



# **CITY COUNCIL**

## **REGULAR MEETING**

### **AGENDA**

**JUNE 22, 2020**  
CONVENING AT 7:30 P.M.

**Submitted By**  
**The City Manager**

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***NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at [clerk@troymi.gov](mailto:clerk@troymi.gov) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

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500 West Big Beaver  
Troy, MI 48084  
troymi.gov

The Honorable Mayor and City Council Members

City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Mayor and City Council Members:

In this packet, you will find the agenda for the City Council meeting. To help facilitate an informed discussion, the packet provides you with agenda items and additional details. The packet also contains recommended courses of action for your consideration and seeks to aid you in adopting sound policy decisions for the City of Troy.

This comprehensive agenda has been put together through the collaborative efforts of management and staff members. We have made all attempts to obtain accurate supporting information. It is the result of many meetings and much deliberation, and I would like to thank the staff for their efforts.

If you need any further information, staff is always available to provide more information and answer questions that may arise. You can contact me at [CityManager@troymi.gov](mailto:CityManager@troymi.gov) or 248.524.3330 with questions.

Respectfully,

Mark F. Miller,  
City Manager

# 2019 Strategies

- 1 | Re-evaluate the Trails & Pathways program with a focus on public participation and creative problem-solving to build community support.
- 2 | Gather community input, reassess the most recent Town Center initiative, and develop a plan for the future of the Civic Center property.
- 3 | Determine the customer service needs of City Hall and incorporate the findings of the Facilities Condition Assessment into the maintenance plan of the facilities.
- 4 | Establish a comprehensive Capital Improvement Program and planning process that is reviewed and implemented on an annual basis.
- 5 | Convene the Charter Revision Committee to evaluate charter language and millage limitations, and develop a strategy to fund the Library past 2021.
- 6 | Determine public transportation service needs, and implement a revised plan for the Big Beaver Shuttle and Medi-Go.
- 7 | Update the Parks and Recreation Plan and incorporate the Green Space Subcommittee recommendations to protect and invest in the City's parks.
- 8 | Evaluate the Volunteer Firefighters Incentive Plan to ensure the policy is reasonable and sustainable.
- 9 | Study the feasibility of a Rochester Road Improvement District.
- 10 | Develop a plan to effectively engage residents and businesses through community conversations.





# CITY COUNCIL AGENDA

June 22, 2020 – 7:30 PM

View the Meeting Live at

[www.troymi.gov/currentagenda](http://www.troymi.gov/currentagenda)

or on Local Access Cable (WOW – Ch 10,  
Comcast – Ch 17, AT&T – Ch 99)

<b><u>A.</u></b>	<b><u>CALL TO ORDER:</u></b>	<b><u>1</u></b>
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**A. CALL TO ORDER:****B. ROLL CALL:**

Mayor Ethan Baker  
Edna Abraham  
Theresa Brooks  
Rebecca A. Chamberlain-Creangă  
Ann Erickson Gault  
Mayor Pro Tem David Hamilton  
Ellen Hodorek

Excuse Absent Council Members:

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of \_\_\_\_\_ at the Regular City Council Meeting of June 22, 2020, due to \_\_\_\_\_.

Yes:

No:

**Vote on Resolution to Waive the Rules of Procedure for the City Council, Rule #8 Proclamations and Congratulatory Certificates**Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **WAIVES** the Rules of Procedure for the City Council Rule #8 *Proclamations and Congratulatory Certificates* to approve and present a Proclamation to Recognize Alzheimer's and Brain Awareness Month – June, 2020.

Yes:

No:

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1** Alzheimer's and Brain Awareness Month – June, 2020

**D. CARRYOVER ITEMS:**

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**D-1** No Carryover Items

**E. PUBLIC HEARINGS:****E-1 No Public Hearings**

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**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA:****In accordance with the Rules of Procedure for the City Council:**

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. **NOTE TO THE PUBLIC:** *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners of items that are included in the pre-printed agenda booklet shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, does not have the right to engage in discussion or debate with City Council during the Public Comment portions of the meeting.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name. If the speaker is addressing an item(s) that appears on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a consensus of the City Council.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a special meeting for that specific purpose.

Prior to Public Comment for Items On the Agenda, the Mayor may provide a verbal notification of the rules of decorum for City Council meetings or refer to the pre-printed agenda booklet, which will include the following language, as approved by City Council:

*The audience should be aware that all comments are to be directed to the Council rather than to City Administration or the audience. Anyone who wishes to address the Council is required to sign up to speak within thirty minutes before or within fifteen minutes of the start of the meeting. There are three Public Comment portions of the agenda. For Items On the Agenda, visitors can sign up to address Postponed, Regular Business, Consent Agenda, or Study items or any other item on the agenda. All other topics are addressed under Items Not on the Agenda. There is a timer on the City Council table in front of the Mayor that turns yellow when there is one minute of speaker time remaining, and turns red when the speaker's time is up. In order to make the meeting more orderly and out of respect, please do not clap during the meeting, and please do not use expletives or make derogatory or disparaging comments about any one person or group. If you do so, then there may be immediate consequences, including having the microphone turned off, being asked to leave the meeting, and/or the deletion of speaker comments for any re-broadcast of the meeting. Speakers should also be careful to avoid saying anything that would subject them to civil liability, such as slander and defamation. Please avoid*



*these consequences and voluntarily assist us in maintaining the decorum befitting this great City.*

**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:**

**H. POSTPONED ITEMS:**

**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

**I-1** Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – Election Commission

a) Mayoral Appointments: None

b) City Council Appointments:

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Election Commission**

Appointed by Council

2 Regular Members and 1 Charter Member

1 Year Term

**Unexpired Term Expiring:**  
**1/31/2021**

**Raymond Watts**

**Republican**

Term currently held by: Vacancy - Dave Anderson resigned  
4/22/2020

Yes:

No:

**I-2** Board and Committee Nominations: a) Mayoral Nominations – Brownfield Redevelopment Authority, Downtown Development Authority, Global Troy Advisory Committee, Local Development Finance Authority; b) City Council Nominations – Building Code Board of Appeals, Historic District Commission, Liquor Advisory Committee, Personnel Board

a) Mayoral Nominations:

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That the Mayor of the City of Troy hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Brownfield Redevelopment Authority**

Appointed by Mayor

6 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App/Resume Expire	Appointment Expire	Notes 2
Gottlieb	Steven	11/24/2016	4/30/2022	
Kornacki	Rosemary	4/28/2022	4/30/2023	
Noguez-Ortiz	Carolina	12/19/2019	4/30/2023	
Sweidan	Rami	4/28/2022	4/30/2023	
Vacancy			4/30/2021	Mr. Salgat resigned 10/15/2019
Vassallo	Joseph	3/27/2020	4/30/2021	

**Nominations to the Brownfield Redevelopment Authority:****Term Expires: 4/30/2021**

Term currently held by: Vacancy–Mr. Salgat resigned 10/15/19

**Interested Applicants:**

Last Name	First Name	App/Resume Expire	Notes 1
Aowad	Ayman	9/10/2020	
Swaminathan	Abiramasundari	3/6/2022	

**Downtown Development Authority**

Appointed by Mayor

13 Regular Members

4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Baker	Ethan		11/13/2023	At Large	City Council exp 11/13/2023; DDA; LDFA

Blair	Timothy	6/17/2017	9/30/2023	In District	
Bostick	Dennis	6/22/2018	9/30/2020	In District	
Keisling	Laurence	6/22/2018	9/30/2020	At Large	
Kiriluk	Alan	10/12/2014	9/30/2020	In District	
Knollenberg	Martin	6/28/2021	9/30/2023	In District	B Knight Gardiner's unexpired term.
Koza	Kenny	9/18/2019	9/30/2021	In District	
MacLeish	Daniel	6/15/2019	9/30/2021	In District	
Mioduszewski	Brian	8/8/2021	9/30/2023	In District	
Randol	Ward	9/28/2020	9/30/2022	At Large	
Reschke	Ernest	10/4/2020	9/30/2022	At Large	
Schroeder	Douglas	10/23/2016	9/30/2022	At Large	
Vacancy			9/30/2020	In District	Rebecca Chamberlain-Creangă resigned 2/26/2020

### **Nominations to the Downtown Development Authority:**

#### **Unexpired Term Expiring:** **9/30/2020**

Term currently held by: Vacancy – Rebecca Chamberlain-Creangă resigned 2/26/2020

### **Interested Applicants:**

Last name	First name	App Resume Expire	Notes 1	Notes 2
Alali	Yasser	3/13/2020	At Large	
Aowad	Ayman	9/10/2020	At Large	
Ashland	David	11/14/2021	At Large	
Crawford	Timothy	6/26/2021	At Large	
Forster	Jeffrey	12/26/2021	At Large	
Kornacki	Rosemary	4/28/2022	At Large	Brownfield Redev Authority exp 4/30/2023
Malalahalli	Jayalakshmi	11/20/2021	At Large	
McGerty	Ryan	2/25/2020	At Large	
McGhee	Eric	4/16/2020	At Large	
Schick	Michael	1/16/2021	At Large	
Sekhri	Suneel	12/20/2021	At Large	
Sekhri	Arun	9/19/2020	At Large	
Shepherd	John	4/22/2021	At Large	
Singh	Inderpal	11/12/2021	At Large	

**Global Troy Advisory Committee**

Appointed by Mayor  
12 Regular Members  
3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Baker	Ethan		1/1/2999	Council Member
Bica-Grodsky	Lisa	6/15/2019	10/30/2020	
Burrus	MiVida	7/15/2018	10/30/2022	
Fakhoury	Awni	4/28/2018	10/30/2021	
Francois	Cathleen	11/20/2019	10/30/2020	
Hao	Kaitlyn	9/10/2020	7/31/2020	Student - Graduates 2020
Mohideen	Syeda	8/24/2020	10/30/2021	
Nacy	Emily	11/8/2021	10/30/2022	
Natcheva	Daniela	11/8/2021	10/30/2022	
Noguez-Ortiz	Carolina	12/19/2019	10/30/2022	
Sekhri	Suneel	12/20/2021	10/30/2021	
Tholakapalli	Arjun	4/10/2021	7/31/2020	Student - Graduates 2021
Vacancy			10/30/2020	Rebecca Chamberlain-Creangă resigned 2/26/2020
Zhou	Yudong	10/23/2021	10/30/2022	

**Nominations to the Global Troy Advisory Authority:**

**Unexpired Term Expiring:**  
**10/30/2020**

Term currently held by: Vacancy–Rebecca Chamberlain-Creangă resigned 2/26/2020

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Aggarwal	Divya	8/12/2021	Student - Graduates 2020
Ali	Aleem	1/2/2021	
Cheriguene	Sadia	1/4/2020	
Cicchini	Philippe	4/28/2022	
DiFalco	Melissa	12/2/2021	
Fox	Tyler	11/15/2021	

Jones	Kelly	12/11/2021	
Swaminathan	Abiramasundari	3/6/2022	

**Local Development Finance Authority (LDFA)**

Appointed by Mayor  
5 Regular Members  
Staggered 4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Baker	Ethan		11/13/2023	Alternate; City Council	
Beltramini	Robin	7/17/2021	6/30/2022	Resident Member	
Hodorek	Ellen		11/8/2021	Alternate; City Council	City Council exp 11/8/2021
Hoef	Paul	5/1/2017	6/30/2023	Resident Member	EDC exp. 4/30/2015; LDFA exp 6/30/2023
Hunter	Daniel			Oakland County Designee	
Vacancy			6/30/2023	Resident Member	D. Shield's term exp 6/30/2016 - No Reappointment
Vacancy			6/30/2023	Resident Member	John Sharp's unexpired term
Vitale	Nickolas	3/7/2021	6/30/2023	Resident Member	

**Nominations to the Local Development Finance Authority (LDFA):**

**Term Expires: 6/30/2023**

**Resident Member**

Term currently held by: Vacant

**Term Expires: 6/30/2023**

**Resident Member**

Term currently held by: Vacant – Sharp's unexpired term

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Crawford	Timothy	6/26/2021	
D'Aoust	Allen	5/23/2021	
DiFalco	Melissa	12/2/2021	
McGerty	Ryan	8/15/2020	

Nacy	Emily	11/8/2021	
Noguez-Ortiz	Carolina	12/19/2019	
Pensa	Grant	10/1/2020	
Schick	Michael	1/16/2021	
Shepherd	John	4/22/2021	
Sweidan	Rami	4/28/2022	
Yu	Fu-shin	8/20/2021	

Yes:

No:

**b) City Council Nominations:**

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Building Code Board of Appeals**

Appointed by Council

5 Regular Members: Three (3) Residents with background, training or experience in construction or similar trades; at least one shall be a professional structural or civil engineer of architectural engineering experience; Two (2) by Ordinance - City Manager and Oakland County Health Department Representative

5 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Abitheira	Gary	1/20/2014	1/1/2022	Resident w/Construction/Engineering Experience.
Brooks	Teresa	1/4/2019		Oakland County Health Dept Sanitarian
Dziurman	Matthew	3/6/2021	1/1/2025	Resident w/Construction Experience.
Frisen	Sande	11/2/2017	1/1/2020	Architectural Engineer
Miller	Mark F.			Per Chapter 79, Sect 116.2

**Nominations to the Building Code Board of Appeals:**

**Term Expires: 1/1/2025**

Term currently held by: Sande Frisen

**Interested Applicants:**

Last Name	First Name	App/Resume Expire	Notes 1
Ali	Aleem	1/2/2021	Engineering experience
Bertelsen	David	3/2/2022	
Chambers	Barbara	2/26/2021	Historic Dist Comm exp 3/1/2020

**Historic District Commission**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 3
Adams	John Howard	3/12/2020	5/15/2021		
Chambers	Barbara	12/5/2021	3/1/2023	Historical Comm Recommendation	
Chanda	Hirak	11/25/2021	3/1/2021		
Huber	Laurie	6/10/2017	3/1/2020		No Reappointment
McGee	Timothy	3/23/2020	5/15/2021	P&R exp 9/30/20	
Petrulis	Al	12/16/2021	3/1/2023	ACAB exp 9/30/2021; Traffic Comm. exp 1/31/23	
Voigt	W. Kent	1/16/2021	3/1/2022	Historical Comm. Recommendation	

**Nominations to the Historic District Commission:****Term Expires: 3/1/2023**

Term currently held by: Laurie Huber (No Reappointment)

**Interested Applicants:**

Last Name	First Name	App/Resume Expire	Notes 1
Alali	Yasser	3/13/2020	
Forster	Jeffrey	1/13/2022	

**Liquor Advisory Committee**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Ashland	David	11/14/2021	1/31/2021	
Comiskey	Ann	2/5/2020	1/31/2021	
Ehlert	Max	1/26/2020	1/31/2021	
Gorcyca	David	12/4/2021	1/31/2023	
Jones	Kelly	12/11/2021	1/31/2023	
Kaltsounis	Andrew	1/14/2021	1/31/2022	
Oberski	Jeff			
Pendy	Michael	1/2/2021	1/31/2022	Resigned effective 3/1/2020

**Nominations to the Liquor Advisory Committee:****Unexpired Term Expiring:  
1/31/2022**


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Term currently held by: Michael Pendy – Resigned effective 3/1/2020

**Interested Applicants:**

No applications or resumes on file.

**Personnel Board**

Appointed by Council  
5 Regular Members  
3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Baughman	Deborah	2/24/2019	4/30/2020	
Forster	Jeffrey	1/13/2022	4/30/2021	
Gordon	Pamela	4/2/2020	4/30/2021	
Parpart	Jane	3/13/2020	4/30/2021	
Rosenberg	Michael	4/19/2015	4/30/2020	

**Nominations to the Personnel Board:****Term Expires: 4/30/2023**


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Term currently held by: Deborah Baughman

**Term Expires: 4/30/2023**


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Term currently held by: Michael Rosenberg



**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
McGerty	Ryan	2/25/2022	
Murray	William	4/16/2020	

Yes:

No:

**I-3 No Request for Closed Session****I-4 Standard Purchasing Resolution 8: Citizen, Business, and Library Surveying Services (*Introduced by: Mark F. Miller, City Manager*)**Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **AWARDS** a contract for Community Survey Consulting Services to COBALT COMMUNITY RESEARCH of Michigan *in the best interest of the City* for a not to exceed amount of \$18,000 for a residential survey including unforeseen contingencies; a not to exceed amount of \$12,000 for a business survey including unforeseen contingencies; and a not to exceed amount of \$11,000 for library research including unforeseen contingencies.

RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

BE IT FINALLY RESOLVED, That Troy City Council **AMENDS** the Fiscal Year 2021 Library Fund Budget by \$11,000 in order to complete a community survey.

Yes:

No:

**I-5 2020/2021 Budget Amendments and Re-Appropriations (*Introduced by: Rob Maleszyk, Chief Financial Officer*)**Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **AUTHORIZES** City Management to amend the Current 2020 General Fund Budget by \$300,000 to the account detailed below:

Engineering-Consultant Fees      101.442.442.7816.030      \$300,000

BE IT FURTHER RESOLVED, That Troy City Council hereby **AUTHORIZES** City Management to re-appropriate Capital Projects Funds from the 2019/2020 Budget to the 2020/2021 Budget as detailed below:

Project Title	Amount	Department Division	Fund
Gun Range Updates (Drug Forfeiture)	\$200,000	Police	Capital Fund
Firefighters Memorial	\$100,000	Fire	Capital Fund
Opticom Traffic Signal Installation	\$200,000	Fire	Capital Fund
Station #2 Roof Replacement	\$100,000	Fire	Capital Fund
Station #6 Generator Replacement	\$115,000	Fire	Capital Fund
John R, Long Lake to Square Lake	\$332,000	Streets – Major	Capital Fund
John R, Square Lake to South Blvd.	\$18,000	Streets – Major	Capital Fund
Rochester, Barclay to Trinway (Federal)	\$180,000	Streets – Major	Capital Fund
Traffic Signal, Maple @ Rochester	\$125,000	Streets – Major	Capital Fund
Traffic Signal, Long Lake @ Coolidge	\$150,000	Streets – Major	Capital Fund
Coolidge Under I-75 (Betterment)	\$200,000	Streets – Major	Capital Fund
Asphalt Pavement Overlay	\$25,000	Streets – Local	Capital Fund
Parking Lot Maintenance	\$100,000	Public Works	Capital Fund
Garage Facility Roof	\$125,000	Public Works	Capital Fund
CO2 & NO2 Detection System	\$150,000	Public Works	Capital Fund
Parks Garage Facility Electrical Upgrade	\$60,000	Public Works	Capital Fund
Boulton Park Site Lighting Service Panel	\$13,000	Parks	Capital Fund
Firefighters Park Pathway (CDBG)	\$105,000	Parks	Capital Fund
Firefighters Park Restroom Renovations	\$50,000	Parks	Capital Fund
Gym Floor Resurfacing	\$30,000	Recreation	Capital Fund

Leisure Pool Pump Replacement	\$25,000	Recreation	Capital Fund
Building Renovation Project	\$28,000	Library	Capital Fund
Niles Barnard House Renovation	\$365,000	Museum	Capital Fund
Pro Shop Construction	\$64,000	Sylvan Glen	Sylvan Glen Golf Course Fund
Marcite/Tile Replacement	\$127,000	Aquatic Center	Aquatic Center Fund
Lift Station Renovations	\$252,000	Sewer	Sewer Fund
Sanitary Sewer CIPP	\$50,000	Sewer	Sewer Fund
Willow Grove Sanitary	\$1,485,000	Sewer	Sewer Fund
Square Lake Place Subdivision	\$150,000	Water	Water Fund
Beach PRV	\$50,000	Water	Water Fund
Naughton, Wheaton & Piedmont	\$3,575,000	Water	Water Fund
Midtown Place Apartment Upgrades	\$150,000	Water	Water Fund
Library Server Replacement	\$100,000	Information Technology	IT Fund
Phone System Upgrade	\$300,000	Information Technology	IT Fund
Roof Top Units	\$13,000	Motor Pool	Motor Pool Fund
Unit Heaters	\$50,000	Motor Pool	Motor Pool Fund
Security System Upgrade	\$150,000	Motor Pool	Motor Pool Fund
Vehicles	\$1,350,000	Motor Pool	Motor Pool Fund

Yes:

No:

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**I-6 Approval of the Troy Brownfield Redevelopment Authority (TBRA) Proposed Fiscal Year 2020/21 Budget and Three-Year Budget (Introduced by: Mark F. Miller, City Manager)**

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

WHEREAS, The Troy Brownfield Redevelopment Authority has adopted and recommends that City Council approve its proposed fiscal year 2020/21 Budget and Three-Year Budget;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the Troy Brownfield Redevelopment Authority's Annual Budget for fiscal year July 1, 2020 through June 30, 2021 and Three-Year Budget.

Yes:

No:

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**I-7 Approval of the Joint Local Development Finance Authority Troy Subcommittee Proposed Fiscal Year 2020/21 Budget and Three-Year Budget (*Introduced by: Mark F. Miller, City Manager*)**

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

WHEREAS, The Joint Local Development Finance Authority Troy Subcommittee has adopted and recommends that City Council approve its proposed fiscal year 2020/21 Budget and Three-Year Budget;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the Joint Local Development Finance Authority Troy Subcommittee Annual Budget for fiscal year July 1, 2020 through June 30, 2021 and Three-Year Budget.

Yes:

No:

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**I-8 Approval of the Troy Downtown Development Authority (TDDA) Proposed Fiscal Year 2020/21 Budget and Three-Year Budget (*Introduced by: Mark F. Miller, City Manager*)**

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

WHEREAS, The Troy Downtown Development Authority has adopted and recommends that City Council approve its proposed fiscal year 2020/21 Budget and Three-Year Budget;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the Troy Downtown Development Authority's Annual Budget for fiscal year beginning July 1, 2020 through June 30, 2021 and Three-Year Budget.

Yes:

No:

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**J-9 Library Funding Discussion** (Introduced by: Robert J. Bruner, Assistant City Manager)

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**J. CONSENT AGENDA:**

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**J-1a Approval of “J” Items NOT Removed for Discussion**

Suggested Resolution

Resolution #2020-06-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) \_\_\_\_\_, which shall be **CONSIDERED** after Consent Agenda (J) items, as printed.

Yes:

No:

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Minutes-Draft – June 1, 2020
- b) City Council Special Meeting Minutes-Draft – June 8, 2020

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**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions:**

- a) **Standard Purchasing Resolution 2: Low Bidders Meeting Specifications – Miscellaneous Automotive Parts**

Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **APPROVES** a three (3) year contract with an option to renew for three (3) additional years to provide Miscellaneous Auto Parts to the companies listed below; as per detailed unit prices by line item as detailed in the bid tabulation

and as per all bid specifications of ITB-COT 20-01 to be ordered on an as needed basis; not to exceed budgetary limitations; contract to expire June 30, 2023.

	Proposal A	Proposal B	Proposal C
Kirk's Automotive, Inc.	x		x
Cruiser's Inc.	x		x
A & L Systems	x		x
Amsoil dba Lubrication Spec.	x		x
Central Oil, LLC	x	x	
Dealer Auto Parts Sales, Inc.			x
Palace CDJR (Milosch)			x
Suburban Ferndale Ford			x
Suburban Troy (Chrysler/Dodge)			x
Suburban Motors Troy (GM)			x

**b) Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Water System Materials**

Suggested Resolution  
Resolution #2020-06-

RESOLVED, That Troy City Council hereby **AWARDS** a one-year contract to provide requirements for Water System Materials to the sole bidder as detailed below, at the unit prices contained in the bid tabulation opened June 11, 2020, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring June 30, 2021.

Ferguson Waterworks – Warren, MI	Item #1 Curb Box	\$13,277.00
	Item #2 Water Service Parts	\$160,579.50
	Item #3 Ford Repair Clamps	50% List Discount
	Item #4 Ford Brass Saddles	40% List Discount
	Item #5 Mueller Fire Hydrant & Valve Parts	35% List Discount

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

**c) Standard Purchasing Resolution 2: Award to Low Bidders Meeting Specifications – Traffic Control Signs and Posts**

Suggested Resolution  
Resolution #2020-06-

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide Traffic Control Signs and Posts with an option to renew for one (1) additional year on a proposal by proposal basis to be ordered on as needed basis not to exceed budgetary limitations; to the low bidders meeting specifications; *Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum of Foley, AL* for an estimated total of \$27,970.25, and *MD Solutions, Inc., of Plain City, OH* for an estimated total of \$46,606.00 at the unit prices contained in the bid tabulation opened May 28, 2020 a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring June 30, 2022.

Bidder	Proposal	Estimated Total
Vulcan Inc.	A, B, C, E, F, G, I	\$27,970.25
MD Solutions	J, K	\$46,606.00
<b>Estimated Grand Total</b>		<b>\$74,576.25</b>

d) **Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Type ‘K’ Copper Tubing**

Suggested Resolution  
Resolution #2020-06-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to purchase Type ‘K’ Copper Tubing to the low bidder meeting specifications, *Ferguson Waterworks of Warren, MI*, for an estimated total cost of \$19,745.40, at unit prices contained in the bid tabulation opened on June 11, 2020; a copy of which is **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor submission of properly executed bid and contract documents and all other specified requirements.

e) **Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Asphalt Patching Material - COLD**

Suggested Resolution  
Resolution #2020-06-

RESOLVED, That Troy City Council hereby **AWARDS** a contract for seasonal requirements of Asphalt Patching Material – Cold Patch to the local low bidder meeting specifications, *Ace-Saginaw Paving Co. of Saginaw, MI*, for an estimated total cost of \$38,000.00, at the unit price per ton contained in the bid tabulation opened June 11, 2020, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations, with the contract expiring April 30, 2021.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor’s submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

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**J-5 Request for Approval of Drive Thru Clerk’s Office and Election Update**

Suggested Resolution  
Resolution #2020-06-

RESOLVED, That Troy City Council hereby **APPROVES** City Management’s request to authorize an additional location for the City Clerk’s Office to issue and receive absent voter ballots on Saturday, July 25, 2020, from 8:00 AM until 12:00 PM, at a Drive Thru Clerk’s Office at City Hall, pursuant to requirements of Michigan Election Law.

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**J-6 Approval of Inter-Local Agreement with Oakland County for CARES Act Reimbursement**Suggested Resolution

Resolution #2020-06-

RESOLVED, That the Troy City Council hereby **APPROVES** the Inter-Local Agreement between the City of Troy and Oakland County for implementation of the Oakland Together Local Government Partnership Program, and the allocation under the Coronavirus Relief Fund (CRF) portion of the CARES Act (Coronavirus Aid, Relief and Economic Security Act), and **AUTHORIZES** the Mayor and City Clerk to execute the document on behalf of the City of Troy; a copy of the agreement shall be **ATTACHED** to the original Minutes of this meeting.

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**J-7 Renewal of Membership in the Traffic Improvement Association (TIA)**Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **AUTHORIZES** payment to renew the City of Troy's membership in the Traffic Improvement Association for the year 2020, in the amount of \$28,350. Funds are available in the 2019-2020 Police Department Operating Funds, Membership and Dues.

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**J-8 Approval for Reimbursement for Installation of Water Main as Part of The Midtown Place Apartments – Project No. 18.904.3**Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **APPROVES** reimbursement to Midtown Place Troy, LLC for the installation of approximately 1,100 feet of 12" water main and related work as part of the Midtown Place Apartments development in the amount of \$115,800.00 to upgrade the water main system, with payment due upon completion of the construction and final approval by the Engineering Department.

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**J-9 Request for Acceptance of Two Permanent Easements from Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran – Sidwell #88-20-23-352-049**Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **ACCEPTS** two permanent easements for storm sewers and surface drainage, and sidewalks from Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran, owners of the property having Sidwell #88-20-23-352-049.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED** to **RECORD** the permanent easements with Oakland County Register of Deeds, copies of which shall be **ATTACHED** to the original Minutes of this meeting.



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**J-10 Agreement for Traffic Control Device – Coolidge Highway and Maple Road (Signal No. 125) – Project No. 21.107.6**Suggested Resolution

Resolution #2020-06-

RESOLVED, That Troy City Council hereby **APPROVES** the Agreement for Traffic Control Device (Signal No. 125) between the City of Troy, City of Birmingham and the Board of County Road Commissioners of Oakland County in the amount of \$300,000 at an estimated cost to the City of Troy of \$150,000 for the traffic signal modernization at the intersection of Coolidge Highway and Maple Road and the Mayor and City Clerk are **AUTHORIZED** to execute the agreement, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

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**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

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**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:****M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:****N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 No Council Referrals**

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**O. COUNCIL COMMENTS:**

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**O-1 No Council Comments Advanced**

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**P. REPORTS:**

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**P-1 Minutes – Boards and Committees:**

- a) Troy Brownfield Redevelopment Authority Troy Subcommittee-Draft – June 2, 2020
- b) Joint Local Development Finance Authority Troy Subcommittee-Draft – June 4, 2020
- c) Downtown Development Authority-Draft – June 11, 2020

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**P-2 Department Reports:**

- a) Campaign Finance Act Restrictions for Public Bodies and Officials
- b) Forecast 2020 - COVID-19 Impact
- c) Police Department Training and Community Outreach Report
- d) Library Space Needs Assessment and Facility Study
- e) Creating an Independent Library

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**P-3 Letters of Appreciation: None Submitted**

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**P-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

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**Q. CLOSED SESSION**

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**Q-1 No Closed Session**

**R. ADJOURNMENT:**

Respectfully submitted,



Mark F. Miller  
City Manager

**2020 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:****2020 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

July 13, 2020.....	Regular Meeting
July 27, 2020.....	Regular Meeting
August 10, 2020.....	Regular Meeting
August 24, 2020.....	Regular Meeting
September 14, 2020 .....	Regular Meeting
September 21, 2020 .....	Regular Meeting
October 12, 2020 .....	Regular Meeting
October 26, 2020 .....	Regular Meeting
November 9, 2020 .....	Regular Meeting
November 23, 2020 .....	Regular Meeting
December 7, 2020 .....	Regular Meeting
December 14, 2020 .....	Regular Meeting

**PROCLAMATION  
ALZHEIMER'S & BRAIN AWARENESS MONTH  
JUNE 2020**

**WHEREAS**, June is **Alzheimer's & Brain Awareness Month**, a time dedicated to increasing public awareness of Alzheimer's disease, available resources and how you can get involved to support the cause.

**WHEREAS**, **Alzheimer's** disease is the sixth-leading cause of death in the United States. Deaths due to Alzheimer's have increased an alarming 146 percent since 2000, while deaths for most other major diseases remained flat or decreased. More than 5 million Americans are living with the disease and there are more than 16 million caregivers of people living with **Alzheimer's** and other dementias in the United States; and

**WHEREAS**, The more than 16 million caregivers provided an estimated 18.6 billion hours of unpaid care, a contribution to the nation valued at more than \$244 billion. In 2020, **Alzheimer's** disease will cost the United States \$305 billion. This number is projected to rise to more than \$1.1 trillion in 2050; and

**WHEREAS**, Without an effective treatment, prevention or cure, the number of people with **Alzheimer's** disease is expected to increase 15 percent by the year 2025. Almost two-thirds of Americans with **Alzheimer's** disease are women and one in three senior citizens dies with **Alzheimer's** or another dementia. Fifty percent of primary care physicians believe the medical profession is not ready for the growing number of people with **Alzheimer's** or other dementias. We need more geriatricians and primary care physicians trained to take on the growing dementia population; and

**WHEREAS**, **Alzheimer's** disease is an epidemic that affects more than just the person diagnosed. Family and friends see their loved one struggle with changes related to the brain disease, while dealing with changes to their personal and professional lives. By raising concern for the effects of **Alzheimer's** disease and building awareness for its symptoms and the need to seek early diagnosis, we can improve the quality of life for all; and

**WHEREAS**, The **Alzheimer's Association** Michigan Chapter offers free resources to people facing **Alzheimer's** disease, including in-person education and support programs, free dial-in and virtual programming to Michigan residents, a 24-Hour Helpline and website at alz.org. It also provides critical international leadership and funding to advance research toward methods of treatment, prevention and, ultimately, a cure for **Alzheimer's**;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Troy hereby proclaims **June 2020 as Alzheimer's & Brain Awareness Month** in the City of Troy and joins with the **Alzheimer's Association Michigan Chapter** to honor all people suffering from this disease and all caregivers of people living with **Alzheimer's** for their strength and determination; and

**BE IT FURTHER RESOLVED**, That the City Council of the City of Troy asks everyone to come together this June to support **Alzheimer's & Brain Awareness Month** and to join the fight against **Alzheimer's** by taking part in the annual **Walk to End Alzheimer's**, the world's largest event to raise awareness and funds for **Alzheimer's** care, support and research; and

**BE IT FURTHER RESOLVED**, That the City of Troy will illuminate City Hall's outside lights used during the holidays from June 23 through June 30 at night in the color purple, the color representing **Alzheimer's & Brain Awareness Month**.

