

September 24, 2018

Honorable City Council
Municipal Building
Southfield, Michigan

Re: Presentation of Joint Resolution – Southfield Supports Age-Friendly Michigan Designation

Dear Sirs and Mesdames:

Mayor Kenson Siver and Council President Daniel Brightwell will present a joint resolution supporting and encouraging the Governor to join the AARP Network of Age-Friendly Communities to obtain the designation as an Age-Friendly State for Michigan.

Age-Friendly communities have walkable streets, housing and transportation options and access to key services for residents. The AARP Network of Age-Friendly Communities encourages cities, towns and counties to pay attention to environmental, economic and social factors that influence the health and well-being of older adults.

Respectfully submitted,

A handwritten signature in black ink that reads "Kenson J. Siver". The signature is written in a cursive style with a large, stylized initial 'K'.

Kenson J. Siver
Mayor

KJS:sr

Resolution Southfield Supports Age-Friendly Michigan Designation

WHEREAS, one in three Americans is age 50 or older; by 2030, one out of every five people in the United States will be 65 or older;

WHEREAS, age-friendly communities have walkable streets, housing and transportation options, access to key services and opportunities for residents to participate in community activities;

WHEREAS, research shows that older Americans overwhelmingly want to remain in their homes and communities as they age; and

WHEREAS, AARP is an affiliate to the World Health Organization's (WHO) Global Age-Friendly Cities program and has developed the AARP Network of Age-Friendly Communities to encourage and promote public policies that support healthy aging and thereby improve the health, well-being and quality of life for older Americans; and

WHEREAS, the AARP Network of Age-Friendly States and Communities encourages states, cities, towns and counties to work within "The 8 Domains of Livability" by increasing attention to (1) outdoor spaces and buildings; (2) transportation; (3) housing; (4) social participation; (5) respect and social inclusion; (6) civic participation; (7) communication and information; (8) community and health services; and

WHEREAS, the WHO and AARP have noted that "making cities and communities Age-Friendly is one of the most effective policy approaches for responding to demographic aging," and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Southfield, hereby join AARP Michigan and others in supporting and encouraging the Governor of the State of Michigan to apply to join the AARP Network of Age-Friendly Communities to earn Michigan the designation as an Age-Friendly State.

BE IT FURTHER RESOLVED, that we, the Mayor and Council of the City of Southfield, County of Oakland, State of Michigan, do hereby declare:

"Southfield – an Age-Friendly City"

Dated this 24th day of September 2018.

Kenson J. Siver, Mayor

Daniel Brightwell, Council President

Lloyd C. Crews, Councilman

Michael Mandelbaum, Pres. Pro Tem

Donald F. Fracassi, Councilman

Myron A. Frasier, Councilman

Tawnya Morris, Councilwoman

Linnie Taylor, Councilwoman

September 24, 2018

Honorable Council
Municipal Building
Southfield, Michigan

Re: City Attorney Appointment

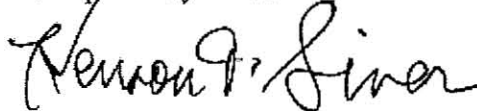
Dear Sirs and Mesdames:

Pursuant to City Charter Section 5.5 (b), it is the duty of the Mayor to appoint a City Attorney, with the approval of City Council. The position of City Attorney is a key position in our organization, responsible for providing advice and counsel to your Honorable Body, other elected officials, and City staff; directing the functions of the City Attorney's office, including conducting all legal cases; preparing all ordinances and contracts; and all other functions as directed by the City Charter and the City Council.

After the retirement announcement of City Attorney Susan Ward-Witkowski earlier this year, the City conducted a search for a new City Attorney. About a dozen applications were received, and two very qualified candidates were interviewed by a panel consisting of senior City staff, two of our outside consulting attorneys, and me.

My selection for the new City Attorney is Elizabeth (Beth) Rae O'Donnell. Beth previously worked for the City of Southfield as an Assistant City Attorney for 23 years; she left in 2013 to pursue an opportunity to provide legal counsel to multiple public-sector and community college clients as an attorney with an outside law firm. She is well versed in municipal law, labor negotiations, risk management, conducting legal research and providing guidance to governing bodies. She has chaired the City of Farmington Hills' Planning Commission and served recently on their Library Board. Ms. Rae-O'Donnell's appointment will be pursuant to an Employment Agreement, setting her salary at \$120,000, with other terms and benefits as standard for Contractual/Management employees. I have conferred with the City Administrator, and determined that this position is budgeted and that funds are provided for this appointment. Her appointment will be contingent upon successful completion of an updated background investigation, covering the years since her departure from Southfield employment. She is available to commence employment on September 27, 2018.

Respectfully submitted,



Kenson J. Siver
Mayor

RECOMMENDED RESOLUTION:

RESOLVED: That City Council hereby approves the Mayor's appointment of Elizabeth Rae O'Donnell to the position of City Attorney in accordance with Section 5.5(b) of the City Charter, effective September 27, 2018, at an annual salary of \$120,000, and authorizes the Mayor and City Clerk to sign the Employment Agreement, with other terms and conditions as provided to Contractual/Management employees.

REGULAR MEETING
OF THE COUNCIL
CITY OF SOUTHFIELD

August 27, 2018

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REGULAR MEETING
OF THE COUNCIL
CITY OF SOUTHFIELD
MINUTES
August 27, 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, Lloyd Crews, Donald Fracassi, Myron Frasier, Michael Ari Mandelbaum, Tawnya Morris and Linnie Taylor. EXCUSED: Michael Ari Mandelbaum and Tawnya Morris. ALSO PRESENT: Mayor Kenson Siver, City Clerk Sherikia L. Hawkins, City Administrator Frederick Zorn, and Acting City Attorney Dawn King. There being a quorum, Council was in session.

**** Franklin Athletic Club Discussion

City Planner Terry Croad and the general contractor discussed improvements to be made to the outside of the Franklin Athletic Club. The improvements would be to the outside which is currently wood and replacing it with modern materials. Franklin Athletic Club would also like to put up metal siding panels. These upgrades would have to be modified through the Oakland County Circuit Court after Council's approval.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda portion of the agenda.

**** Appointment of Deputy Treasurer

The City of Southfield's current Deputy Treasurer, Kathleen Hicks will be retiring in September 2018. Kathy has been a city employee for almost 29 years, and her expertise and calm demeanor have been invaluable in the position of Deputy Treasurer.

Recently, the City received the application of Allyson Bettis, a resident of Southfield and the current City Clerk/City Treasurer for Garden City, Michigan. While Allyson was initially inquiring about other opportunities with the City of Southfield, the City quickly realized that her background and experience made her an exemplary candidate for the position of Deputy Treasurer.

It is recommended that Council appoints Allyson Bettis as Deputy Treasurer. Ms. Bettis has been with Garden City for over twenty years, and in her current role serves as the Chief Financial Officer of the city. She has previously worked for the City of Oak Park as Deputy Treasurer, and the City of Highland Park as the Income Tax Administrator. She has a BS in Business Administration from Wayne State University, as well as an MBA from the University of Detroit Mercy.

It is recommended that Ms. Bettis be appointed at the starting salary of \$77,500 in Management Group Grade N, with eligibility for a 5% wage increase following successful completion of the six-month job introduction period. This appointment would include the regular Tier II Management Group benefit package, as set by the City Council.

Discussions ensued between Council and there was a consensus of the Council to place this item under the appointment portion of the agenda for approval.

**** Appointment to Southfield Joint LDFA Authority

The City of Southfield brought forward the appointment of Austen Michaels to the Southfield Joint LDFA Authority

Mr. Michaels is the Fiscal Services Director for City of Southfield, and is a member of the City Administrator's Core Management team. The Fiscal Services Director serves also to provide seasoned guidance and expertise necessary in strategic planning for all municipal operations. If confirmed by Council, Mr. Michaels's term of service will be effective through August 27, 2023.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda portion of the agenda.