**Presented this 22<sup>nd</sup> day of June 2020.**



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-04

## CITY COUNCIL AGENDA ITEM

Date: June 22, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
MaryBeth Murz, Purchasing Manager  
Lisa Burnham, Accounting Manager  
Drew Benson, Assistant to the City Manager

Subject: Standard Purchasing Resolution 8 – Citizen, Business, and Library Surveying Services

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### History

On March 4, 2019, the City Council awarded a contract for community survey consulting services to Michigan Researchers Associates, Inc. dba EPIC•MRA to conduct business and residential surveys for an amount not to exceed \$60,500 (Resolution# 2019-03-026). The City Council held a study session on March 18, 2019 to discuss survey topics but City management subsequently ceased work on the project due to questions regarding the methodology of the project, and the desired outcomes that the approved survey would produce compared to the cost. The City spent \$19,000 before ceasing work. It is worth noting that the previously completed work from EPIC•MRA will be used to support future surveying work.

The October 17, 2019 City Manager Status Report included City management's plans spend the remaining \$41,500 to conduct business and resident benchmarking surveys rather than to develop our own surveys. These surveys will allow the City to benchmark areas such as public safety, parks, streets, economic vitality, culture and services. The City's scores can be compared to annually-refreshed indices of similar communities across the region and nation. When conducted regularly, this research will help support strategic planning, budgeting, performance management, and economic development.

Since then, several important and urgent issues (not the least of which is the global pandemic) prevented progress on this project. However, it is now more important than ever for the City to understand the community's needs and wants in a systematic way. Accordingly, City management has spent considerable time researching nationally recognized benchmark surveying services in an effort to move forward with both a citizen survey and a business survey of our community.

In addition to the broad Citizen and Business Surveys, City Council has more recently expressed interest in quantifiable data regarding the community's sentiment toward the upcoming Library millage renewal. After looking into various options, City Management determined that our surveying consultant options could also provide bids for Library service research as well.

The purpose of this agenda item is to bring the topic of Citizen, Business, and Library Research surveys to City Council, recommending City Council approve agreements with Management's best value bidder, Cobalt Community Research to provide citizen, business, and library research survey services.



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## CITY COUNCIL AGENDA ITEM

### Purchasing

A formal Request for Proposal (RFP) process was conducted for citizen and business survey services in January of 2019 and it yielded only five proposals and the proposals themselves varied greatly. Based on proposals received from the process in 2019, it was determined it was in the best interest of the City to conduct an *informal* RFP process to gather bids in 2020. An integral part of that process included City staff researching best practices and reviewing surveys conducted in municipalities across the country. The most common methodology is a combination of mail and online response gathering. This is primarily due to a higher response rate and a lower cost compared to phone and other survey methods. Many municipalities use one of two organizations that provide benchmarking surveys:

- **Cobalt Community Research** - Based out of *Charlotte, MI*; Cobalt Community Research is a national 501c3 nonprofit, non-partisan coalition that helps local governments, schools and membership organizations affordably engage communities through high-quality surveys, dynamic population segmentation, focus groups and work groups that use instant audience feedback technology. Cobalt combines big data with local insights to help you thrive as changes emerge in the economic, demographic and social landscape.
- **National Research Center** - Based out of *Boulder, CO*; the National Research Center, Inc., is a leading survey research and evaluation firm focusing on the information requirements of the public sector. NRC's highly skilled team of social science researchers has extensive experience and insight into local government. Its staff demonstrates advanced expertise in survey methodology, analysis, and best practices. NRC has served local governments and other public sector entities for more than 20 years. The NRC is endorsed by the International City/County Manager's Association (ICMA), and offers special partner rates for ICMA affiliated communities.

Each of these organizations offer resident and business surveying services that include benchmarking questions that are the same on all their surveys so each individual community can compare their data to others. Below is a side-by-side comparison of their proposals:

	<b>Cobalt Community Research</b>	<b>National Research Center</b>
Citizen Survey	Yes	Yes
Cost	\$17,070	\$16,000 (Subscription) \$18,000 (One-time)
# of Invitations	2,000	1,700
# of contacts to participate	2	3
Business Survey	Yes	Yes
Cost	\$10,800	\$16,000 (Subscription) \$18,000 (One-time)
# of Invitations	2000 (mail) 1000 (e-mail)	2000 (mail)
# of contacts to participate	3	3
Benchmarking questions	Yes	Yes
Online response option	Yes	Yes
Access to additional community engagement tools	No	Yes - <a href="#">Polco</a>
Total cost for Year 1 for all services	\$27,870	\$32,000 (subscription) \$36,000 (one-time)
Locked in future pricing	No	Yes, if subscription model is chosen



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## CITY COUNCIL AGENDA ITEM

In addition, each survey comes with add-on features that can be included or subtracted based on the needs of the community. These additional items are often determined during the first stage of the process, and can end up changing the total cost slightly. Examples of add-ons can be seen in the supporting documents from each of the survey options. City Management recommends adding a small contingency to the not-to-exceed price approval to account for unforeseen needs.

### **Process & Timeline**

Both of these surveying organizations use similar methodologies for gauging public sentiment through a pre-formed set of questions and scales that benchmark you against similar communities. These questions and scales are the same for all the municipalities they work with so that the data drawn from the responses can be compared – apples to apples – against other municipalities in your area, region, state, and around the nation whom have also used this service.

While there is a degree of customization of a small section of questions for your own communities' priorities, the majority of the surveys are not intended to be changed. This methodology is recommended by City Management for its consistency, relative simplicity, and ease of comparison between datasets (both from other communities, and against ourselves should this survey be done again in the future). Benchmarking surveys like these typically take three or four months to complete after kickoff and are conducted in the following process:

1. Questionnaire development
2. Data collection
3. Data processing
4. Reporting

If approved in June, City staff will work with the survey provider to complete the reports in time for a new and improved strategic planning process in the fall.

### **Additional Library Research**

This agenda item had been previously prepared to only include the Citizen and Business surveys, and within the last week, City Council has requested more in-depth research for community sentiment regarding the upcoming Library Millage. To that end, City Management has received a proposal from Cobalt Community Research for the provision of an additional short survey and a focus group dedicated specifically to Library research. That bid is attached to this agenda item, and would cost an additional \$10,250.

If approved by Council, the Library Research surveying and focus groups would take precedent over the Citizen and Business Surveys, and the findings would be available for City Council to review prior to making a decision as to the ballot language for the Library Millage.

### **Financial**

In anticipation of performing business and citizen surveys, \$40,000 was budgeted in the General Fund for the 2021 Fiscal Year under account number 101.172.7801.100 – Professional Services – Special Studies and Research. This will cover the Citizen and Business surveys

To complete the Library portion of the survey, a budget amendment in the amount of \$11,000 for the Library Fund for Fiscal Year 2021 to account 271.790.7801.100 –Professional Service – Special Studies and Research will be necessary.



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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management recommends awarding a contract for Community Survey Consulting Services to COBALT COMMUNITY RESEARCH of Michigan *in the best interest of the City* for a not to exceed amount of \$18,000 for a residential survey including unforeseen contingencies; a not to exceed amount of \$12,000 for a business survey including unforeseen contingencies; and a not to exceed amount of \$11,000 for library research including unforeseen contingencies.

### **Legal Review**

This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.



## City of Troy, MI Agreement for Citizen Research 2020

May 20, 2020

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and the City of Troy, MI (the Partner), having a business address of 500 W Big Beaver Rd, Troy, MI 48084, using the Cobalt Citizen Engagement and Priority Assessment <sup>SM</sup>. Cobalt Community Research ([www.cobaltcommunityresearch.org](http://www.cobaltcommunityresearch.org)) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt's address is PO Box 416, Charlotte, MI 48813; (877) 888-0209; E-mail: [wsaintamour@cobaltcommunityresearch.org](mailto:wsaintamour@cobaltcommunityresearch.org)

### DELIVERABLES (SECTION 1)

Count	Component	Subtotal	Count	Component	Subtotal
1	Includes executive summary in PowerPoint, benchmarking questions, driver analysis, data entry, thermal-map/cross tab, national/regional benchmarks, remote follow-up with Partner	\$6,750		Non-English Version	
Additional Customization Modules/Options				Special Request:	
1	Budget Allocation Module (up to 10 service/program questions per module)	\$770	1	Online coding, branded landing page, and web link for completion online	Waived
1	Future Projects/Programs Module (up to 10 service/program questions per module)	\$770		Eblast distribution via email list provided by partner (3 waves) per 1,000 recipients	\$0
1	Communication Preference Module (up to 10 channel/mode questions per module)	\$770		Phone/text message invitation (1 wave) per 1,000 recipients	\$0
1	Custom Question Module (up to 10 service/program questions per module; generally questions from prior surveys, awareness, bond/millage development, potential policy changes)	\$770	2000	Mail Distribution: Production and postage for an initial mailing of up to a 6-page (3 sheet) survey with cover letter, plus a second mailing to those who have not responded. Includes business reply postage.	\$5,460
1	Open-Ended Questions	\$890		Append top 5 Mosaic Segments into Crosstabs	\$0
1	Added Demographic Questions for Filtering Results (up to 10 variables per question)	\$890		Include Community360™ Metrics Report	\$0
Total Cost: \$17,070.00					

Pricing valid for 60 days from the date of this document. 50% of quoted amount of the assessment engagement upon the signing of the contract. Remaining balance upon delivery of results.

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

### ACCEPTANCE

This agreement (Sections 1 and 2) shall be deemed accepted after it has been signed by a representative of the Partner and a representative of Cobalt. Acceptance may be made by facsimile and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

**Nondisclosure Statement:** All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

Authorized Representative



Cobalt Community Research, Executive Director

Date

May 20, 2020

Date

# CONTRACTUAL TERMS AND CONDITIONS (SECTION II)

## 1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

## 2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

## 3. CONFIDENTIALITY

Cobalt and the Partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in assessment responses received from Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Cobalt has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

## 4. INDEMNIFICATION

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. The Partner agrees to indemnify, defend and hold harmless Cobalt, its trustees, officers, agents and employees from and against any and all claims, damages, losses, liabilities, suits, costs, charges, expenses (including, but not limited to reasonable attorney fees and court costs), judgments, fines and penalties, of any nature whatsoever, arising from the performance of duties under the contract, to the extent not attributable to negligence, willful misconduct, or unethical practice by Cobalt.

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

## 5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

## 6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any Michigan court having jurisdiction thereof.

## 7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

## 8. ASSUMPTIONS

The Partner shall provide community contact data.

Cobalt cannot guarantee assessment response levels; however, a minimum of 300 completed assessments is required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 300, which provides a confidence interval of approximately +/- 5% with a 90% confidence. The Partner may designate a higher minimum.

Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.

The Partner is responsible for prompt review and response to draft questions and research materials that are in addition to the core assessment, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 30 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 30 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

## 9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles and that comply with the requirements of national services such as the ACSI. In addition, projects and services will be lead by Cobalt staff who have been certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

## 10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

## 11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

## 12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement.

## PROCESS

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Cobalt proposes a five-step process for the development of the assessment.

### Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The sampling methodology will also be finalized during this step.

### Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop supplemental questions to be added to the core questionnaire, which will be presented and discussed with the project lead to ensure that the questions included in the assessment are aligned with community needs.

### Step 3 – Assessment Deployment:

Cobalt publishes the assessment via web and also in the manner determined by the Partner (mailings, Eblast, Internet only, phone). Cobalt collects and codes the responses.

### Step 4 – Modeling & Analysis:

Cobalt will analyze the data using Cobalt's proprietary methodology, which quantifies the relationships between the various elements of the assessment.

### Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers by teleconference or webinar. A summary report in PowerPoint will be provided to the project lead. Access to detailed results will be provided to the project lead through a secure online portal or through supplemental analysis in MS Excel.

## TIMELINE

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Data collection, coding, analysis and review with the Partner typically takes 6-8 weeks from the date the survey instrument is approved by the Partner.

## City of Troy, MI Agreement for Business Community Research 2020 May 20, 2020

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and the City of Troy, MI (the Partner), having a business address of 500 W Big Beaver Rd, Troy, MI 4808. Cobalt Community Research ([www.cobaltcommunityresearch.org](http://www.cobaltcommunityresearch.org)) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt's business address is P.O. Box 416, Charlotte, MI 48813. Phone: (877) 888-0209. E-mail: [wsaintamour@cobaltcommunityresearch.org](mailto:wsaintamour@cobaltcommunityresearch.org)

### DELIVERABLES (SECTION 1)

Count	Component	Subtotal	Count	Component	Subtotal
1	Includes up to 2 pages (1 sheet) of custom questions which may include awareness, opinion, budget priority, future projects, communication preference, general demographic questions, policy questions; NPS and ACSI Overall benchmarking questions; executive summary in PowerPoint; driver analysis, data entry, thermal-map/cross tab, remote follow-up with Partner	\$6,500		Special requests:	
2	Additional pages	\$2,800	1	Landing page and web link for completion online	Waived
	Set of 2 business work groups/focus groups (partner provides location and recruits participants)	\$0		Eblast distribution via email list provided by partner (3 waves) per 1,000 recipients	\$0
	One-time set up and reporting out of all work groups/focus groups	\$0		Phone/text message invitation (1 wave) per 1,000 recipients	\$0
	Onsite visit for staff review/staff meetings (excludes air and hotel costs) (Per half day)	\$0	2000	Mail Distribution: Production and postage for a mailing of invitation letter directing businesses to the project landing page	\$1,500
	Non-English Version	\$0		Include Community360™ Metrics Report	\$0
Total Cost: \$10,800.00					

Pricing valid for 60 days from the date of this document. 50% of quoted amount of the assessment engagement upon the signing of the contract. Remaining balance upon delivery of results.

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

### ACCEPTANCE

This agreement (Sections 1 and 2) shall be deemed accepted after it has been signed by a representative of the Partner and a representative of Cobalt. Acceptance may be made by facsimile and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

**Nondisclosure Statement:** All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

Authorized Representative



Cobalt Community Research, Executive Director

Date

May 20, 2020

Date

# CONTRACTUAL TERMS AND CONDITIONS (SECTION II)

## 1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

## 2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

## 3. CONFIDENTIALITY

Cobalt and the Partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in assessment responses received from Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Partner hereby grants to Cobalt a perpetual, non-exclusive, royalty free, fully paid-up, worldwide license, with the right to sublicense, to use such Data and Measurements in the performance of the Services and in the creation of indices which are compiled from aggregated Data and Measurements (the "Aggregated Indices"). The Aggregated Indices will contain Partner's Data and Measurements; however, the Aggregated Indices will not contain individually identifiable data regarding Partner or its residents/members and will not allow a user thereof to ascertain or otherwise isolate data regarding the Partner or its residents or members. Cobalt shall not publish or disclose to any third party Partner's individual Data or Measurements without the prior written consent of Partner. Partner shall have no ownership interest in the Aggregated Indices. Cobalt has the right to use Partner's name in describing the participants of the Aggregated Indices. In addition, Cobalt has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

## 4. INDEMNIFICATION

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. The Partner agrees to indemnify, defend and hold harmless Cobalt, its trustees, officers, agents and employees from and against any and all claims, damages, losses, liabilities, suits, costs, charges, expenses (including, but not limited to reasonable attorney fees and court costs), judgments, fines and penalties, of any nature whatsoever, arising from the performance of duties under the contract, to the extent not attributable to negligence, willful misconduct, or unethical practice by Cobalt.

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

## 5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the

contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

## 6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any Michigan court having jurisdiction thereof.

## 7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

## 8. ASSUMPTIONS

Unless otherwise agreed to in the statement of work, the Partner shall provide contact data using the Cobalt Contact Template in MS Excel.

Cobalt cannot guarantee assessment response levels; however, a minimum of 100 completed assessments is required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 100, which provides a confidence interval of approximately +/- 3.3% with a 90% confidence. The Partner may designate a higher minimum.

Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.

The Partner is responsible for prompt review and response to draft questions and research materials, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 30 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 30 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

## 9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles and that comply with the requirements of national services such as the ACSI. In addition, projects and services will be lead by Cobalt staff certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

## 10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

## 11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

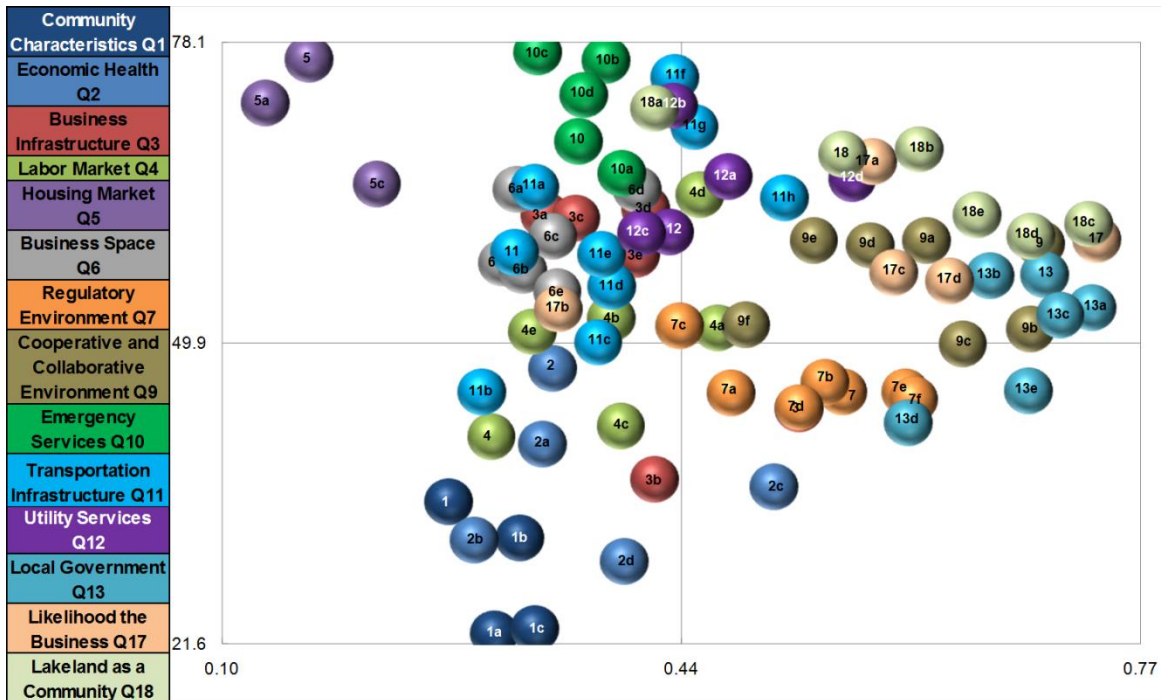
## 12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement.



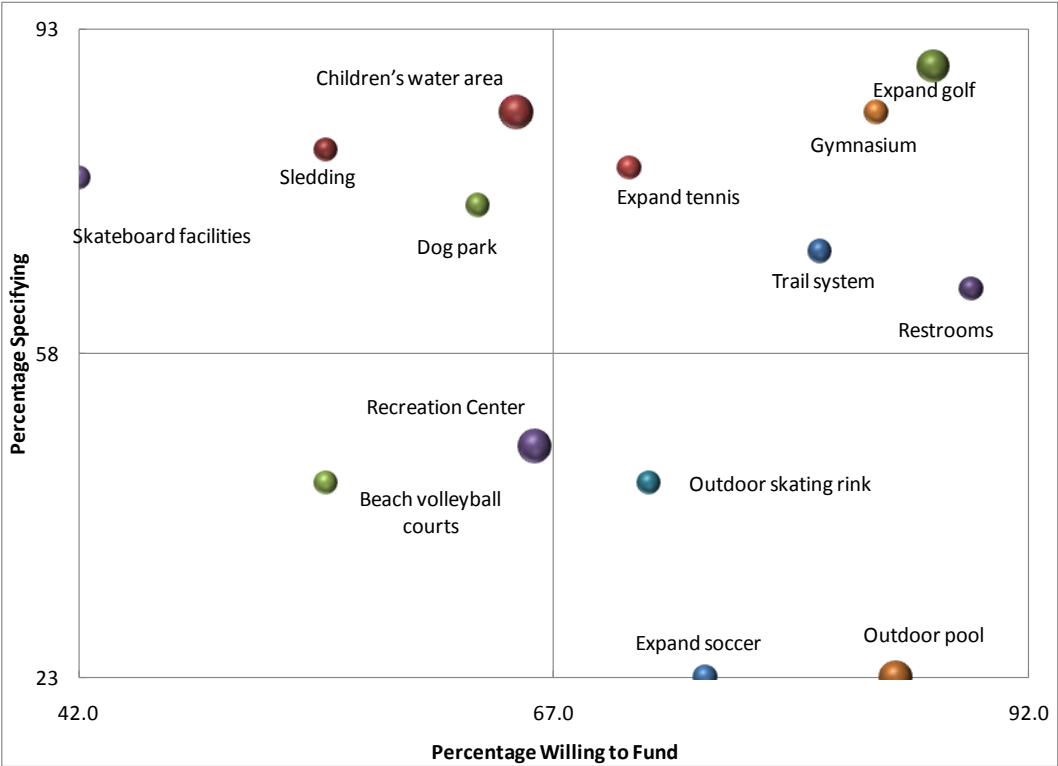
## REFERENCE SECTION

**Priority Analysis:** The Partner may customize the program and service questions unique to their organization. The illustrations below provides examples of a priority analysis to engage businesses in important decisions on where limited resources should be applied. Bubble size is determined by organization-provided expenditure data. In addition, detail is provided for each demographic group and thermal mapped so high scores appear in blue and low scores appear in red.

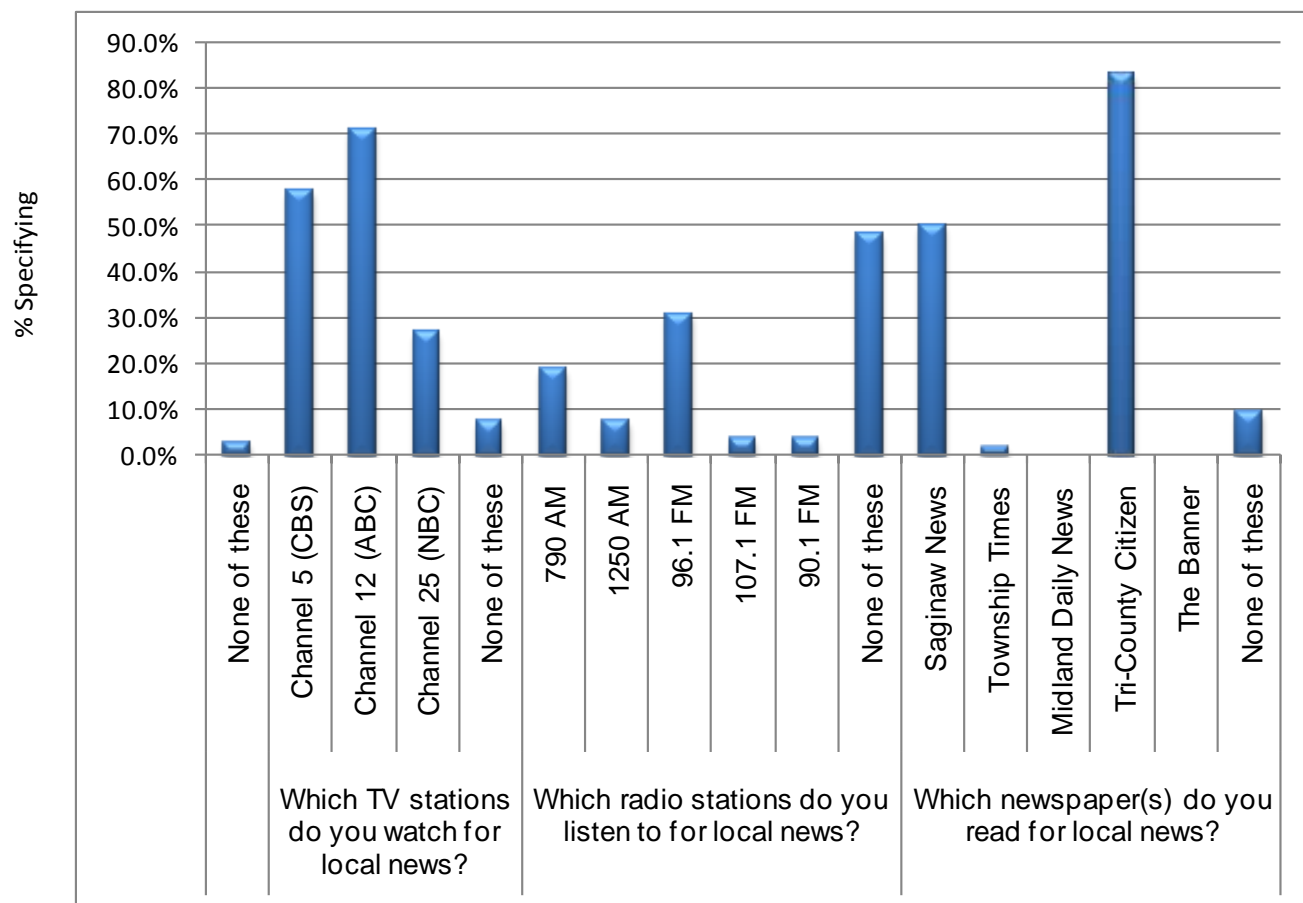
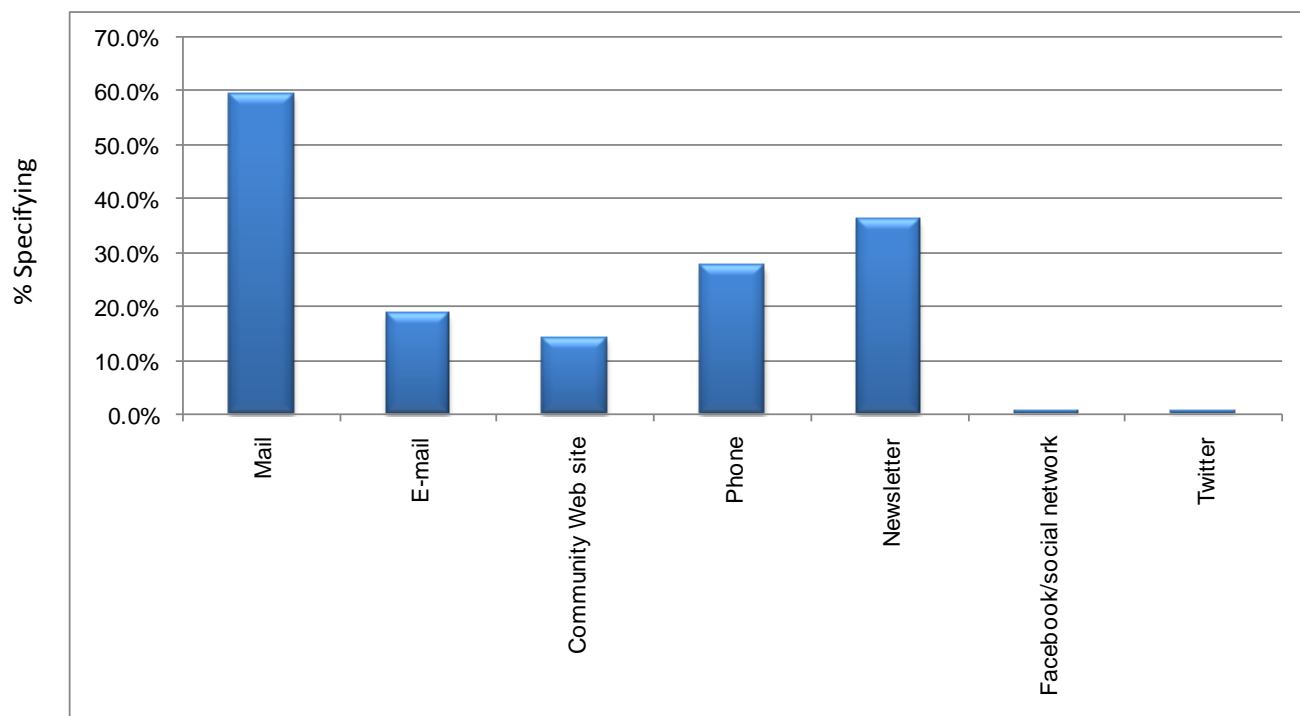


Think about the City of the city and rate it based on the following dimensions. Scale from 1 to 100		Economic Health		Business Infrastructure		Labor Market		Housing Market		Business Space		Regulatory Environment		Cooperative and Collaborative Environment	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Overall Satisfaction	Overall Satisfaction	47	40	31	36	29	44	62	37	62	62	58	41	51	52
	One year or less	49	48	37	51	40	60	63	39	67	67	56	42	50	51
	1-5 years	43	30	29	34	27	35	49	34	50	49	42	34	51	30
	6-10 years	49	44	27	36	31	36	60	30	62	65	67	38	50	55
What type of space do you use for your place or business?	Commercial office	48	39	32	37	29	46	63	38	62	63	57	45	51	55
	Retail space	47	39	31	35	26	33	59	33	66	65	53	36	44	47
	Home office	53	46	36	44	26	53	57	32	57	59	58	64	69	64
	Manufacturing space	52	45	33	40	37	49	65	44	53	54	58	25	60	53
Where do you do business?	Land	39	37	26	30	23	43	57	37	63	68	72	41	46	42
	Storage space	39	30	34	14	19	47	67	31	69	74	78	31	39	53
	Mainly in the city only	45	39	31	35	25	39	61	33	59	60	56	41	48	47
	In the areas near the city	53	49	36	42	35	52	67	42	68	70	67	47	59	58
How many employees work for your business?	Across the state	46	37	31	34	31	42	64	40	54	55	56	42	49	54
	Across the U.S.	48	37	26	39	34	47	61	35	71	67	50	36	43	56
	Worldwide	56	32	22	32	25	59	42	44	64	68	62	25	61	63
	1 to 9	46	41	31	36	30	43	61	37	60	61	58	39	48	47
Over the next year, what are you anticipating for your company's revenues?	10 to 49	46	39	31	37	28	42	62	32	66	67	56	47	51	58
	50 to 99	60	50	41	37	28	59	67	49	72	61	67	61	65	63
	100 to 499	59	34	32	38	30	48	64	51	48	53	48	33	67	61
	500 or more	64	29	20	33	27	61	64	39	61	64	67	39	58	61
Over the next year, what are you anticipating for your company's employment levels?	Growing	49	41	31	38	33	47	66	41	61	60	55	40	53	56
	Staying the same	49	40	31	36	28	48	62	40	64	67	62	45	54	52
	Contracting	49	41	31	31	29	33	54	24	60	54	48	30	42	47
	Don't know	37	36	30	31	24	28	51	25	58	59	60	36	40	42
Which industry categories best describes your business?	Growing	50	40	32	40	35	47	65	40	59	59	57	35	51	56
	Staying the same	49	41	32	37	28	46	65	39	64	67	60	46	55	53
	Contracting	52	40	30	28	15	31	47	23	53	57	52	31	49	48
	Don't know	32	33	27	29	22	30	47	26	59	54	54	37	36	39
	Agricultural, forestry, fishing and hunting	39	31	16	27	24	35	38	22	42	39	35	35	42	38
	Mining, quarrying, oil and gas extraction	33	33	33	33	33	39	61	11	78	50	22	39	56	50
	Construction	48	40	35	39	31	43	73	33	55	68	70	31	53	61
	Manufacturing	50	45	32	38	35	47	66	41	55	61	61	26	57	51
	Transportation	40	27	16	18	16	24	38	24	53	38	42	8	38	42
	communications, electric, gas and sanitary services	41	42	30	44	44	48	72	28	81	72	70	42	41	50
	Wholesale trade	41	36	31	33	27	38	63	33	69	67	52	38	45	46
	Retail trade	48	41	28	39	24	47	65	36	64	66	55	50	55	60
	Finance, insurance, real estate	48	40	32	36	29	41	57	38	60	60	59	45	50	51
	Services	78	78	44	67	44	100	78	-	89	89	89	54	89	84
	Public administration	78	78	44	67	44	100	78	-	89	89	89	54	89	84

**Future Programs Analysis:** The Partner may add questions specific to the planning process. The illustration below provides an example of a future project/program module to engage the community in important decisions on which potential future projects, programs and services they would like to see implemented. Bubble size is determined by Partner-provided expenditure data. As with the priority analysis, results can be broken down by demographic group and thermal mapped.