**** Discussion of Apartment Inspection Fees

On March 26, 2018, the City Council approved and adopted an apartment inspection ordinance (Chapter 105 of the City Code). Section 8.707 of the Ordinance states that the registration, inspection, and related fees involved in the City's administration and enforcement of the ordinance would be established by City Council by resolution. The Building Department has now completed a detailed study of the anticipated costs which will be incurred by the department in the administration and enforcement of the ordinance.

This matter was reviewed by the Legislative Committee on August 21, 2018 at which time there was consensus of the committee to move forward to the full Council for consideration.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda portion of the agenda.

**** Approval of Extension of Northland Listing Agreement with Friedman Brokerage Company

On May 22, 2017, City Council approved entering into a commercial listing agreement with Friedman Brokerage Company ("Friedman") relative to the Northland Property. The agreement provided that Friedman would seek interested, qualified buyers to purchase the Northland property, or parcels therein, as well as provide marketing and consulting services. Under the original contract, the City paid Friedman a monthly marketing fee of \$3,183; a monthly consulting fee of \$4,167 (10% of which was credited back to the City upon the sale of any property parcel), plus a brokerage fee for a sale of any parcel. The annual fixed sum payable to Friedman amounted to \$88,200.00. The agreement was for a one-year period expiring on July 31, 2018. Thereafter, on July 30, 2018, City Council approved a 60-day extension of the listing agreement with Friedman during which time Friedman engaged in developing a new cost structure proposal to the City which will focus more on the consulting portion of the services, as well as the continued listing of the property for sale. Friedman has now submitted a proposal for a one-year extension agreement on new terms consisting of the following fixed monthly sums (as well as the applicable brokerage fee on the sale of any parcel, as identified within the original contract):

Marketing: \$1,500
Consulting: \$5,000

The new Friedman cost proposal would amount to a total annual fixed sum of \$78,000.00, which is an annual savings of \$10,200.00 to the City. Friedman has based its proposal on a decrease in their time devoted to marketing; but an increase in time commitment in providing consulting services, which include extensive meetings with the City and DDA staff, as well as weekly telephone conferences with prospective purchasers and developers.

Friedman has worked diligently on the proposals by PMB and Edward Rose regarding potential acquisition of parts of the Northland property, and staff is recommending that the listing agreement with Friedman be extended in accordance with the new proposal submitted by Friedman.

It is recommended that Council adopt the resolution approving a one-year extension of the current commercial listing agreement with Friedman Brokerage Company relative to the Northland property, and authorizing the Mayor and City Clerk to sign an extension agreement on behalf of the City, upon review and approval by the City Attorney.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda portion of the agenda.

**** Credit Card Policy

On July 8, 1996, Council adopted a Credit Card Policy for conducting City of Southfield business in compliance with Michigan Public Act 266 of 1995, MCLA 129.243, et seq. Since that time, credit card usage for City business has expanded and evolved with the current nature of electronic business. The suggested revisions to the existing policy are an effort by Administration to enhance user accountability, increase security, and increase efficiencies in purchasing and reporting.

The proposed revisions were previously presented to the Council Finance Committee. It was the consensus of the Committee to bring the proposed policy to Council for approval.

Enumerated below are the key proposed changes:

1. New users shall be jointly authorized by the City Administrator and Fiscal Services representative.
2. Clarification of allowable expenditures in accordance with existing City policies.
3. Clarification on required documentation of valid business expenses.
4. Protection and custody of the credit card is expanded to the digital realm; credit card data is not permitted to be stored on external servers, websites, etc.
5. Addition of a Cardholder User Agreement to be signed by all City credit card holders, acknowledging their responsibilities under the Credit Card Policy.
6. Recovery of any unauthorized charges, interest, and late fees through payroll deduction.
7. Penalties for misuse of the City credit card up to and including revocation of credit card privileges and/or disciplinary action.

The proposed changes increase accountability and efficiency in procurement and reporting in accordance with existing City policies.

Discussions ensued between Council and there was an agreement to add Deputy City Administrator designated (in absence of City Administrator) for credit card issuance, accounting, monitoring, setting individual credit limits, retrieval and overall compliance with the credit card policy.

There was a consensus of the Council to place this item under the consent agenda portion of the agenda with the above agreement.

**** Authorization of Contract for Vision Insurance Services with Blue Cross Blue Shield, MI

The City of Southfield offers a comprehensive benefit package to career employees, including medical, dental, and vision insurance coverages. Coverage can include the employee and certain eligible dependents

For over 30 years, our vision insurance coverage has been provided by Aetna, under what was originally set up under a then-typical "usual and customary" coverage format. Over the years, this format has been replaced in the industry by a payment schedule, which has less variation and more transparency. As a result, Aetna has been unable to effectively administer our vision insurance benefits, and we have experienced significant challenges and administrative hurdles in providing the correct vision benefits to our covered employees and retirees. Recently, Aetna acknowledged its inability to properly administer this plan, and indicated that they will terminate the plan by the end of this year.

Through our benefits consultants, we have researched and selected Blue Cross Blue Shield of Michigan's (BCBSM) vision plan "Blue Vision" as the replacement vision insurance provider. This plan is widely used and has a very robust suite of benefits. When serviced by a network provider (subject to program rules), benefits include full coverage for an eye exam, a \$250 allowance for eyeglasses, and a \$250 allowance for contact lenses. Covered employees and retirees will benefit from having a vision insurance plan that is widely accepted, and without the coverage uncertainties of the Aetna vision plan.

Because it takes several weeks to implement the new plan, we are proposing that the new BCBSM vision plan be effective October 1, 2018 for the non-union, retired, and Police Command employees. We will work toward agreement with our other bargaining units to transition to the BCBSM vision coverage prior to January 1, 2019, when the Aetna vision program will terminate.

As both the Aetna and BCBSM vision insurance programs are self-insured, the city has and will pay the claim costs plus administrative fees for this benefit. While the actual fiscal impact will depend on the claims submitted and properly paid, the monthly illustrative rates for the BCBSM vision plan is as follows: Single: \$9.92; Two Person: \$19.84; Family: \$32.94; Comp: \$8.03

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda portion of the agenda.

**** Authorization to Purchase 100-Foot Ladder Truck and Four (4) Fire Engines

At the City Council meeting on April 16, 2018, Council unanimously approved the FY2017/18 – FY2022/23 Capital Improvement Program (CIP) submitted by the Planning department, reviewed by the Council Finance Committee, and recommended by the Planning Commission. Included in the CIP were five replacement fire trucks; one ladder truck and four engine pumpers. The five front-line engine pumpers currently in use by the Fire Department have all exceeded their estimated useful lives of 100,000 miles. Two engine pumpers, Engine #1 and #4, have reached their estimated service life of ten years and Engines #2, #3, and #5 will reach ten years of service in the current fiscal year. Due to their age and use, these engines require more frequent repairs and out-of-service time. The department's lone aerial device, a 2002 Sutphen 100ft. fire truck, currently has approximately 60,000 miles on it. When this aged truck is down for repairs and maintenance, Southfield Fire has no other aerial device or ground ladders above 24 ft., which forces the department to depend on our Fire Department mutual aid partners to assist. In accordance with the CIP, Engines #1 and #4 were scheduled for replacement in FY2018 and Engines #2, #3, and #5 were scheduled for replacement in FY2020. Engine #4 was scheduled to be replaced with a ladder truck to supplement the 2002 Sutphen. Replacing these vehicles will reduce maintenance costs of our front-line rigs and provide dependable back-up rigs when front-line rigs are removed from service for preventative maintenance cycles. The additional ladder truck will also improve the Fire department I.S.O. score for community insurance purposes.