**Communication Preference Module:** This customized module provides data on preferred modes of communication and which media channels respondents use for local news and community information.





## PROCESS

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Cobalt proposes a five-step process for the development of the assessment.

### Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The collection methodology will also be finalized during this step.

### Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop questions to be added to the questionnaire, which will be presented and discussed with the project lead to ensure that the questions included in the assessment are aligned with organizational needs.

### Step 3 – Assessment Deployment:

Cobalt publishes the assessment via web and also in the manner determined by the Partner (mailings, Eblast, Internet only, phone). Cobalt collects and codes the responses.

### Step 4 – Modeling & Analysis:

Cobalt will analyze the data and develop modeling using Cobalt's proprietary methodology, which quantifies the relationships between the various elements of the assessment.

### Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers. A summary report in PowerPoint and detailed cross tabs will be provided to the project lead.

## PROPOSED TIMELINE

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Week 1: Kickoff meeting online to set up project and drive first draft of the survey and eblast/newsletter language for City review. Note in City newsletter to watch for the coming engagement study.

Week 2: Iterate on survey drafts to reach final version. Create landing page hosted by Cobalt. Publish electronic survey.

Week 3: Landing page shared by City and other stakeholder organizations to the business community via email and other modes of communication available to them. Data collection begins. Cobalt begins reporting response count weekly.

Week 4: Reminder messages sent to business community.

Week 5: Final call message sent to business community. (Optional) Cobalt sends out letter to a sample of businesses as an invitation to take the survey. Prior responses scrubbed out as much as possible. If City desires, Cobalt also can send out a separate eblast to addresses provided by the City.

Week 6: Close survey, begin analysis

Week 8: Review draft results with the City project team and key internal groups. Finalize report and schedule City Council review, if required.

## City of Troy, MI Agreement for Library Research 2020

June 16, 2020

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and the City of Troy, MI (the Partner), having a business address of 500 W Big Beaver Rd, Troy, MI 48084. Cobalt Community Research ([www.cobaltcommunityresearch.org](http://www.cobaltcommunityresearch.org)) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt's address is PO Box 416, Charlotte, MI 48813; (877) 888-0209; E-mail: [wsaintamour@cobaltcommunityresearch.org](mailto:wsaintamour@cobaltcommunityresearch.org)

### DELIVERABLES (SECTION 1)

Count	Component	Subtotal	Count	Component	Subtotal
1	Includes up to 2 pages (1 sheet) of custom questions to support library planning which may include support for millage renewal options, prioritization of amenities, community experience/satisfaction, awareness, potential future services/programs, general demographic questions, etc. Executive summary in PowerPoint; data entry if needed, thermal-map/cross tab, verbatim comments, remote or in-person follow-up with Partner	\$6,500		Special requests:	
	Additional pages (2 sheets)	\$0	1	Online coding, branded web landing page, and web link for completion online	Waived
	Set of 2 work groups/focus groups (partner provides location and recruits participants)	\$0		Eblast distribution via email list provided by partner (3 waves) per 1,000 recipients	\$0
	One-time set up and reporting out of all work groups/focus groups	\$0		Phone/text message invitation (1 wave) per 1,000 recipients	\$0
1	Onsite visit for staff review/staff meetings (excludes air and hotel costs) (Per half day)	Waived	3000	Mail Distribution: Production and postage for an initial mailing of up to a 2-page 1 sheet) survey with cover letter. Includes business reply postage.	\$3,750
	Non-English Version	\$0		Include Community360™ Metrics Report	\$0
Total Cost: \$10,250.00					

Data will be provided to the City by August 3, 2020. Pricing valid for 60 days from the date of this document. 50% of quoted amount of the assessment engagement upon the signing of the contract. Remaining balance upon delivery of results.

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

### ACCEPTANCE

This agreement (Sections 1 and 2) shall be deemed accepted after it has been signed by a representative of the Partner and a representative of Cobalt. Acceptance may be made by facsimile and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

**Nondisclosure Statement:** All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

Authorized Representative



Cobalt Community Research, Executive Director

Date

June 16, 2020

Date

# CONTRACTUAL TERMS AND CONDITIONS (SECTION II)

## 1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

## 2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

## 3. CONFIDENTIALITY

Cobalt and the Partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in assessment responses received from Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Cobalt has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

## 4. INDEMNIFICATION

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

## 5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

## 6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good

faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences may be entered in any Michigan court having jurisdiction thereof.

## 7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 60 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

## 8. ASSUMPTIONS

The Partner shall provide community contact data.

Cobalt cannot guarantee assessment response levels; however, a minimum of 300 completed assessments is required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 300, which provides a confidence interval of approximately +/- 5% with a 90% confidence. The Partner may designate a higher minimum.

Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage, if production services are requested by the Partner in addition to those specified in Section 1.

The Partner is responsible for prompt review and response to draft questions and research materials that are in addition to the core assessment, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 60 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 60 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

## 9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles and that comply with the requirements of national services such as the ACASI. In addition, projects and services will be lead by Cobalt staff who have been certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRRI (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

## 10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

## 11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

## 12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement.

## PROCESS

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Cobalt proposes a five-step process for the development of the assessment.

### Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The sampling methodology will also be finalized during this step.

### Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop questions, which will be presented and discussed with the project lead to ensure that the questions included in the assessment are aligned with community needs.

### Step 3 – Assessment Deployment:

Cobalt publishes the assessment via web and also in the manner determined by the Partner (mailings, Eblast, Internet only, phone). Cobalt collects and codes the responses.

### Step 4 – Modeling & Analysis:

Cobalt will analyze the data using Cobalt's proprietary methodology, which quantifies the relationships between the various elements of the assessment.

### Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers by teleconference or webinar. A summary report in PowerPoint will be provided to the project lead. Access to detailed results will be provided to the project lead through a secure online portal or through supplemental analysis in MS Excel. Findings will be presented in person on a date mutually agreed to.

## TIMELINE

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Data collection, coding, analysis and review with the Partner typically takes 4-5 weeks from the date the survey instrument is approved by the Partner. Results will be provided to the City by August 3.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

# CITY COUNCIL AGENDA ITEM

Date: June 16, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert Maleszyk, Chief Financial Officer  
Lisa Burnham, Accounting Manager

Subject: 2020/2021 Budget Amendments and Re-Appropriations

**History**

All budgetary centers in the General Fund were recently reviewed to determine whether a budget amendment is necessary based on eleven months of actual expenditures and estimating June expenditures. Listed below is the account that will require a budget amendment:

Engineering-Consultant Fees	\$ 300,000
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This budget increase for the Engineering Department is due to higher volumes of projects and permits requiring additional outside consultant inspection.

In addition, the City has several Capital Projects in Fiscal Year 2020 that will not be completed prior to June 30, 2020. This is primarily due to the Covid-19 Pandemic. The projects and details are listed on the attached document.

**Purchasing**

A new purchase order reflecting the changes in service and product delivery will be reissued to the respective vendors for the capital projects.

**Financial**

Budget Amendment:

A budget amendment in the amount of \$300,000 for the General Fund for the 2020 Fiscal Year is required as detailed below:

Engineering-Consultant Fees	101.442.442.7816.030	\$300,000
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Budget Re-Appropriations:

Funds were budgeted in the 2020 Fiscal Year for the projects listed on the attached document. These listed projects will need to be re-appropriated to the 2021 Fiscal Year.

**Recommendation**

City Administration recommends amending the General Fund for the 2020 Fiscal Year by \$300,000 and the re-appropriation of the Capital Projects to Fiscal Year 2021 as detailed on the attached document.

Department	Account/Project	Amount
Police	401.301.11.305.7975.185 - Gun Range Renovation Updates (Forfeiture Funded)	\$ 200,000.00
Fire	401.336.337.7974.150 - Firefighters Memorial/Peace Garden	\$ 100,000.00
Fire	401.336.338.7978.035 - Opticom Traffic Signal Installation	\$ 200,000.00
Fire	401.336.344.7975.060 - Station Two Roof Replacement	\$ 100,000.00
Fire	401.336.344.7975.080 - Station Six Generator Replacement	\$ 115,000.00
Streets - Major	401.447.479.7989.022035 - Public Works Construction John R from Long Lk - Square Lk	\$ 332,000.00
Streets - Major	401.447.479.7989.022045 - Public Works Construction John R from Sq Lake to South Bld	\$ 18,000.00
Streets - Major	401.447.479.7989.022065 - Public Works Construction Roch from Barclay to Trinway	\$ 180,000.00
Streets - Major	401.447.479.7989.201035 - Public Works Construction Maple @ Rochester Traffic Signal	\$ 125,000.00
Streets - Major	401.447.479.7989.201045 - Public Works Construction Long Lk. @ Coolidge Traffic Sign	\$ 150,000.00
Streets - Major	401.447.479.7989.201055 - Public Works Construction Coolidge under I-75	\$ 200,000.00
Streets-Local	401.447.499.7989.400 - Public Works Construction Local Road Asphalt	\$ 25,000.00
Public Works	401.464.7974.165 - Land Improvements Municipal Parking Lots	\$ 100,000.00
Public Works	401.464.7975.120 - Garage Facility Roof Replacement	\$ 125,000.00
Public Works	401.464.7975.900 - CO2/NO2 Detection System & Parks Garage Facility Electrical Upgrade	\$ 210,000.00
Parks - Municipal Grounds	401.751.770.7974.020 - Boulan Park Site Lighting Service Panel	\$ 13,000.00
Parks - Municipal Grounds	401.751.770.7974.030 - Firefighters Park Pathway (CDBG)	\$ 105,000.00
Parks - Municipal Grounds	401.751.770.7975.135 - Firefighters Park Restroom Renovations	\$ 50,000.00
Recreation	401.752.755.7975.125 - Gym Floor Resurfacing	\$ 30,000.00
Recreation	401.752.755.7978.045 - Leisure Pool Pump Replacement	\$ 25,000.00
Library	401.790.7975.900 - Building Renovation Project	\$ 28,000.00
Museum	401.804.804.7975.900 - Niles Barnard House Renovation	\$ 365,000.00
<b>Capital Projects Fund Total</b>		<b>\$ 2,796,000.00</b>
Sylvan Glen	584.788.7975.015 - Pro Shop Construction	\$ 64,000.00
<b>Sylvan Glen Capital- 584 Fund</b>		<b>\$ 64,000.00</b>
Aquatic Center	587.789.7978.010 – Marcite/Tile Replacement	\$ 127,000.00
<b>Aquatic Capital- 587 Fund</b>		<b>\$ 127,000.00</b>
Sewer	590.527.535.7973.164035 - Sewer System Sanitary Lift Stations	\$ 252,000.00
Sewer	590.527.535.7973.164045 - Sanitary Sewer CIPP	\$ 50,000.00
Sewer	590.527.535.7973.184015 - Sewer System Willow Grove	\$ 1,485,000.00
<b>Sewer Capital- 590 Fund</b>		<b>\$ 1,787,000.00</b>
Water	591.537.555.7972.175015 - Water System Square Lake Place Subdivision	\$ 150,000.00
Water	591.537.555.7972.175035 - Water System BEACH PRV	\$ 50,000.00
Water	591.537.555.7972.185025 - Water System Naughton, Wheaton & Piedmont	\$ 3,575,000.00
Water	591.537.555.7972.205015 - Water System Midtown Place Apt. Wm Upgrades	\$ 150,000.00
<b>Water Capital- 591 Fund</b>		<b>\$ 3,925,000.00</b>
Information Technology	636.228.7980.020 - Phone System Upgrade & Library Server Replacement	\$ 400,000.00
<b>Information Technology Capital - Fund 636</b>		<b>\$ 400,000.00</b>
Motor Pool	661.549.565.7975.900 - Roof Top Units, Unit Heaters & Security System Upgrade	\$ 213,000.00
Motor Pool	661.549.565.7981 - Vehicles	\$ 1,350,000.00
<b>Motor Pool Capital - Fund 661</b>		<b>\$ 1,563,000.00</b>
<b>Business Type Capital Total</b>		<b>\$ 7,866,000.00</b>
<b>Grand Total</b>		<b>\$ 10,662,000.00</b>



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-06

## CITY COUNCIL AGENDA ITEM

Date: June 3, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert Maleszyk, Chief Financial Officer  
Glenn Lapin, Economic Development Specialist

Subject: Approval of the Troy Brownfield Redevelopment Authority (TBRA) Proposed Fiscal Year 2020/21 and Three-Year Budget

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The Troy Brownfield Redevelopment Authority (TBRA) recommended approval of its proposed 2020/21 and Three-Year Budget at the June 2, 2020 TBRA meeting. City management recommends that City Council approve the TBRA's proposed 2020/21 and Three-Year Budget.



# *Brownfield Redevelopment Authority*

County of Oakland, State of Michigan

**2020/21 through 2022/23 Budget**

## Introduction

The Brownfield Redevelopment Financing Act, Act 381 of 1996, authorized the City of Troy to create the Troy Brownfield Redevelopment Authority (TBRA), which occurred on January 18, 1999. The purpose of the TBRA is to implement Brownfield Plans, create Brownfield redevelopment zones, promote revitalization, redevelopment and reuse of distressed properties within the City. Furthermore, the TBRA may utilize tax increment financing to assist redevelopment.

The TBRA shall consist of not less than five (5) persons and not more than nine (9) persons who serve for three year terms, and are appointed by the Mayor and approved by City Council.

The three year budget contains six active Brownfield plans as follows: Plan #4 for the TCF Bank Branch; Plan #6 for the MJR Troy Grand Digital Cinema 16; Plan #7 for the Regency at Troy (Ciena Healthcare); Plan #8 for the Somerset Shops; Plan #9 for the Uptown Apartments (formerly Midtown Apts.); and Plan #10 for the Harrison Poolside Troy Apartments.





## Brownfield Redevelopment Authority

### County of Oakland, State of Michigan

#### 2020/21 through 2022/23 Budget

	2019	2020	2020	2021	2022	2023
	Actual	Estimated	Budget	Budget	Budget	Budget
<b>REVENUE</b>						
Property Taxes-TCF	\$ 3,094	\$ 3,260	\$ 3,260	\$ 3,380	\$ 3,530	\$ 3,680
Property Taxes-MJR	79,315	78,870	78,870	78,430	78,900	-
Property Taxes - Somerset Shops	1,495	480	480	12,250	14,880	19,750
Property Taxes - Regency at Troy	-	270	270	-	55,720	177,980
Property Taxes - Uptown Apts.	-	-	-	-	61,970	113,170
Property Taxes - Harrison-Troy PS Apts.	-	-	-	-	111,960	114,340
Interest Income	19,388	4,000	100	4,000	6,000	8,000
<b>Total Revenues</b>	<b>103,292</b>	<b>86,880</b>	<b>82,980</b>	<b>98,060</b>	<b>332,960</b>	<b>436,920</b>
<b>EXPENDITURES</b>						
Administrative Expenses	5,500	5,600	5,600	5,700	5,800	5,900
Audit Fees	1,800	1,840	1,840	1,880	1,920	1,920
Payment to TCF Bank	3,094	3,260	3,260	3,380	3,530	3,680
Payment to MJR	-	-	-	-	-	-
Payment to Somerset Shops	-	480	480	12,250	14,880	19,750
Payment to Regency at Troy	-	270	270	-	55,720	177,980
Payment to Uptown Apts.	-	-	-	-	61,970	113,170
Payment to Harrison-Troy PS Apts.	-	-	-	-	111,960	114,340
Other expenditures	72	300	300	300	300	300
<b>TOTAL - EXPENDITURES</b>	<b>10,466</b>	<b>11,750</b>	<b>11,750</b>	<b>23,510</b>	<b>256,080</b>	<b>437,040</b>
<b>Change in Fund Balance</b>	<b>92,826</b>	<b>75,130</b>	<b>71,230</b>	<b>74,550</b>	<b>76,880</b>	<b>(120)</b>
<b>BEGINNING FUND BALANCE</b>	<b>513,298</b>	<b>606,124</b>	<b>606,124</b>	<b>681,254</b>	<b>755,804</b>	<b>832,684</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 606,124</b>	<b>\$ 681,254</b>	<b>\$ 677,354</b>	<b>\$ 755,804</b>	<b>\$ 832,684</b>	<b>\$ 832,564</b>

#### Revolving Fund/Fund Balance

Beginning Balance	\$ 262,250	\$ 341,565	\$ 341,565	\$ 420,435	\$ 498,865	\$ 560,491
Loan payments from MJR	79,315	78,870	78,870	78,430	61,626	-
<b>Ending Balance</b>	<b>341,565</b>	<b>420,435</b>	<b>420,435</b>	<b>498,865</b>	<b>560,491</b>	<b>560,491</b>
<b>Unassigned Fund Balance</b>	<b>264,559</b>	<b>260,819</b>	<b>256,919</b>	<b>256,939</b>	<b>272,193</b>	<b>272,073</b>
<b>Total Fund Balance</b>	<b>\$ 606,124</b>	<b>\$ 681,254</b>	<b>\$ 677,354</b>	<b>\$ 755,804</b>	<b>\$ 832,684</b>	<b>\$ 832,564</b>



## Brownfield Redevelopment Authority

County of Oakland, State of Michigan

### Tax Capture and Millage 2020/21 through 2024/25

	2021 Budget	2022 Budget	2023 Budget	2024 Estimated	2025 Estimated
<b><u>TCF Bank (TCF)(BR4)</u></b>					
Base Taxable Value	\$ 197,940	\$ 197,940	\$ 197,940	\$ 197,940	\$ 197,940
Taxable Value	367,930	375,289	382,794	390,450	398,259
Captured Taxable Value	169,990	177,349	184,854	192,510	200,319
TCF Bank Tax Revenues	3,380	3,530	3,680	3,830	3,980
<b><u>MJR Theater (MJR)(BR6)</u></b>					
Base Taxable Value	\$ 1,025,640	\$ 1,025,640	\$ 1,025,640	\$ 1,025,640	\$ 1,025,640
Taxable Value	4,970,720	4,994,262	5,054,314	5,117,559	5,183,961
Captured Taxable Value	3,945,080	3,968,622	4,028,674	4,091,919	4,158,321
MJR Theater Tax Revenues	78,430	78,900	80,090	81,350	82,670
<b><u>Somerset Shops (SSS)(BR8)</u></b>					
Base Taxable Value	\$ 1,843,250	\$ 1,843,250	\$ 1,843,250	\$ 1,843,250	\$ 1,843,250
Taxable Value	2,459,440	2,591,494	2,836,573	2,886,486	2,937,329
Captured Taxable Value	616,190	748,244	993,323	1,043,236	1,094,079
Somerset Shops Tax Revenues	12,250	14,880	19,750	20,740	21,750
<b><u>Regency at Troy (MSC)(BR7)</u></b>					
Base Taxable Value	\$ 879,840	\$ 879,840	\$ 879,840	\$ 879,840	\$ 879,840
Taxable Value	685,900	3,682,380	9,832,380	13,607,380	13,660,380
Captured Taxable Value	-	2,802,540	8,952,540	12,727,540	12,780,540
MSC Tax Revenues	-	55,720	177,980	253,030	254,080
<b><u>Uptown Apts. (MTA)(BR9)</u></b>					
Base Taxable Value	\$ 2,032,700	\$ 2,032,700	\$ 2,032,700	\$ 2,032,700	\$ 2,032,700
Taxable Value	652,060	5,150,000	7,725,000	10,036,000	10,236,720
Captured Taxable Value	-	3,117,300	5,692,300	8,003,300	8,204,020
MTA Tax Revenues	-	61,970	113,170	159,110	163,100
<b><u>Harrison Troy Poolside Apt (HTA)(BR10)</u></b>					
Base Taxable Value	\$ 368,620	\$ 368,620	\$ 368,620	\$ 368,620	\$ 368,620
Taxable Value	160,300	6,000,000	6,120,000	6,242,400	6,367,248
Captured Taxable Value	-	5,631,380	5,751,380	5,873,780	5,998,628
HTA Tax Revenues	-	111,960	114,340	116,770	119,260
Total Tax Revenues	\$ 94,060	\$ 326,960	\$ 509,010	\$ 634,830	\$ 644,840
<b><u>Millage Rates</u></b>					
City Less Debt Service	9.6191	9.6191	9.6191	9.6191	9.6191
County	4.4846	4.4846	4.4846	4.4846	4.4846
Community College	1.5303	1.5303	1.5303	1.5303	1.5303
Oakland County Transportation	0.9927	0.9927	0.9927	0.9927	0.9927
Intermediate School District	3.2539	3.2539	3.2539	3.2539	3.2539
<b>Total</b>	<b>19.8806</b>	<b>19.8806</b>	<b>19.8806</b>	<b>19.8806</b>	<b>19.8806</b>



## Brownfield Redevelopment Authority

County of Oakland, State of Michigan

### MJR Revolving Loan Schedule

Year	MJR Revolving Fund Debt Service						MJR Interest and Admin Fees				Totals	
	Beginning Balance	Interest (3%)	Admin Fees (1%)	Less Payments on Principal	Less Payments on Interest/Admin	Ending Balance	Interest Paid	Interest Outstanding	Admin Paid	Admin Outstanding	MJR Paid on LSRF	Total Paid Tax MJR
2014/2015	463,495	13,905	4,635		(1,917)	480,118	1,917	11,988	-	4,635	1,917	13,502
2015/2016	480,118	14,404	4,801	(55,349)	(35,828)	408,146	26,392	-	9,436	-	91,177	91,177
2016/2017	408,146	12,244	4,081	(75,006)	(10,354)	339,111	10,354	1,890	-	4,081	85,360	85,360
2017/2018	339,111	10,173	3,391	(81,090)	-	271,585	-	12,063	-	7,472	81,090	81,090
2018/2019	271,585	8,148	2,716	(65,283)	(14,032)	203,134	14,032	6,179	-	10,188	79,315	79,315
2019/2020	203,134	6,094	2,031	(60,425)	(18,445)	132,389	12,273	-	6,172	6,047	78,870	78,870
2020/2021	132,389	3,972	1,324	(67,407)	(11,023)	59,255	3,972	-	7,051	320	78,430	78,430
2021/2022	59,255	1,778	593	(58,935)	(2,691)	-	1,778	-	913	-	61,626	78,900
<b>Total</b>		<b>70,718</b>	<b>23,572</b>	<b>(463,495)</b>	<b>(94,290)</b>		<b>70,718</b>		<b>23,572</b>		<b>557,785</b>	<b>586,644</b>



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-07

## CITY COUNCIL AGENDA ITEM

Date: June 5, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert Maleszyk, Chief Financial Officer  
Glenn Lapin, Economic Development Specialist

Subject: Approval of the Joint Local Development Finance Authority Troy Subcommittee  
Proposed Fiscal Year 2020/21 and Three-Year Budget

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The Joint Local Development Finance Authority Troy Subcommittee (LDFA) recommended approval of its proposed 2020/21 budget at the June 4, 2020 LDFA meeting. City management recommends that City Council approve the LDFA's proposed 2020/21 and Three-Year Budget.



## *Local Development Financing Authority*

County of Oakland, State of Michigan

2020/21 through 2022/23 Budget

### Introduction

Troy's Local Development Finance Authority, as established by The Local Development Financing Act, Act 281 of 1986, Section 125.2151, is composed of seven members and appointed for four-year terms by the Mayor subject to the approval of City Council.

The Authority's primary objective is to encourage local development to prevent conditions of unemployment and to promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation of a board to govern an authority and to prescribe its powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to prescribe powers and duties of certain public entities and state officers and agencies; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

In 2003, the City of Troy established the Automation Alley SmartZone. In 2017, the SmartZone was extended for an additional 15 years. Central to the SmartZone was the designation of an area as a certified technology park. This 75-acre zone was created as a Local Development Finance Authority (LDFA). The tax increment will be used to fund infrastructure for the Automation Alley SmartZone. Initially funds were used to establish Automation Alley and its technology accelerator program. Funds are provided to Automation Alley for operational assistance of the technology accelerator. Automation Alley is a nonprofit manufacturing and technology business association and Michigan's Industry 4.0 knowledge center, with a global outlook and a regional focus. The organization connects industry, academia and government to fuel Michigan's economy and accelerate innovation. Automation Alley offers programs, resources and knowledge to help members grow and prosper in the digital age.



## Local Development Financing Authority

County of Oakland, State of Michigan

### 2020/21 through 2022/23 Budget

	2019 Actual	2020 Estimated	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>						
Property Taxes	\$ 106,644	\$ 156,850	\$ 156,850	\$ 173,600	\$ 176,440	\$ 181,090
State Revenue Sharing-EMPP	41,568	59,109	40,000	40,000	40,000	40,000
Interest Income	6,245	1,400	100	100	100	100
<b>Total Revenues</b>	<b>154,457</b>	<b>217,359</b>	<b>196,950</b>	<b>213,700</b>	<b>216,540</b>	<b>221,190</b>
<b>EXPENDITURES</b>						
Automation Alley - Operations	152,558	118,000	118,110	112,896	114,516	117,222
Infrastructure	55,360	53,000	53,000	75,264	76,344	78,148
Tax Tribunals/Tax Refunds	5	-	-	-	-	-
Administrative Services	5,000	5,000	5,000	5,000	5,100	5,200
Marketing Costs (Membership)	17,500	17,500	17,500	17,500	17,500	17,500
Audit Fees	2,000	2,040	2,040	2,040	2,080	2,120
Other	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL - EXPENDITURES</b>	<b>232,423</b>	<b>196,540</b>	<b>196,650</b>	<b>213,700</b>	<b>216,540</b>	<b>221,190</b>
Change Before Other Financing	(77,966)	20,819	300	-	-	-
BEGINNING FUND BALANCE	140,883	62,917	62,917	83,736	83,736	83,736
<b>ENDING FUND BALANCE</b>	<b>\$ 62,917</b>	<b>\$ 83,736</b>	<b>\$ 63,217</b>	<b>\$ 83,736</b>	<b>\$ 83,736</b>	<b>\$ 83,736</b>

### Captured Taxable Value

	2020/21 Taxable	2021/22 Taxable	2022/23 Taxable
<b>Industrial Real Property</b>			
Real Base Taxable Value	\$ 13,016,380	\$ 13,016,380	\$ 13,016,380
Real Taxable Value	16,545,550	16,876,461	17,213,990
<b>Industrial Real Captured Value</b>	<b>3,529,170</b>	<b>3,860,081</b>	<b>4,197,610</b>
<b>Commercial Personal Property</b>			
Personal Base Taxable Value	545,070	545,070	545,070
Personal Taxable Value	2,316,860	2,340,029	2,363,429
<b>Commercial Personal Property Captured Value</b>	<b>1,771,790</b>	<b>1,794,959</b>	<b>1,818,359</b>
<b>Industrial Personal Property</b>			
Personal Base Taxable Value	885,930	885,930	885,930
Personal Taxable Value	1,916,870	1,533,496	1,226,797
<b>Commercial Personal Property Captured Value</b>	<b>1,030,940</b>	<b>647,566</b>	<b>340,867</b>
<b>Total Captured Value</b>	<b>\$ 6,331,900</b>	<b>\$ 6,302,606</b>	<b>\$ 6,356,836</b>
<b>Tax Revenues</b>			
Industrial Real Revenues	\$ 109,790	\$ 120,080	\$ 130,580
Commercial Personal Revenues	42,290	42,850	43,400
Industrial Personal Revenues	21,520	13,510	7,110
<b>Total Revenues</b>	<b>\$ 173,600</b>	<b>\$ 176,440</b>	<b>\$ 181,090</b>



## Local Development Financing Authority

County of Oakland, State of Michigan

2020/21 through 2022/23 Budget

Millage Rates	Oakland	City		School	*1/2 School	1/2	Community	Hold	State	
	County	(Less Debt)	OCPTA	OP	OP-12	ISD	College	Harmless	Education(*)	Total
Industrial Real	4.48460	9.61910	0.99270	-	9.00000	1.62695	1.53030	-	3.85525	31.10890
Commercial Personal	4.48460	9.61910	0.99270	3.00000	-	1.62695	1.53030	2.61600	-	23.86965
Industrial Personal	4.48460	9.61910	0.99270	-	-	1.62695	1.53030	2.61600		20.86965

\* Represents the effective rate on taxable value as opposed to the 6.0000 mills



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-08

## CITY COUNCIL AGENDA ITEM

Date: June 12, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert Maleszyk, Chief Financial Officer  
Glenn Lapin, Economic Development Specialist

Subject: Approval of the Troy Downtown Development Authority (TDDA) Proposed Fiscal Year 2020/21 and Three-Year Budget

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The Troy Downtown Development Authority (TDDA) recommended approval of its proposed 2020/21 and Three-Year Budget at the June 11, 2020 TDDA meeting. City management recommends that City Council approve the TDDA's proposed 2020/21 and Three-Year Budget.





## *Downtown Development Authority*

County of Oakland, State of Michigan

2020/21 through 2022/23 Budget

### Introduction

In order to prevent further deterioration and to encourage economic development of the Downtown District, the City of Troy established the Downtown Development Authority of the City of Troy (the TDDA) pursuant to Act 197 of 1975 (Act 197) and an ordinance adopted by the City Council of the City of Troy on July 12, 1993 and amended on September 28, 1998, February 7, 2000, August 5, 2002, December 16, 2002, June 4, 2007, October 7, 2013 and July 24, 2017.

The TDDA in its first six Tax Increment Financing and Development Plans identified specific sources of funding to finance the implementation of a plan for physical improvements to the Downtown District identified in this plan as the Development Area.

The purpose of the Tax Increment Financing and Development Plans are to provide for the construction and financing of the necessary streets, sidewalks, street lighting, landscaping, parking garage and other facilities, Kmart and Civic Center projects, widening of Rochester and Big Beaver roads to improve traffic flow; provide and expand existing public facilities on the civic center site to serve the needs of the TDDA businesses and the citizens of the City of Troy; to fund improvements contained in the Big Beaver Corridor Study and to carry out the objectives of the TDDA so as to prevent the further deterioration of the Downtown Development Area while preserving and promoting economic growth for the benefit of all taxing units located within and benefited by the Troy Downtown Development Authority.

The TDDA issued three separate bond issues in 2001, 2002 and 2003. The bonds were "naked tax increment bonds" secured solely by the tax increment revenues to be derived from the properties in the Downtown District. This is rare in Michigan and was based on the then perceived strength of the Downtown District's taxable values and the ability of properties in the Downtown District to generate sufficient tax increment revenues to pay the debt service on the bonds. While the City has a AAA rating, its full faith and credit was not utilized or pledged for these three bond issues.



## *Downtown Development Authority*

### County of Oakland, State of Michigan

The initial value of the district in 1993 was \$309,192,270. In comparison, the projected value for 2020/2021 is \$421,121,610 and the captured value is \$111,929,340. Prior to 2013, there was a decreased separation between the base year value and current taxable value, which created a revenue stream reduction trending toward elimination. This created a situation in which the TDDA would not be able to service the three bond issues and default was imminent.

On October 7, 2013, a new Tax Increment Financing and Development Plan was approved. The revised Plan eliminated properties that were a negative draw on the aggregate value of the TDDA. The Plan authorized three functions: debt service, maintenance costs and administrative fees. In addition, the TDDA and Plan were extended to 2033. Finally, the City of Troy issued bonds backed by the full faith and credit of the City, including its AAA bond rating to pay off the three TDDA bond series. In conclusion, this budget demonstrates that the revision of the Plan provides for sufficient revenue to service the City of Troy bonds and thereby eliminates the threat of default of the TDDA bonds.

On July 24, 2017 the Development Plan was amended to authorize the Quality Development Initiative (QDI). The QDI utilizes 60% of the annual tax increment increase of the target property to be used for public facilities and enhancement. The funds may be used to financially assist a developer on an annual basis for a portion of the cost of needed public improvements. The DDA is now allowed to use surplus funds after servicing the "City Bonds", for modest marketing expenditures, in addition to maintenance and administrative costs.