On May 21, 2018, Council authorized staff to seek pricing to purchase two pieces of fire apparatus; one new 100 ft. ladder truck and one new fire engine. The Purchasing department identified a cooperative purchasing agreement through Sourcewell Cooperative Purchasing Advantages (Formerly NJPA) from E-One, Inc, of Ocala, Florida through their authorized Michigan dealer, West Shore Fire, Inc. of Allendale, MI.

The purchase price for one ladder truck is \$886,671 and the price of each engine pumper is \$505,046. Based on discussion with the vendor, purchase prices will increase by 4.5% on September 18th and lead time on the vehicles is approximately 345 days from the date of order. Given this potential cost increase and time horizon, we are requesting Council to authorize the replacement of all five engines to lock in current pricing and to ensure delivery within the scope of the approved CIP. Delivery will be expected in the early part of fiscal 2020 with payment expected two weeks after delivery.

These purchases total \$2,906,855. Funding is available in the Equipment Revolving Fund Account 666-1773. Additionally, the Fire Department has budgeted to contribute \$750,000 to the Revolving Fund in the 2018-19 year and will request Council approve additional contributions in subsequent years to cover equipment replacement costs.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda position of the agenda.

**** Authorization to Purchase Replacement Vehicle for the Fire Department

Council gave authorization within the 2018-19 budget to purchase two replacement vehicles for the Fire Department. Accordingly, we are asking for Council approval to purchase these vehicles through the Oakland County Cooperative Purchasing Program and the MiDeal Purchase Contract. Using these cooperative contracts provides the City with the most advantageous fleet pricing by combining its requirements with those of other public agencies in Oakland County and throughout the State.

Each of the proposed replacement vehicles has been reviewed in terms of mileage and repair history. In addition, each task was analyzed, and an appropriate vehicle was selected to meet the required function. The two replacement vehicles for the Fire Department will be housed at Fire Station 5 and are not take home vehicles.

Expenditures total \$100,000, and funding will be provided from the FY 2018-2019 Equipment Revolving Fund (Acct. #666-1773) as identified in the resolution.

Two vehicles recommended for replacement: A 2019 GMC 2500 HD totaling \$52,500 and a 2018 GMC 1500 totaling \$47,500 for a grand total of \$100,000. The trucks will be purchased from Todd Wenzel Buick GMC of Westland, Michigan. This recommendation is being made without competitive bidding in accordance with Chapter 8, Section 1.279 (3) of the City's Cod of Ordinances "... by contracting with or through another unit of government," namely the Oakland County Cooperative Purchasing Program and the MiDeal Purchase contract. If there is consensus by Council on this issue, this matter will be placed on the August 27, 2018 Consent Agenda.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda position of the agenda.

**** Authorization to Purchase Replacement Hurst Extrication Rescue Tool (Jaws of Life)

Council gave authorization within the FY 2018-19 budget to purchase an updated replacement set of Battery Operated Rescue Tools. Accordingly, we are asking for Council approval to purchase this Rescue Equipment from Apollo Fire Equipment of Romeo, MI.

The single set of rescue tools will replace the 2nd of 5 sets the Fire Department houses on their fire engines. The current tools are approximately 20 years old and powered by a separate gasoline engine driven power plant. The out dated tools attached to the power plant with hydraulic hoses, which are prone to oil leaks. The current design can cut new vehicle High Strength Steel while operationally similar to our previous units, are battery operated self-contained units. The new units are quicker to deploy and the individual cutter/spreader components can be operated concurrently allowing more expedient victim removal. These tools are primarily utilized for vehicle accidents, but also have other uses such as forcible entry into structures. The Fire department would like to purchase the same brand our members are currently trained and familiar with.

Expenditures total \$29,000 and funding will be provided from the FY 2018-19 Fire Department Operating Supplies Account (101-400-4005-49770) as identified in the resolution.

One set of rescue equipment replacement. This complete set will include the following components:

- Hurst E-draulic S788E2 Cutter Package
- Hurst E-draulic SP555E2 Spreader Package
- Hurst E-draulic R421E2 Ram Package
- Hurst E-draulic AC/DC Converter Package

The equipment will be purchased from Apollo Fire Equipment Romeo, Michigan. It should be noted that Apollo Fire Equipment is the sole source dealer for this equipment in our geographical region, and that we have previously used them to purchase of the same equipment in FY 17-18. Therefore, this office requests that Council approve the accompanying resolution authorizing these purchases in the total amount of \$29,000 as indicated. This recommendation is being made without competitive bidding in accordance with Chapter 8, Section 1.279 (1) of the City's Code of Ordinances "...no advantage to the city would result from requiring competitive bidding...". If there is a consensus of Council this item will be placed on the August 27, 2018 Consent Agenda.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda position of the agenda.

**** Discussion of Resolution Opposing Small Wireless Communications Legislative

The Legislative Committee is requesting Council consideration of a resolution supporting opposition of SB 0637 which is currently under consideration in the Michigan Senate. The bill would impose state regulation of small wireless communication facilities within the public rights of way.

Small cell communication telecommunication facilities are low powered cellular radio access nodes that operate as base stations, receiving and sending signals. Small cells typically have a range of fewer than two miles, and transmit less power than a remote radio unit or digital antenna system. This means that many small cells must be deployed for them to be effective. SB 0637 would grant telecommunication providers a number of rights, impose numerous obligations on the City, and significantly preempt City regulation of the placement of these facilities. In general, if passed into law by the legislature, the City would be severely preempted and limited in its ability to enforce its regulatory powers with respect to the location of these small cell facilities within the City's rights of way. Important considerations by the City in terms of requiring collocation of facilities on single poles to address the proliferation of poles, aesthetics issues associated with installing these facilities within the public rights of way (particularly in residential districts), and issues associated with establishing fiscal responsibility for removal of the facilities (including poles) and restoration of the right of way, would be severely limited and restricted by the passage of SB 0637.

Discussions ensued between Council and there was a consensus of the Council to place this item under the consent agenda position of the agenda.

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

A moment of silence was given for Senator John McCain and Aretha Franklin.

Next on the agenda was a presentation by Karen Schrock on behalf of the Commission on Senior Adults (COSA). Since January COSA has continued to address the needs of senior requests. COSA would like to enforce the request in making Michigan an age friendly state. Ms. Schrock invited Council to attend a community conversation and provide input. The next conversation is on September 12, 2018 at 6:00 p.m. in the Southfield Pavilion. COSA has monthly meetings, we are continuing the progress on an age friendly community, COSA participates in the age friendly task force and COSA has made their first report to AARP. COSA is continuing their effort in age friendly and helps provide education to the seniors regarding elections.

Next was the Presentation of Proclamation for Women's Equality Day. Mayor Siver presented the Proclamation to Roberta Cottman declaring "Women's Equality Day" in the City of Southfield. Women's Equality Day commemorates the passage of the 19th Amendment to the U.S. Constitution granting the right to vote to women.

Next the City Treasurer Irv Lowenberg recognized Deputy Treasurer Kathy Hicks on her announcement of retirement. Treasurer Lowenberg stated that Ms. Hicks has been a dedicated employee to the City of Southfield for 29 years. Ms. Hicks has been a role model and mentor and the City thanks her for her service. Treasurer Lowenberg provided a proclamation for appreciation to Deputy Treasurer Kathy Hicks and the City will miss Ms. Hicks professional expertise and friendship.

Next on the agenda was the appointment of Deputy Treasurer.