## Downtown Development Authority

County of Oakland, State of Michigan

### 2020/21 through 2022/23 Budget

	2019 Actual	2020 Estimated	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>						
Property Taxes	\$ 1,604,259	\$ 1,815,943	\$ 1,818,220	\$ 1,792,440	\$ 1,880,380	\$ 1,970,560
State Revenue Sharing-EMPP	-	-	-	-	-	-
Parking Deck Repayment	-	-	-	4,035,170	-	-
Interest Income	43,446	12,000	1,000	10,000	10,000	10,000
<b>Total Revenues</b>	<b>1,647,705</b>	<b>1,827,943</b>	<b>1,819,220</b>	<b>5,837,610</b>	<b>1,890,380</b>	<b>1,980,560</b>
<b>EXPENDITURES</b>						
Administrative Expenses	26,000	26,000	26,000	27,000	27,500	28,000
Audit Fees	3,100	3,160	3,160	3,220	3,290	3,290
Tax Tribunals	7,409	22,400	25,000	25,000	25,000	25,000
Quality Development Initiative (QDI)	-	15,130	15,130	30,250	45,380	45,380
Big Beaver Corridor Maintenance	230,496	201,240	252,590	338,155	322,995	327,295
Debt Service-Series 2013	923,713	914,613	923,700	1,013,738	1,058,363	1,094,863
District Promotion	-	25,000	25,000	25,000	25,000	25,000
Other expenditures	88	1,200	1,200	1,200	1,200	1,200
<b>TOTAL - EXPENDITURES</b>	<b>1,190,806</b>	<b>1,208,743</b>	<b>1,271,780</b>	<b>1,463,563</b>	<b>1,508,728</b>	<b>1,550,028</b>
<b>SURPLUS (USE) OF FUND BALANCE</b>	<b>456,899</b>	<b>619,200</b>	<b>547,440</b>	<b>4,374,047</b>	<b>381,652</b>	<b>430,532</b>
<b>BEGINNING FUND BALANCE</b>	<b>546,661</b>	<b>1,003,560</b>	<b>1,003,560</b>	<b>1,622,760</b>	<b>5,996,807</b>	<b>6,378,459</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,003,560</b>	<b>\$ 1,622,760</b>	<b>\$ 1,551,000</b>	<b>\$ 5,996,807</b>	<b>\$ 6,378,459</b>	<b>\$ 6,808,991</b>

### Captured Taxable Value

	2020/21 Taxable	2021/22 Taxable	2022/23 Taxable
Real Base Taxable Value (1993 initial/Revised 2013)	\$ 244,924,440	\$ 244,924,440	\$ 244,924,440
Real Taxable Value	323,435,390	329,904,098	336,502,180
<b>Real Captured Value</b>	<b>78,510,950</b>	<b>84,979,658</b>	<b>91,577,740</b>
Personal Base Taxable Value (1993 initial/Revised 2013)	64,267,830	64,267,830	64,267,830
Personal Taxable Value	97,686,220	96,709,358	95,742,264
<b>Personal Captured Value</b>	<b>33,418,390</b>	<b>32,441,528</b>	<b>31,474,434</b>
<b>Total Captured Value</b>	<b>\$ 111,929,340</b>	<b>\$ 117,421,186</b>	<b>\$ 123,052,174</b>
	Oakland County	Oakland Comm. College	City of Troy
Millage Rates	4.4846	1.5303	9.9991
			16.014



## Downtown Development Authority

County of Oakland, State of Michigan

### Projected Tax Capture to Debt Schedule

Year	Revenues			Debt Service - Series 2013			
	Total Taxable Value	Captured Taxable Value	Captured Tax Revenues 16.014	Principal	Interest	Total Debt Service	Net
2020/2021	421,121,610	111,929,340	1,792,440	375,000	638,488	1,013,488	778,952
2021/2022	426,613,456	117,421,186	1,880,380	440,000	618,113	1,058,113	822,267
2022/2023	432,244,444	123,052,174	1,970,560	500,000	594,613	1,094,613	875,947
2023/2024*	436,566,888	127,374,618	2,039,780	600,000	567,113	1,167,113	872,667
2024/2025*	440,932,557	131,740,287	2,109,690	745,000	537,213	1,282,213	827,477
2025/2026*	445,341,883	136,149,613	2,180,300	900,000	499,813	1,399,813	780,487
2026/2027*	449,795,302	140,603,032	2,251,620	975,000	452,938	1,427,938	823,682
2027/2028*	454,293,255	145,100,985	2,323,650	1,250,000	403,563	1,653,563	670,087
2028/2029*	458,836,187	149,643,917	2,396,400	1,250,000	352,781	1,602,781	793,619
2029/2030*	463,424,549	154,232,279	2,469,880	1,250,000	294,188	1,544,188	925,692
2030/2031*	468,058,795	158,866,525	2,544,090	1,275,000	227,906	1,502,906	1,041,184
2031/2032*	472,739,383	163,547,113	2,619,040	1,275,000	160,969	1,435,969	1,183,071
2032/2033*	477,466,776	168,274,506	2,694,750	1,275,000	94,031	1,369,031	1,325,719
2033/2034*	482,241,444	173,049,174	2,771,210	1,275,000	30,281	1,305,281	1,465,929

\* = 1% Increase



## *Downtown Development Authority*

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County of Oakland, State of Michigan

### TAX INCREMENT PROCEDURE

Tax increment revenue to be transmitted to the TDDA is generated when the current taxable value of all properties within a development area exceeds the initial assessed value of the properties. The initial assessed value is defined in Act 197 as the assessed value of all taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the ordinance is adopted. The current assessed value refers to the assessed value of all properties, real and personal, within the development area as established each year subsequent to the adoption of the tax increment financing plan. The amount in any one year by which the current taxable value exceeds the initial assessed value, including real and personal property, is defined as the "captured taxable value". The tax increment revenue transmitted to the TDDA results from applying the total tax levy of taxing units within the development area to the captured taxable value.

Increases in assessed values within a development area which result in the generation of tax increment revenues, can result from any of the following:

- a. Construction of the new development occurring after the date establishing the "initial assessed value".
- b. Construction of new rehabilitation, remodeling alterations, or additions accruing after the date establishing the "initial assessed value".
- c. Increases in property values which occur for any other reason.

Tax increment revenues transmitted to the TDDA can be pledged for debt service on general obligation tax increment bonds issued by the municipality or tax increment revenue bonds issued by the TDDA.



## *Downtown Development Authority*

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### County of Oakland, State of Michigan

If bonds are to be sold, the municipality may not pledge for annual debt service requirements in excess of 80% of the estimated tax increment revenue to be received from a development area for that year. In addition, the estimated annual debt service owed on bonds issued by the municipality may not exceed 80% of the estimated annual tax increment revenues. Should actual tax increment revenues fall below projections, any previously accumulated revenue would be devoted to retirement of the bonds. Any tax increment revenues collected in excess of the 80% measure described in Table 2 of the Development Plan will be used to pay current debt service on any bonds issued under the Plan. The bonds are subject to the Michigan Municipal Finance Act and may not mature in more than thirty years.

The TDDA may expend tax increment revenues only in accordance with the tax increment financing plan; surplus revenues revert proportionally to the prospective taxing jurisdictions. The tax increment financing plan may be modified upon approval of the governing body after notification and hearings as required by Act 197. When the governing body finds that the purposes for which the plan was established have been accomplished, they may abolish the plan.

**A. CALL TO ORDER:**

A Regular Meeting of the Troy City Council was held electronically on Monday, June 1, 2020. Mayor Baker called the meeting to order at 7:30 PM.

**B. ROLL CALL:**

Mayor Ethan Baker  
 Edna Abraham  
 Theresa Brooks  
 Rebecca A. Chamberlain-Creangă  
 Ann Erickson Gault  
 Mayor Pro Tem David Hamilton  
 Ellen Hodorek

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

**C-1** Proclamation to Declare June 5, 2020 National Gun Violence Awareness Day in the City of Troy

**D. CARRYOVER ITEMS:**

**D-1** No Carryover Items

**E. PUBLIC HEARINGS:**

**E-1** No Public Hearings

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA:**

Justine Galbraith	Thanked City Council for the Wear Orange Day proclamation
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**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:**

Mayor Baker	Thanked Ms. Galbraith for her comments
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**H. POSTPONED ITEMS:**

**H-1** No Postponed Items

**Vote on Resolution to Waive the Rules of Procedure for the City Council, Rule #5A – Regular Meeting Agenda to Add Items on the Agenda, Rule #8 Proclamations and Congratulatory Certificates; and, Rule #20 Agenda Items Submitted by Council Members**

Resolution #2020-06-077

Moved by Baker  
Seconded by Hodorek

RESOLVED, That Troy City Council hereby **WAIVES** the Rules of Procedure for the City Council, Rule #5A *Regular Meeting Agenda* to add Items on the Agenda; Rule #8 *Proclamations and Congratulatory Certificates*; and, Rule #20 *Agenda Items Submitted by Council Members*.

Yes: All-7  
No: None

## MOTION CARRIED

### I. REGULAR BUSINESS:

**I-1 Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – None**

a) Mayoral Appointments: None

b) City Council Appointments: None

**I-2 Board and Committee Nominations: a) Mayoral Nominations – None; b) City Council Nominations – Election Commission**

a) Mayoral Nominations: None

b) City Council Nominations:

Resolution #2020-06-078

Moved by Hamilton

Seconded by Abraham

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

#### Election Commission

Appointed by Council

2 Regular Members and 1 Charter Member

1 Year Term

**Unexpired Term Expiring:  
1/31/2021**

**Raymond Watts**

**Republican  
(Recommended by GOP)**

Term currently held by: Vacancy - Dave Anderson resigned  
4/22/2020



Yes: All-7  
No: None

## MOTION CARRIED

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### I-3 No Request for Closed Session

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### I-4 TROY REOPENS FOR BUSINESS – A Resolution for Additional Temporary Signage Allowances (*Introduced by: Mark F. Miller, City Manager*)

Resolution #2020-06-079  
Moved by Abraham  
Seconded by Erickson Gault

WHEREAS, The City of Troy, Michigan, has an ordinance that regulates signs in the City of Troy, including temporary signs; and,

WHEREAS, The ordinance that regulates signs is Chapter 85 Signs in the City of Troy Code of Ordinances; and,

WHEREAS, The intent of Chapter 85 Signs is to eliminate the proliferation of signs in the City for many reasons including but not limited to public safety, community character and maintaining property values; and,

WHEREAS, The coronavirus (COVID-19) is a respiratory disease that can result in serious illness and death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease; and,

WHEREAS, To protect Michigan residents from the coronavirus, the Governor of the State of Michigan issued numerous Executive Orders which negatively impacted businesses in the City of Troy; and,

WHEREAS, The City recognizes many of the challenges faced by Troy businesses as a result of Executive Orders, including reduced building capacity, limitations on gathering size and “by appointment” limitations; and,

WHEREAS, Numerous business owners have reached out to City Council and City Administration, asking for assistance in keeping their businesses open in the wake of the coronavirus pandemic; and,

WHEREAS, The Troy City Council desires to assist local businesses to get back up and running, attract patrons, and to provide more flexibility to offset reduced hours of operation and interior seating that have resulted from social distancing protocols;

NOW, THEREFORE, BE IT RESOLVED, Each business in the City of Troy is hereby **PERMITTED** one temporary sign not exceeding twelve (12) square feet in area and four (4) feet in height (if attached to the ground). Said sign may be attached to the ground or a structure.

BE IT FURTHER RESOLVED, Said temporary signs shall not **REQUIRE** a Sign Permit from the City of Troy.

BE IT FURTHER RESOLVED, The additional sign is **IN ADDITION** to the temporary signage allowed under Chapter 85.

BE IT FURTHER RESOLVED, The City will not **TAKE ANY ACTION** to enforce the temporary sign provisions of the ordinance provided there is compliance with the terms of the ordinance and all other applicable ordinances and regulations and those set forth in this resolution.

BE IT FURTHER RESOLVED, Said temporary signs shall be **PLACED** on private property in non-residential zoning districts in such a manner as to not pose threats to public health, safety and welfare.

BE IT FURTHER RESOLVED, This resolution **DOES NOT MODIFY OR IMPACT** any private contractual agreements nor will the City be enforcing any private contractual rights.

BE IT FURTHER RESOLVED, City Administration **MAY REMOVE AND DESTROY** temporary signs that are a hazard or are in the right of way or in violation of laws or regulations.

BE IT FURTHER RESOLVED, Said temporary signs shall be **REMOVED** within one hundred eighty (180) days of the date of this resolution.

BE IT FINALLY RESOLVED, That Troy City Council hereby **DIRECTS** City Administration to initiate a process to inform Troy business owners of this temporary sign option.

Yes: All-7  
No: None

## MOTION CARRIED

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### **I-5 Relocation of Absent Voter Counting Board for Elections in 2020 (*Introduced by: M. Aileen Dickson, City Clerk*)**

Resolution #2020-06-080  
Moved by Baker  
Seconded by Hamilton

WHEREAS, There is expected to be a dramatic increase in absentee ballots in 2020 due to no-reason absentee voting, the mailing of absentee ballot applications by the Michigan Secretary of State, and the already peak interest in voting due to the Presidential Election; and,

WHEREAS, Due to COVID-19, the 50 or more workers needed in the Absentee Voter Counting Board must be socially distanced while processing a record-number of absentee ballots at both the August and November, 2020 elections, and the space previously used in City Hall will not accommodate them;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **AUTHORIZES** the City Clerk to relocate the Absent Voter Counting Board to the Troy Community Center for both the August 4, 2020 and November 3, 2020 elections.

Yes: All-7  
No: None

## **MOTION CARRIED**

### **J. CONSENT AGENDA:**

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#### **J-1a Approval of "J" Items NOT Removed for Discussion**

Resolution #2020-06-081-J-1a  
Moved by Hamilton  
Seconded by Brooks

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as as printed.

Yes: All-7  
No: None

## **MOTION CARRIED**

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#### **J-1b Address of "J" Items Removed for Discussion by City Council**

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#### **J-2 Approval of City Council Minutes**

Resolution #2020-06-081-J-2

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Minutes-Draft – May 18, 2020

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#### **J-3 Proposed City of Troy Proclamations: None Submitted**

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#### **J-4 Standard Purchasing Resolutions:**

- a) **Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Hauling and Disposal of Dirt and Debris**

Resolution #2020-06-081-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract for one-year requirements for the Hauling and Disposal of Dirt and Debris with an option to renew for one (1) additional year to the low bidder meeting specifications; *Maloney Trucking of Troy, MI* for items #1, #2, #3, and #4 for an estimated total cost of \$168,625.00 at the unit prices contained in the bid tabulation

opened May 21, 2020, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contracts expiring April 30, 2022.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

**b) Standard Purchasing Resolution 2: Award to Low Bidders Meeting Specifications - Transit Mixed Concrete**

Resolution #2020-06-081-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide Transit Mixed Concrete with an option to renew for one (1) additional year to the low bidder meeting specifications; *Paragon Ready Mix of Utica, MI* as the primary supplier and *Superior Materials, LLC of Farmington Hills, MI* as the secondary supplier as per the unit prices listed in the bid tabulation opened May 21, 2020; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; to be ordered on as needed basis with contracts expiring April 30, 2022.

BE IT FINALLY RESOLVED, That the awards are **CONTINGENT** upon the contractors' submission of properly executed bid documents, insurance certificates and all other specified requirements.

**c) Standard Purchasing Resolution 3: Exercise Renewal Option – Workers' Compensation Renewal**

Resolution #2020-06-081-J-4c

WHEREAS, Michigan Municipal League Workers' Compensation Fund is currently and successfully providing the City of Troy's Workers' Compensation Insurance; and,

WHEREAS, The City is in receipt of a renewal package from the Michigan Municipal League Workers' Compensation Fund which includes a dividend credit attributable to Fund members overall, with a 1.16 Experience Modification factor and a dividend credit of \$246,693; a copy of which is attached; and,

WHEREAS, The City's annual premium will be \$530,956; City Management recommends approval of the one year renewal is in the best interest of the City;

NOW THEREFORE, BE IT RESOLVED, That the Troy City Council **AGREES** to renew the Agreement with the Michigan Municipal League Workers' Compensation Fund for Workers' Compensation Insurance and **AUTHORIZES** payment in an amount not to exceed the annual premium of \$530,956 for one (1) year and **AUTHORIZES** the City Attorney to execute any documents necessary for the renewal of the Agreement with the Michigan Municipal League Workers' Compensation Fund; contract to expire June 30, 2021.