2018.223 Motion by Frasier; seconded by Taylor.

BE IT RESOLVED: That the City Council hereby approves the appointment of Allyson Bettis as Deputy Treasurer, at a starting salary of \$77,500 in Management Group Grade N, with eligibility for a 5% increase upon successful completion of the six-month job introduction period, at a date to be determined following completion of a background investigation conducted by the Southfield Police Department.

Motion passed.

Next on the agenda was the approval of the minutes for the Regular Meeting of July 30, 2018.

2018.224 Motion by Crews; seconded by Taylor.

RESOLVED: That Council does hereby approve the minutes of the Regular Meeting of July 30, 2018.

Motion passed.

Next on the agenda was the Consent Agenda.

Consent Item A. Appointment to Southfield Joint LDFA Authority.

2018.225 Motion by Crews; seconded by Frasier.

RESOLVED: That Council confirms the appointment of Austen Michaels to the Southfield Joint LDFA Authority with term of office expiring August 27, 2023.

Motion passed.

Consent Item B. Franklin Athletic Club Consent Item

2018.226 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: The City Council approves the Seventh Modification of the Consent Judgement originally entered in this cause with respect to the above matter and directs the Mayor and Clerk to sign on behalf of the City of Southfield, after review and approval by the City Attorney.

Motion passed.

Consent Item C. Resolution Establishing Administration and Enforcement Fees – Chapter 105

2018.227 Motion by Crews; seconded by Frasier.

BE IT HEREBY RESOLVED: That in accordance with Section 8.707, Fees, of Chapter 105 of the City Code, the City Council does hereby approve and adopt the fee schedule establishing the fees to be assessed by the City in the administration and enforcement of Chapter 105 of the City Code.

Motion passed

Consent Item D. Approval of Extension of Northland Listing Agreement with Friedman Brokerage Company.

2018.228 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That City Council does hereby approve a one-year extension of the commercial listing agreement with Friedman Brokerage Company relative to the former Northland Mall property, on the following items (in addition to the applicable brokerage fee on the sale of any parcel as identified within the original contract):

Monthly Marketing fee:	\$1,500
Monthly Consulting fee:	\$5,000

BE IT FURTHER RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the extension agreement with Friedman Brokerage Company on behalf of the City of Southfield, upon review and approval by the City Attorney.

Motion passed.

Consent Item E. Credit Card Policy

Council discussed and there was an agreement to add Deputy City Administrator designated (in absence of City Administrator) for credit card issuance, accounting, monitoring, setting individual credit limits, retrieval and overall compliance with the credit card policy.

2018.229 Motion by Crews; seconded by Frasier.

WHEREAS: The City of Southfield adopted a Credit Card policy in compliance with Michigan Public Act 266 of 1995, MCLA 129.243, et seq. on July 8, 1996 and;

WHEREAS: City Administration has identified a need to update the existing policy to reflect current business practices and the operating environment;

NOW THEREFORE BE IT RESOLVED: That the City Council does hereby adopt the following updated Credit Card Policy:

- a) Under direction of the City Administrator (or the Deputy City Administrator, in the Administrator's absence), the Director of Fiscal Services (or the Deputy Director of Fiscal Services, in the Directors absence) is designated as the position responsible for credit card issuance, accounting, monitoring, setting individual credit limits, retrieval and overall compliance with the credit card policy. New users shall be jointly authorized by the City Administrator and Fiscal Services representative.
- b) Any credit card issued to the City of Southfield may be used by an officer or employee of the City for official City business purposes only. The card may not be used for private expenses or to withdraw cash (cash advance). No regular operating costs (e.g. monthly telephone, internet, or utility bills, etc.) or capital expenditures shall be charged to a credit card. Credit card use shall be strictly limited and used to facilitate business transactions which routinely require a credit card number.
- c) An officer or employee using a credit card issued to the City shall submit documentation, as required by the financial review processes of the City, to validate the official City business purpose of all such expenditures. The cardholder is responsible for timely reconciling the monthly credit card statement and for providing adequate documentation for expenditures incurred prior to submitting for financial review and payment. Documentation must include a copy of the invoice or receipt that includes the payee name, date and amount of expenditure, and proof of payment, and must be accompanied by the business purpose for the expenditure. Expenditures for meals, meetings, training and education, travel or similar expenses must identify those involved in accordance with Internal Revenue Service guidelines.
- d) An officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the issuing agency and the Director of Fiscal Services if the credit card is lost or stolen. Protection and custody applies to the physical card as well as the specific account information; credit card data is not permitted to be stored on external servers, websites, etc. The cardholder is ultimately responsible for the safekeeping and appropriate use of the corporate credit card and must read and sign the City's Cardholder User Agreement acknowledging acceptance of this policy. Individuals who fail to adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.
- e) The corporate credit card is the property of the City, an officer or employee issued a credit card shall return the credit card to the City with a final reconciliation and receipts of all expenditures upon the termination of his or her employment or official service to the City.
- f) The internal controls, monitoring, accounting and payment of credit card charges shall be the same as those in place for noncredit card purchases of goods and services. Use of the Card is subject to the guidelines of the City's Corporate Credit Card, Travel Policies, and current City procurement processes and procedures.

- g) Payment of all credit card invoices is subject to the internal accounting controls and expenditure review process of the City.
- h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid within not more than sixty (60) days of the initial statement date. However, the cardholder shall be responsible for any late fees or accrued interest related to their use of the corporate credit card and shall reimburse the City through payroll deductions for such amounts.
- i) Unauthorized use of a credit card by an officer or employee of the City shall subject them to disciplinary measures consistent with law and the personnel policies of the City of Southfield up to and including termination of employment and/or prosecution. The City shall be entitled to recover any and all expenditures related to misuse of the credit card, including failure to timely reconcile cardholder expenditures, through payroll deductions for any unsupported amounts incorrectly claimed.
- j) Credit card arrangements currently exist with VISA and MasterCard to facilitate payment for various services provided by City departments including, but not limited to, Southfield Parks and Recreation programs, payment for database searches and other specialized services provided by the Library, and payments to the City for a tax, assessment, or fee in accordance with Public Act 280, of 1995, M.C.L.A. 129.221, et seq.

BE IT FUTHER RESOLVED: That the policy be effective immediately upon adoption and existing City credit card holders shall complete the requisite Cardholder User Agreement, acknowledging their responsibilities under such policy, within fourteen calendar days of adoption.

Motion passed.

Consent Item F. Authorization of Contract for Vision Insurance Services with Blue Cross Blue Shield, MI ("Blue Vision").

2018.230 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That the City Council does hereby approve the implementation of the BCBSM Vision Insurance Program, effective October 1, 2018, for all eligible non-union, retired, and Police Command Employees.

Motion passed.

Consent Item G. Authorization to Purchase 100-foot Ladder Truck and four (4) Fire Engines.

2018.231 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That Council does award the purchase of five fire apparatus "...by contracting with or through another unit of government," namely Sourcewell Cooperative Purchasing Advantages, in accordance with Chapter 8, Section 1.279 (3) of the City's Code of Ordinances to E-One, Inc, of Ocala, Florida through their authorized Michigan dealer, West Shore Fire, Inc. of Allendale, MI with expenditures totaling \$2,906,855.00. Funds are available in the Equipment Revolving Fund (Account 666-1773).

BE IT FURTHER RESOLVED: That Council authorize the Purchasing Department to dispose of two Fire Department reserve status Engines V-197 & V-198 and three Fire Department front line Engines (V-TBD upon delivery based on current maintenance history and needs) upon the receipt of the new vehicles in the manner most advantageous to the City and hereby directs the Mayor and City Clerk to execute any motor vehicle documents in connection therewith.

Motion passed.

Consent Item H. Authorization to Purchase Replacement Vehicle for the Fire Department.

2018.232 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That Council does hereby authorize the purchase of the following replacement vehicles for the Fire Department; Two GMC Sierra 4WD crew cab trucks totaling \$100,000. A 2019 GMC 2500 HD (\$52,500) and a 2018 GMC 1500 (\$47,500). The trucks will be purchased from Todd Wenzel Buick GMC of Westland, Michigan. This recommendation is being made without competitive bidding in accordance with Chapter 8, Section 1.279 (3) of the City's Cod of Ordinances "... by contracting with or through another unit of government," namely the Oakland County Cooperative Purchasing Program and the MiDeal Purchase contract with expenditures totaling \$100,000. Funds are provided in the 2018-19 Equipment Revolving Fund (Acct. #666-1773).

BE IT FURTHER RESOLVED: That Council authorizes the Purchasing Department to dispose of the two Fire Department vehicles (V-187 & V-191) upon the receipt of the new vehicles being replaced in the manner most advantageous to the City and hereby directs the Mayor and City Clerk to execute any motor vehicle titles in connection therewith.

Motion passed.

Consent Item I. Authorization to Purchase Replacement Hurst Extrication Rescue Tool (Jaws of Life).

2018.233 Motion by Crews; seconded by Frasier.

RESOLVED: That Council does hereby authorize the purchase of replacement Hurst E-draulics Rescue Equipment set (Jaws of Life) from Apollo Fire Equipment Company Romeo, Michigan. Expenditures will total \$29,000. This recommendation is being made without competitive bidding in accordance with Chapter 8, Section 1.279 (1) of the City's Code of Ordinances "...no advantage to the city would result from requiring competitive bidding..." Funds are provided in the FY 2018-19 Budget: Fire Department Operating Supplies Account (101-400-4005-49770).

BE IT FURTHER RESOLVED: That Council authorizes the Purchasing Department to dispose of the equipment being replaced in the manner most advantageous to the City.

Motion passed.

Consent Item J. Modification of Appointments to the Southeastern Oakland County Water Authority (SOCWA).

2018.234 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That the Council of the City of Southfield does hereby appoint Larry Sirls as representative and Leigh J. Schultz as alternate representative of the City of Southfield to the Board of Trustees of the Southeast Oakland County Water Authority for the fiscal year July 1, 2018 through June 30, 2019.

Motion passed.

Consent Item K. Discussion of Resolution Opposing Small Wireless Communications Legislation.

2018.235 Motion by Crews; seconded by Frasier.

WHEREAS: Regulation of the public right of way (ROW) is a fundamental power of the City, as a local government, to exercise on behalf of its residents.

WHEREAS: It is wholly appropriate for local governments to achieve such regulation through, among other things, license agreements.

WHEREAS: Through such agreements, local governments have the ability to, among other things:

- Require colocation of facilities on a single pole, which prevents the proliferation of poles.
- Require telecommunications companies to provide additional capacity for municipal uses, which is an essential component of these types of private uses of a public asset.
- Address the aesthetics of installations in the ROW outside of historic or residential districts (allowing for reasonable regulation of the form and design of the devices will force better engineering).
- Establish fiscal responsibility for removal of small cell facilities (including poles) and restoration of the ROW when the devices become functionally obsolete or inoperable.
- Requires free WIFI services in public areas, which is both a competitive and equity issue.

WHEREAS: SB 0637, if enacted into law, would severely preempt and therefore limit these regulatory powers.

WHEREAS: Increasing access to telecommunications services is a social equity priority that providers do not voluntarily meet unless required to do so by regulation. Accordingly, any deprivation of the City's regulatory power will exacerbate the "digital divide" separating its residents.

WHEREAS: Telecommunications providers move toward wireless communications and away from cable connections, the primary funding mechanism for local access television networks will evaporate, and transferring this source of income to emerging technologies that require use of a public access is wholly appropriate.

RESOLVED: The City Council of the City of Southfield opposes enactment of SB 0637 and directs the City Administrator to communicate the City's opposition to elected officials at the State government who represent the City's residents.

Motion passed.

Consent Item L. Purchase of High Speed Voting Equipment for Absentee Ballots

2018.236 Motion by Crews; seconded by Frasier.

BE IT RESOLVED: That Council authorizes the City Clerk to purchase the highspeed voting equipment for absentee ballots. Funding is provided in the Clerk's Office budget (Account No. 101-300-3002-49770) and shall not exceed \$88,155.00

Motion passed.

Next on the agenda was the Communications Portion.

Dubrae Newman, 1841 N. Perry, Pontiac, Michigan, not present.

Pamela Gerald, P.O. Box 155, Southfield, Michigan, stated her concerns with Southfield's involvement in the real estate and public art business.

Gerard Mullin, P.O. Box 155, Southfield, Michigan, spoke regarding Section 5.9 of the City Charter. This section pertains to the deputies of the City Clerk and Treasurer. Mr. Mullin questioned how can the deputy have two bosses and what boss is the superior. Mr. Mullin believes this part needs to be deleted from Section 5.9 of the City Charter.

Charlie Gilliam, P.O. Box 2443, Southfield, Michigan, recognized Aretha Franklin and how she felt so much for Southfield. Mr. Gilliam also recognized Police Chief Hawkins and thanked him for his service in Southfield; the City will miss him. Mr. Gilliam also spoke about the August 7, 2018 State Primary Election and thanked the City Clerk for all the hard work.

Mark, Braiker, 27355 Greenfield Road, Southfield, Michigan, thanked the City for the passing of Ordinance No. 1692. So many residents in apartments are not treated fairly by the management company. Mr. Braiker stated that he has waited for over two years for repairs in his apartment that he is finally receiving thanks to Ordinance No. 1692.

Fred Bunker, 24201 Garner, Southfield, Michigan, spoke about the letters received in 2014 about selling his property. Mr. Garner also spoke about the Beech Woods Hamlet Plan.

Stephanie Palmer, 30163 Spring River Drive, Southfield, Michigan, spoke regarding trash pick-up. GFL continues to drive on the wrong side of the street, drops trash, not picking up yard waste and clippings. There have been several requests by residents and Council members to improve their service which has been ignored.

Toby Rhodes, 17001 New Jersey, Southfield, Michigan, spoke regarding his concerns with the Southfield Police Department.

There being no further business, the Regular Meeting adjourned at 9:09 p.m., until the next Regular Meeting scheduled for Monday, September 17, 2018, at 6:00 p.m., in the Council Conference Room of the Municipal Building, 26000 Evergreen Road, Southfield, Michigan.

Daniel Brightwell, Council President

Sherikia L. Hawkins, City Clerk

nd

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Maintenance Contract for Equature Recording System

Dear Sirs and Mesdames:

Background: Historically, the Southfield Police Department has maintained an annual-agreement for the maintenance of the Public Safety Communications Center recording system with Equature (formerly DSS Corporation) of Southfield, MI. The current maintenance agreement expires October 31, 2018 and the department is seeking permission to enter into a five-year maintenance agreement with Equature. The agreement includes equipment upgrade and installation, software licenses, customer support, training, and 24x7 warranty support for the complete five-year term. The total five-year contract value is \$49,875, which does not include a one-time installation and shipping fee of \$750.00 for the first year.

Fiscal Impact: The proposed five-year maintenance agreement fee of \$49,875.00 will be paid on an annual basis, in the amount of \$9,975.00. The annual amount is flat to the previous agreement. Funds for this service are provided in the 2018-2019 Motor Pool Communications Contractual/Professional Outside Services budget (Account No. 661-460-4604-38180) and will be requested in subsequent budgets as Council may approve.

Recommendation: The sole distributor for this equipment is Equature of Southfield, MI. This company has successfully maintained the equipment since 2002. Therefore, it is recommended that Council award the five-year maintenance contract for the Equature recording system to Equature of Southfield, MI for the total contract cost of \$49,875.00. This contract will be paid on an annual basis in the amount of 9,975.00 beginning November 1, 2018 through October 31, 2023. The first-year payment will include a one-time installation and shipping fee of \$750. This recommendation is being made without competitive bidding in accordance with Chapter 8, Section 1.279 (1) of the City's Code of Ordinances, "Where the subject of the contract is not competitive and/or no advantage to the City would result from competitive bidding...". If Council consensus is in support of this agreement, this item will be placed on the consent agenda for formal approval later this evening.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

Honorable Mayor and Council
Maintenance Contract for Equature Recording System
Page 2

RECOMMENDED RESOLUTION:

BE IT RESOLVED: That Council does hereby award a five-year maintenance contract from November 1, 2018 through October 31, 2023, for the maintenance of the Equature recording system to Equature of Southfield, MI, in the total amount of \$49,875.00, to be paid annually (\$9,975.00), with the first-year payment to include a one-time fee of \$750.00. Funds for this contract are available in the Motor Pool Communications Contractual/Professional Outside Services budget (Account No. 661-460-4604-38180) and will be requested in subsequent budgets as Council may approve.

BE IT FURTHER RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the appropriate contract documents on behalf of the City with Equature, after review and approval of the documents as to form by the City Attorney's Office.

FEZ/MM

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Receipt of Bids on Water Main Installation and Repair Parts for the Water and Sewer Department

Dear Sirs and Mesdames:

Background: On August 30, 2018, the Purchasing Department received two bids for water main installation and repair parts for the Water and Sewer Department. The bid specifications included ten (10) lots for various items. These items will be used for the repair of water main breaks and the installation and repair of water taps. The City recognizes Core and Main is the only vendor authorized to distribute Carlesimo Gatewells as requested in Lot 9. Therefore, the bid results were analyzed using lots 1-8 and lot 10 as shown on the attached tabulation sheet.

Based on the bid tabulation, staff is requesting permission to contract with Core and Main of Canton, Michigan for lots 1-8 and lot 10. Additionally, staff is requesting authorization to purchase the necessary gatewells from Core and Main for a total not to exceed amount of \$30,200 and a total contract amount of \$151,233.86. Core and Main has successfully serviced this contract in the past for all lots presented.

Fiscal Impact: This award is based on unit prices and the estimated quantities. Purchases will not exceed \$151,233.86, which represents a 4.3% increase over last year's approval for these parts. Funds are provided for this purpose in the 2018-19 Water and Sewer budget (Account No. 592-750-7502-27750).

Recommendation: The intent of this bid is to supply all of the department's need for water repair parts. This office respectfully recommends that your Honorable Body give favorable consideration of award to Core and Main of Canton, Michigan for the purchase of water main installation and repair parts for the period of September 25, 2018 through September 24, 2019 with the option to renew for one additional period.

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator

RECOMMENDED RESOLUTION:

RESOLVED: That Council does hereby approve the purchase of water main installation and repair parts from Core and Main of Canton, Michigan for the period of September 25, 2018 through September 24, 2019 with the option to renew for one additional period. Total expenditures will not exceed \$151,233.86. Funds are provided for this purpose in the 2018-19 Water and Sewer budget (Account No. 592-750-7502-27750) and will be requested in future budgets.

**Bid Tabulation for
Water Main Installation and Repair Parts
for the Water and Sewer Department**

Items	Etna Supply, Grand Rapids	Core and Main, Canton Township
Lot 1- Flare Copper Quarter Bends and Curb box lid	\$2,125.00	\$2,000.00
Lot 2 - Brass Saddles	\$30,930.00	\$29,102.00
Lot 3 - Corporation Stops, Liners, and Couplings	\$34,394.75	\$32,705.00
Lot 4 - Repair Clamps	\$24,434.00	\$11,780.86
Lot 5 - Clamps width 1" Tap Outlet AWWA Thread	\$3,620.00	\$1,510.00
Lot 6 - Stainless Steel Tap Saddles	\$2,549.00	\$2,682.00
Lot 7- Curb Box	\$8,220.00	\$7,500.00
Lot 8 - Tapping Machines	\$4,600.00	\$1,400.00
<i>Lot 9 – Gatewells, Carlesimo Product</i>	<i>NB</i>	\$30,200.00
Lot 10 – Couplings	\$34,738.00	\$32,354.00
Grand Total for lots 1-8 and 10	\$146,157.75	\$121,033.86
Grand Total for Lot 9	NB	\$30,200.00
Total for ALL Lots	\$146,157.15	\$151,233.86

**Lot 9 (Gatewells are a Carlesimo Product Only) is a product authorized for distribution by Core and Main only with a total of \$30,200, for a total contract award of \$151,233.86*

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

RE: Acceptance of LTU Pathway FY 2019 TAP grant and MDOT requirements

Dear Sirs and Mesdames:

At your February 26, 2018 Regular meeting, the City Council authorized approval on your Consent Agenda for the submission of a Grant Application to MDOT for a joint City/LTU new 10 ft. wide shared-use pathway, boardwalk and bridge along southbound NW Service Drive, adjacent to Lawrence Technological University (LTU). This application was previously discussed at your Feb 5th and Feb. 26th study sessions.

Grant Award

On June 14, 2018, the City received notification of the FY2019 TAP award:

The City of Southfield will construct 0.6 of a mile of shared use path along Northwestern Highway between Civic Center Drive and W. 10 Mile Road. The path will be 10-foot wide and built to AASHTO standards. Portions of the trail will be 14-foot boardwalk and there will be a 14-foot wide bridge over the Evens Drain. The project will connect the Southfield City Centre and Lawrence Technological University and provide a safe non-motorized facility for students to travel to school. The overall cost of the project is [estimated] \$758,904 with \$455,378 in federal funds from SEMCOG's FY 2019 TAP allocation. Local match of \$303,526 with \$153,526 provided by Lawrence Technological University and \$150,000 provided by the City of Southfield [CCAB].

Fiscal Impact

The Southfield City Centre (Account No. 880-901-1174-69649) has pledged \$150,000 over three fiscal years as part of the required match and LTU has pledged an additional \$150,000-175,000 towards the match plus will reimburse the City of Southfield for Engineering Design, Construction Administration and Contract Administration as required by MDOT. If required, additional funds have been allocated from the Metro Act Restricted Fund Balance (Account No. 101-600-6000-49740) for eligible construction items located within the R.O.W. The final project amount will be determined after bid letting by MDOT, which is expected to take place in June 2019.

The Southfield City Centre will provide additional "Non-Participating" funds for the installation of wayfinding signage, tree installation and pedestrian enhancements from future fiscal budgets equaling approximately \$26,500 as outlined in the Grant Application.

LTU has further pledged routine yearly maintenance of the pathway, boardwalk and bridge for the design life of the project.

Professional Engineering Services

A request for proposals was submitted by the City's two pre-qualified engineers OHM and HRC. Proposals were received on August 27, 2018 and interviews were conducted on September 19, 2018. The steering Committee (Purchasing Agent, City Engineer, City Planner et al, and LTU representative) assigned OHM to provide professional engineering services as required by MDOT.

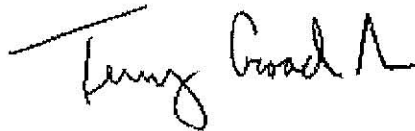
Recommendation: We recommend that your Honorable Body adopt the attached resolution below.

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

Respectfully submitted,



Frederick E. Zorn, Jr., CEcD
City Administrator



Terry Croad, AICP
Director of Planning

RECOMMENDED RESOLUTION:

WHEREAS: In the new economy or the "knowledge economy", knowledge workers or the creative class (young professionals) prefer to rely for mobility upon walking, biking and mass transit: Many won't consider living anywhere but a walkable, bikeable community; and,

WHEREAS: A region's and city's ability to compete depends as much upon its ability to attract these young, educated and often-entrepreneurial workers as it does upon recruiting corporate investment; and,

WHEREAS: The Transportation Alternatives Program (TAP) is a competitive program providing federal funding for specific eligible activities that enhance the transportation system, promotes alternative transportation options and increase the quality of life in a vibrant community; and,

WHEREAS: The TAP grant specifically provides funding for *pedestrian and bicycle facilities, including shared-use paths*; and,

WHEREAS: The City of Southfield adopted a *Non-Motorized Pathway & Public Transit Plan* on March 19, 2012 and the Southfield City Centre Board adopted the *Southfield City Centre Non-Motorized and Transit Sub-Area Plan* on April 9, 2013, both supporting a *shared-use* pathway along the M-10 corridor; and,

WHEREAS: Sustainable communities are places that balance their economic assets, natural resources, and social priorities so that residents' diverse needs can be met now and in the future.

These communities prosper by attracting and retaining businesses and people and offering individuals of all incomes, races, and ethnicities access to the opportunities, services, and amenities they need to thrive; and,

WHEREAS: The City of Southfield adopted *Sustainable Southfield* Master Plan in June 2016, which identified development of pedestrian and bicycle facilities as a top priority, including non-motorized pathways along the M-10 corridor from Berg Road to Eight Mile; and,

WHEREAS: The City of Southfield and Lawrence Technological University (LTU) have strived to establish a “Town and Gown” partnership; and,

WHEREAS: The City of Southfield submitted a grant application in the FY 2019 funding cycle for the TAP in partnership with Lawrence Technological University (LTU) to install a *shared-use* pathway, boardwalk and pedestrian bridge on southbound Northwestern Service Drive from Civic Center Drive to Ten Mile Road, adjacent to LTU, in the City of Southfield; and,

WHEREAS: The goal of the Southfield City Centre is to “*Create and maintain a vibrant, pedestrian friendly 24/7 mixed-use environment.*” within the City Centre District; and,

WHEREAS: The City Centre Advisory Board, established in 1994, has an annual Special Assessment District (SAD), to make infrastructure improvements, hire consultants, foster economic development and provide events to attract and retain residents, employees and visitors to the City Centre District.

BE IT RESOLVED: That Council does hereby approve acceptance of the FY2019 TAP grant from MDOT and authorizes the Mayor and City Clerk to sign all required documents, including Memorandum of Agreement Between the City of Southfield and Lawrence Technological University (LTU).

NOW, THEREFORE BE IT RESOLVED: That the City of Southfield 1) Certifies that the financing is secured, available and committed for use in constructing the project (This includes matching funds, nonparticipating funds if applicable, and cash flow available for a locally let project.); 2) Certifies possession of the rights-of-way or property required to develop the project; 3) Commits to owning, operating and funding/implementing a maintenance plan/program in partnership with LTU over the design life of the facility constructed with TAP funds; and 4) Authorizes the City Administrator to act as the applicant agency's agent during project development and sign a project agreement upon receipt of a funding award.

September 24, 2018

Honorable Mayor and Council
Municipal Building
Southfield, Michigan

Re: Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Dear Sirs and Mesdames:

Background: The Michigan Indigent Defense Commission (MIDC) was created by State legislation in 2013 after an advisory commission recommended improvements to the state's legal system. The MIDC works to ensure the state's public defense system is fair, cost-effective and constitutional while simultaneously protecting public safety and accountability. The MIDC is required by statute to develop and implement minimum standards for those providing indigent defense services and to collect data, support compliance, administer grants, and encourage best practices to accomplish their mission. The first four MIDC standards approved by the Department of Licensing and Regulatory Affairs cover training and education of counsel, the initial client interview, use of investigation and experts, and counsel at first appearance and other critical stages.

Although these standards affect operations of the 46th District Court, they are imposed on the City as the funding unit, rather than on the court and fall under the responsibility of City Administration. Over the past year and half, Administration, Finance and Legal have been working with the 46th District Court and the MIDC to develop and submit a compliance plan for these first four standards. Additionally, the City was required to submit a cost analysis of direct indigent defense system activities under these standards. The City, with the help of the Court, submitted the compliance plan late last fall and received final approval in April of this year.

The total cost to the City of implementing these standards in the initial year is estimated at \$507,551 and requires a local match of \$81,000. The local match is determined utilizing a formula based on historical unreimbursed assigned counsel costs of the court. The local match amount is included in the 46th District Court fiscal 2018-2019 budget approved by Council and does not represent an additional cost to the City.

Total year-one MIDC grant funding approved across the state was \$79,487,139.14 with \$422,681.00 approved for the City of Southfield. The State will begin disbursing funding on or about October 15, 2018 with full compliance with the standards expected within 180 days thereafter.

Honorable Mayor and Council

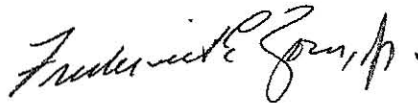
Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Page 2

Fiscal Impact: The fiscal impact to the City is neutral as the local share is based on currently budgeted expenditures and any additional costs under this mandate are reimbursable from the State in accordance with the terms of the approved cost analysis and grant.

Recommendation: This office therefore respectfully requests that your Honorable Body adopt the attached resolution authorizing the Mayor and City Clerk to sign the grant agreement with the State, pending review and approval of the City Attorney's Office as to form. This item was previously discussed during the study portion of this evening's meeting.

Respectfully submitted,



Frederick E. Zorn Jr., CEcD
City Administrator

RECOMMENDED RESOLUTION:

WHEREAS: The State of Michigan has mandated compliance with the Michigan Indigent Defense Commission Standards 1-4 as approved by the Department of Licensing and Regulatory Affairs; and

WHEREAS: The City of Southfield has a Department of Licensing and Regulatory Affairs approved Compliance Plan including a Cost Analysis totaling \$507,551; and

WHEREAS: State funding to the City of Southfield in the amount of \$422,681 has been approved by the State of Michigan Department of Licensing and Regulatory Affairs; therefore

BE IT RESOLVED: That the Southfield City Council does hereby authorize the City to enter into a Grant Agreement with the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs for the purposes of implementing Standards 1-4 of the MIDC as mandated by the State; and

Honorable Mayor and Council

Authorization to enter into a Grant Agreement between the State of Michigan, Michigan Indigent Defense Commission, Department of Licensing and Regulatory Affairs and the City of Southfield.

Page 3

BE IT FINALLY RESOLVED: That the Mayor and the City Clerk are authorized to sign all documents related to the grant agreement on behalf of the City, following review and approval as to form by the City Attorney's Office.

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, Pamela Gerald, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for September 24, 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

18 JUN 20 PM 1:22

Name:

Pamela Gerald

Address:

P.O. BOX 155

City:

Southfield

State:

Michigan

Zip:

48037-0155

Phone:

248-346-0439

Email:

NA



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 September 24, 2018, for the purpose of discussing

"What Mullin"

RECEIVED

JUN 20 2018

CITY CLERK
CITY OF SOUTHFIELD

JUN 20 PM 1:24

Name: GERARD MULLIN
Address: P.O. Box 155
City: SOUTHFIELD
State: MI
Zip: 48037
Phone: 248-557-4205
Email: gerardmullin2012@gmail.com



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SHERIKIA L. HAWKINS
CITY CLERK

I, Mark Braiker, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for Monday Sept 24th, 2018, for the purpose of discussing Complimenting the building dept, Rhonda Senior dept, Ask again about a gun buy back program.

Name:	<u>mark braiker</u>
Address:	<u>27355 greenfield apt #3</u>
City:	<u>southfield</u>
State:	<u>mich</u>
Zip:	<u>48076</u>
Phone:	<u>248-435-8327</u>
Email:	<u>marko259@hotmail.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, Stacy Jackson, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for Monday, September 24, 2018, for the purpose of discussing Appointment/Search for Southfield City Attorney; Septic Tanks

RECEIVED

SEP 17 2018

CITY CLERK
CITY OF SOUTHFIELD

Name: Stacy Jackson
Address: 21685 Rougewood Drive
City: Southfield
State: MI
Zip: 48033
Phone: 313-580-7499
Email: snjackson@comcast.net



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, Keith Harris, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for Monday, September 24, 2018, for the purpose of discussing Appointment/Search for Southfield City Attorney; Septic Tanks

Name: Keith Harris
Address: P.O. Box 2769
City: Southfield
State: MI
Zip: 48037
Phone: 313-580-7511
Email: email@allraseandlifematter.com

RECEIVED

SEP 17 2018

CITY CLERK
CITY OF SOUTHFIELD



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SHERIKIA L. HAWKINS
CITY CLERK

I, Toby Rhodes, do hereby request to be recognized by the Southfield City Council, at the meeting scheduled for September 24, 2018, for the purpose of discussing police department.

Name: Toby Rhodes
Address: 17001 New Jersey
City: Southfield
State: Michigan
Zip: 48075
Phone: _____
Email: _____



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 OF SOUTHFIELD
BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT

To be completed and submitted, along with all receipts, to the Accounting Department within one month of return. This form should be used to document all expenses involved in the trip, including all items paid for by the City and cash advances. Obligations incurred must be in accordance with City policies and procedures set forth in the Administrative Travel Regulation. All exceptions to the expense guidelines must be approved prior to the trip and documented on the TRAVEL AUTHORIZATION FORM.

Daniel Brightwell	Council	9/14-9/15/18
NAME	DEPARTMENT	DATES OF TRAVEL

Michigan Political Leadership Program	Grand Rapids, MI	9/14-9/15/18
TITLE, SPONSOR, AND LOCATION OF PROGRAM	DATE(S) OF PROGRAM	

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
DATE:	9/16	9/17	9/18	9/19	9/20	9/14	9/15	
HOTEL:								\$0.00
MEALS:								
Breakfast								\$0.00
Lunch								\$0.00
Dinner								\$0.00
TRANSPORTATION:								
Airfare								\$0.00
Mileage (auto)								\$0.00
Taxi/Shuttle/Bus								\$0.00
Gasoline*								\$0.00
Parking Tolls						\$25.00		\$25.00
Other (explain)								\$0.00
								\$0.00
REGISTRATION:								\$0.00
								\$0.00
BAGGAGE CHGS:								\$0.00
								\$0.00
TELEPHONE:								\$0.00
								\$0.00
OTHER: (identify)								\$0.00
								\$0.00
								\$0.00
								\$0.00
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00

TOTAL EXPENDED	\$25.00
LESS ITEMS PAID FOR BY CITY	\$0.00
LESS CASH ADVANCES	
LESS EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT	
TOTAL DEDUCTIONS	\$0.00
REIMBURSEMENT DUE EMPLOYEE or	\$25.00
BALANCE DUE CITY	\$0.00

*Please list the type of vehicle that was used (City, Management Group, or Personal):

City

Items Paid for by the City

Item	Amount
Registration	

TOTAL \$0.00

Explanatory Notes: _____

I hereby certify that the travel indicated hereon was accomplished according to the proper authorization, that the information is correct, and that no part of the compensation claimed was of a personal nature.

Signed: *Daniel Brightwell*

Date: 9/17/18

Title and Department: Daniel Brightwell, Council

Supervisor's Review and Approval: _____

Date: _____

City Account Number*: 101-340-3400-38605

* Account number should end in 38600 for travel associated with conference attendance, and 39600 for travel associated with participation in training opportunities.

REMINDER: Attach a copy of the approved TRAVEL AUTHORIZATION FORM as required in the Travel Policy. Enter an invoice into the Inforum Gold system for reimbursement owed the employee or attach a deposit slip received by the cashier for reimbursement owed the City.

FOR OMB / ACCOUNTING USE ONLY

Reviewed by: *Karen Elly*

Date: 9.18.18

Reviewed by: _____

Date: _____

CITY OF SOUTHFIELD
BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT

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Sherikia Hawkins	City Clerk	08-24-2018-08-28-2018
NAME	DEPARTMENT	DATES OF TRAVEL
Election Center Conference		08-25-2018-08-28-2018
TITLE, SPONSOR, AND LOCATION OF PROGRAM		DATE(S) OF PROGRAM

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
DATE:	8/26	8/27	8/28			8/24	8/25	
HOTEL:	\$157.37	\$157.37				\$157.37	\$157.37	\$629.48
MEALS:								
Breakfast	\$7.42		\$9.94				\$13.68	\$31.04
Lunch	\$18.21	\$22.09				\$11.06	\$22.40	\$73.76
Dinner	\$16.70	\$19.50				\$32.25		\$68.45
TRANSPORTATION:								
Airfare						\$339.40		\$339.40
Mileage (auto)*								\$0.00
Taxi/Shuttle/Bus			\$36.00			\$36.00		\$72.00
Gasoline*								\$0.00
Parking Tolls								\$0.00
Other (explain)								\$0.00
DTW Parking	\$120.00							\$120.00
								\$0.00
REGISTRATION:						\$479.00		\$479.00
								\$0.00
BAGGAGE CHGS:			\$25.00			\$25.00		\$50.00
								\$0.00
TELEPHONE:								\$0.00
								\$0.00
OTHER: (identify)								\$0.00
								\$0.00
								\$0.00
								\$0.00
TOTALS:	\$319.70	\$198.96	\$70.94	\$0.00	\$0.00	\$1,080.08	\$193.45	\$1,863.13

TOTAL EXPENDED	\$1,863.13
LESS ITEMS PAID FOR BY CITY	\$1,863.13
LESS CASH ADVANCES	
LESS EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT	
TOTAL DEDUCTIONS	\$1,863.13
REIMBURSEMENT DUE EMPLOYEE or	\$0.00
BALANCE DUE CITY	\$0.00

*Please list the type of vehicle that was used (City, Management Group, or Personal): _____


Please complete page 2 before submitting.

Items Paid for by the City

Item	Amount
See all above items	\$1,863.13
TOTAL	\$1,863.13

Explanatory Notes: _____

I hereby certify that the travel indicated hereon was accomplished according to the proper authorization, that the information is correct, and that no part of the compensation claimed was of a personal nature.

Signed: 

Date: 9-17-18

Title and Department: Clerk

Supervisor's Review and Approval: _____

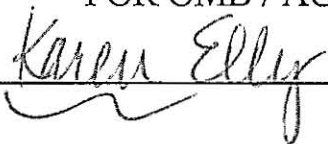
Date: _____

City Account Number*: 101-300-3001-39600

* Account number should end in 38600 for travel associated with conference attendance, and 39600 for travel associated with participation in training opportunities.

REMINDER: Attach a copy of the approved TRAVEL AUTHORIZATION FORM as required in the Travel Policy. Enter an invoice into the Inforum Gold system for reimbursement owed the employee or attach a deposit slip receipted by the cashier for reimbursement owed the City.

FOR OMB / ACCOUNTING USE ONLY

Reviewed by: 

Date: 9.19.18

Reviewed by: _____

Date: _____