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**J-5 Request for Acceptance of a Warranty Deed and Four Permanent Easements – Hopedale Site Condominium, Sidwell #88-20-11-277-024**

Resolution #2020-06-081-J-5

RESOLVED, That Troy City Council **ACCEPTS** a warranty deed for the extended Viking Drive right of way and four permanent easements for sanitary sewers, water mains, storm sewers & surface drainage, and a rain garden, from GFA Development, Inc., owner of the property having Sidwell #88-20-11-277-024.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** the Warranty Deed and four permanent easements with Oakland County Register of Deeds, copies of which shall be **ATTACHED** to the original Minutes of this meeting.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

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**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:**

**N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 Council Referral Submitted by Council Member Brooks**

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Resolution #2020-06-082

Moved by Brooks

Seconded by Hamilton

WHEREAS, The people of the City of Troy are dedicated to two equally important propositions: First, that all people are created equal and, secondly, we do not live for ourselves alone – our country, our community, and our friends have a share in us; and,

WHEREAS, The people of the City of Troy recognize that Justice and Freedom have never come easily; that justice demands we demonstrate equity and empathy towards others; and that without action, words have little meaning; and,

WHEREAS, The people of the City of Troy recognize that we are a community where all citizens, regardless of their background, must be treated fairly in the eyes of the law; and,

WHEREAS, The racial, cultural, and religious diversity of the City of Troy makes it unique in the State of Michigan; and,

WHEREAS, The City of Troy lauds the Troy Police Department for taking its commitment to protect and serve seriously; for its outreach to residents; and for affirming its responsibility to listen to the diverse experiences of the people of Troy;

NOW, THEREFORE BE IT RESOLVED, That the City of Troy pledges itself to growing stronger as a community to serve as an exemplar of how strength and unity are quintessential American commitments.

BE IT FURTHER RESOLVED, That the City of Troy will continue to focus on the best hiring and training practices at all levels of government, to ensure the best possible outcomes for all citizens.

BE IT FURTHER RESOLVED, That the City of Troy dedicates its government to embodying integrity, accountability and professionalism, while respecting the U.S. Constitution and its laws in order to ensure justice for all.

Yes: All-7  
No: None

## **MOTION CARRIED**

## **O. COUNCIL COMMENTS:**

### **O-1 Council Comments**

Mayor Baker asked City Manager Miller to provide an update on the peaceful protest that took place in Troy this evening. Mr. Miller described that about 400 people gathered at Coolidge and Big Beaver, then they walked 2 miles along Big Beaver to the Civic Center, escorted by the Troy Police Department to ensure the safety of the protestors. He said that there, they held a gathering on the lawn near the Aquatic Center, and afterwards, they dispersed. He said the Troy Police Department continued to provide protection to the protestors as they returned to their starting place at Coolidge and Big Beaver. Mr. Miller said the protest was very peaceful.

Mayor Pro Tem Hamilton commented that on June 8, 2020 there will be a Special City Council Meeting to discuss funding of the Troy Public Library. He said the Governor has ordered that libraries can open next week once the Stay Home order is lifted, and he asked if the Troy Public Library will open, and if Council meetings will go back to being in-person. City Manager Miller deferred to City Attorney Bluhm regarding the Governor's order. City Attorney Bluhm commented that electronic meetings are allowed until the end of June, and it is up to Council when in-person meetings resume. Mr. Miller said that City Management is working on the presentation for the June 8 Special Meeting.

Mayor Baker said that if the Governor's order allows electronic meetings until the end of June, it makes sense to keep holding virtual meetings until everyone feels comfortable being in-person in Council Chambers again, including giving City Administration time to plan for those meetings.

Council Member Erickson Gault agreed that Council meetings should continue to be virtual, until it's comfortable and safe for Council to return to interacting with each other and the public during in-person meetings. She said that it may be uncomfortable for Council to only meet virtually, but the public seems to be embracing it at this time.

Council Member Chamberlain Creanga commented that it is realistic to take this month to make sure in-person meetings can be restarted safely for Council and residents. She said that she would like to see a joint meeting scheduled between City Council and the Global Troy Advisory Committee so Council can listen to diverse residents.

Mayor Baker said that it is timely to hold a joint meeting, but he has concerns on how to hold a meaningful meeting with the additional people electronically. He said that he does not want to wait much longer.

City Manager Miller said he would like to give some thought on what they will potentially do to have a joint meeting. He said the current situation is not normal and they need to start moving forward on things that need to get done.

Council Member Brooks commented that she asked City Management about mental health resources, and was informed that there are links on the City of Troy website for anyone to use. She said that she is interested in exploring ways to accomplish reaching out to the community. She encouraged all residents of Troy to complete their Census 2020 forms, especially because tax funding for the City and schools is based on Census data.

Mayor Baker commented that Troy's response rate for the Census is in the high 70's or 80's, which is higher than the national average. He said he would also like to engage in online community engagement sessions where 3 or fewer members of Council could interact with residents to hear concerns, answer questions, or share information. He said that the pop-up surveys that were done regarding parks were very successful, and he would like to see a survey like that for Troy when it's possible. Mr. Miller commented that at the next Regular City Council Meeting, there will be a request to hire a survey firm that specializes in municipal surveys.

## **P. REPORTS:**

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### **P-1 Minutes – Boards and Committees: None Submitted**

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### **P-2 Department Reports:**

- a) Policies and Procedures for Returning to In-Person Work
- b) Interim Financial Report 3<sup>rd</sup> Quarter For the Nine Months Ended March 31, 2020  
Noted and Filed

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### **P-3 Letters of Appreciation: None Submitted**

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### **P-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

## **Q. CLOSED SESSION**

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### **Q-1 No Closed Session**

**R. ADJOURNMENT:**

The Meeting **ADJOURNED** at 8:35 PM.

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Mayor Ethan Baker

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M. Aileen Dickson, MMC, MiPMC2  
City Clerk



**A. CALL TO ORDER:**

A Special Meeting of the Troy City Council was held electronically on Monday, June 8, 2020. Mayor Baker called the meeting to order at 6:00 PM.

**B. ROLL CALL:**

- (a) Mayor Ethan Baker
- Edna Abraham
- Theresa Brooks - Late
- Rebecca Chamberlain-Creangă
- Ann Erickson Gault
- Mayor Pro Tem David Hamilton
- Ellen Hodorek

**C. PUBLIC COMMENT:**

**Vote on Resolution to Waive the Rules of Procedure for the City Council, Rule #15 – Members of the Public and Visitors**

Resolution #2020-06-083  
 Moved by Baker  
 Seconded by Hamilton

RESOLVED, That Troy City Council hereby **WAIVES** the Rules of Procedure for the City Council, Rule #15 *Members of the Public and Visitors* as amended on April 13, 2020 to include public comment received after 4:00 PM.

Yes: All-7  
 No: None

**MOTION CARRIED**

Council Member Brooks arrived at 6:05 PM.

Joyce Riopelle	Commented on preservation area in her neighborhood
Michele Pleban	Commented in support of the Troy Police Department and on use of force policies
Renee Polzin	Commented on the use of body cameras and requested that they be used in Troy
James Hamilton	Commented on blight and upkeep in Forest View Village
Susan Matthews	Commented in support of the Troy Public Library funding
Aaron Green	Commented in support of the Troy Public Library funding

**D. BUSINESS STATED IN THE SPECIAL MEETING NOTICE:**

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**D-1 Library Funding**

**E. OTHER BUSINESS:**

**F. ADJOURNMENT:**

The Meeting **ADJOURNED** at 8:16 PM.

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Mayor Ethan Baker

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M. Aileen Dickson, MMC  
City Clerk

**2020 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:****2020 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

June 22, 2020 .....	Regular Meeting
July 13, 2020.....	Regular Meeting
July 27, 2020.....	Regular Meeting
August 10, 2020.....	Regular Meeting
August 24, 2020.....	Regular Meeting
September 14, 2020 .....	Regular Meeting
September 21, 2020 .....	Regular Meeting
October 12, 2020 .....	Regular Meeting
October 26, 2020 .....	Regular Meeting
November 9, 2020 .....	Regular Meeting
November 23, 2020 .....	Regular Meeting
December 7, 2020 .....	Regular Meeting
December 14, 2020 .....	Regular Meeting



## CITY COUNCIL AGENDA ITEM

Date: June 9, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Kurt Bovensiepe, Public Works Director  
Brian Varney, Fleet Operations Manager  
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidders meeting Specifications –  
Miscellaneous Automotive Parts

### History

- The Fleet Division is responsible for the maintenance of the City's fleet; necessitating the purchase of auto parts which includes automobile, light truck, farm and construction equipment replacement parts.
- The product lines are used daily to service, repair and maintain an exceedingly diverse fleet of over five hundred (500) pieces of City owned equipment.
- These parts are ordered on *an as needed basis* and under the direction of the Fleet Operations Manager which enables the Fleet Division to acquire the proven dependable, high-quality products needed to reduce downtime and labor costs, and improve vehicle availability and performance.
- Additionally, the benefit of awarding primary and secondary vendors is the increased availability of parts at a guaranteed discounted rate.
- The City's previous Auto Parts Contract expired December 31, 2019. That bid solicitation was conducted by the City and was very detailed and awarded low bid as specified by *line item*.
- The current process was analyzed and evaluated. Focusing on the efficiency of being able to purchase auto parts on a timely basis at the best possible price(s), it was recommended that the City utilize a cooperative contract which is available to all MITN members.
- December 16, 2019 City Council approved a three (3) year contract with an option to renew for two (2) additional years to provide Auto Parts to *Autowares Group of Companies, dba Maxi Auto Supply of Shelby Township, MI*; as per the MITN Cooperative Purchasing RFP-RH-19-039 unit pricing to be ordered on as needed basis; contract to expire July, 31, 2022; (Resolution 2019-12-166-J-4c).



# CITY COUNCIL AGENDA ITEM

## History (continued)

- *Maxi Automotive Supply* was chosen as the supplier because of their capacity to provide a vast product offering and their extensive knowledge of auto/truck repair. They have nine (9) warehouses and three hundred (300) stores to service the City. The Shelby Township location has 8 delivery vehicles running daily, and are able to deliver normal orders in less than one hour, and emergency orders in less than 20 minutes.
- In addition to the Cooperative Contract being used the City of Troy Purchasing Department issued a bid for the *miscellaneous* specialty auto parts *not* available on the MITN cooperative contract.

## Purchasing

- On February 6, 2020 a bid opening was conducted as required by City Charter and Code to furnish three (3) year requirements of miscellaneous auto replacement parts with an option to renew for an additional three (3) years.
- The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info).
- Twelve (12) bid responses were received. Below is a detailed summary of potential vendors:

<b>Companies notified via MITN</b>	205
Troy Companies notified via MITN	5
Troy Companies notified Active email Notification	5
Troy Companies Active Free	0
<b>Companies that viewed the bid</b>	30
Troy Companies that viewed the bid	1

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- The attached Bid Tabulation was analyzed in conjunction with the Motor Pool Department.
- *Miscellaneous Auto Parts* are being recommended low bid as specified to be ordered on as needed basis; not to exceed budgetary limitations as per the direction of the Motor Pool Department.
- The Bid Tabulation details and highlights low bid line items.

## Financial

Funds are budgeted and available in the Equipment Operation & Maintenance Fund under the Fleet Department account number 661.549.550.7774.110.



## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management recommends awarding a three (3) year contract with an option to renew for three (3) additional years to provide Miscellaneous Auto Parts to the companies listed below; as per detailed unit prices by line item as detailed in the bid tabulation and as per all bid specifications of ITB-COT 20-01 to be ordered on an as needed basis; not to exceed budgetary limitations.

	Proposal A	Proposal B	Proposal C
Kirk's Automotive, Inc.	x		x
Cruiser's Inc.	x		x
A & L Systems	x		x
Amsoil dba Lubrication Spec.	x		x
Central Oil, LLC	x	x	
Dealer Auto Parts Sales, Inc.			x
Palace CDJR (Milosch)			x
Suburban Ferndale Ford			x
Suburban Troy (Chrysler/Dodge)			x
Suburban Motors Troy (GM)			x

Vendor Name:	Motown Auto Parts	Kirk's Automotive, Inc	Cruisers, Inc
City:	Staunton, VA	Detroit, MI	Howell, MI

**PROPOSAL: FURNISH THREE (3) YEAR REQUIREMENTS OF MISCELLANEOUS AUTO REPLACEMENT PARTS WITH AN OPTION TO RENEW FOR AN ADDITIONAL THREE (3) YEARS**

**PROPOSAL A:**

Manufacturer	Description	Part #	Price	Price	Price
Amsoil	55 Gallon Drum	5w30 oil	No Bid	\$1,160.00	No Bid
Amsoil	55 Gallon Drum	15w40 DME	No Bid	\$1,873.00	No Bid
Back Rack	Back Rack Protector	15004	\$165.00	No Bid	No Bid
Back Rack	Safety Rack	10900	\$230.00	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	173630	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	R987376318	No Bid	No Bid	No Bid
Bosch Rexroth	E-Series Coil	R987371777	No Bid	No Bid	No Bid
Bosch Rexroth	Pressure Sensor	R987381387	No Bid	No Bid	No Bid
Bosch Rexroth	Pre-Wet Lid Assembly	R987377242	No Bid	No Bid	No Bid
Case	Cutting Edge	18-B5290	No Bid	No Bid	No Bid
Code 3	Light Bar	21TRP147MC	No Bid	No Bid	\$1,475.00
Code 3	Light Siren Control	CODE 3 Z3	No Bid	No Bid	\$725.00
Go Rhino	Push Bumper	GR-5077T	No Bid	No Bid	\$254.60
Go Rhino	Wrap Around	GR-5077WT	No Bid	No Bid	\$217.70
Havis	Radio Tray	C-TTP-INUT-2	No Bid	No Bid	\$225.45
Kennametal	60"x5"x7/8" Carbide Insert kennametal Scraper Blade	PB-760H	No Bid	No Bid	No Bid
Kennametal	48"x5"x7/8" Carbide Insert Kennametal Scraper Blade	PB-748H	No Bid	No Bid	No Bid
Kennametal	36"x5"x7/8" Carbide Insert Kennametal Scraper Blade	CB15217	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Plow Leg	51202	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Gear Box	5007040	No Bid	No Bid	No Bid
Raybestos	Rotor	780256P	\$113.95	\$95.75	No Bid
Raybestos	Rotor	780395P	\$92.79	\$75.53	No Bid
Raybestos	Pads	SP1057APPH	\$50.59	\$47.60	No Bid
Raybestos	Pads	SP1611APPH	\$61.93	\$58.24	No Bid
Raybestos	Rotor	680982P	\$113.51	\$84.84	No Bid
Root	Snow Plow Shoe	WP0664r2	No Bid	No Bid	No Bid
Silverbacks	Brake Drum 16.5x7	SLV-36BD00AB	\$115.55	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4707Q-23KSB	No Bid	No Bid	No Bid
Silverbacks	Brake Drum	SLV-36BD87B	\$490.63	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4715Q23KSB	\$92.66	No Bid	No Bid
Soundoff	Mini Lightbar	epl7pdac	\$394.44	No Bid	\$245.00
Soundoff	Siren Control	sw830	No Bid	No Bid	\$130.35
Schwarze	5 Segment Broom	uu20750nyc	\$168.89	No Bid	No Bid
Schwarze	Switch	1546497C1	No Bid	No Bid	No Bid
Troy	Console	CC-UV-L-18	No Bid	No Bid	\$354.00
Tymco	4 Segment Broom	SBP.200TNYC	No Bid	No Bid	No Bid
Vactor	Debris Hose	VA46564	No Bid	No Bid	No Bid

Vendor Name:	Motown Auto Parts	Kirk's Automotive, Inc	Cruisers, Inc
City:	Staunton, VA	Detroit, MI	Howell, MI

PROPOSAL A (Cont'd):

Manufacturer	Description	Part #	Price	Price	Price
Wausau plow parts	Actuating Lift Cylinder	tt-2821s	No Bid	No Bid	No Bid
Western plow parts	Joystick Cab Control	56369	No Bid	\$405.00	No Bid
Western plow parts	Plow Shoe	49071	No Bid	\$33.20	No Bid
Western plow parts	Plow Shoe	RT 20	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 84" Jr Wing Cutting Edge 84"X8"X5/8"	4190164	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 108"X8"X5/8"	4166787	No Bid	No Bid	No Bid
Winter Equipment Company	Curbguard Runner 3-3-3 Punch	CR463U	No Bid	No Bid	No Bid

PROPOSAL B:

	Description	Price	Price	Price
	Hydraulic Oil AW32	\$49.38 - 5 Gallon Container	\$49.65 - 5 Gallon Container	No Bid
	Universal Tractor Oil 15W40	\$13.99 - 1 Gallon Container	\$61.15 - 5 Gallon Container	No Bid

PROPOSAL C:

Manufacturer	% off List Price	% off List Price	% off List Price
Amsoil	No Bid	10%	No Bid
Back Rack	No Bid	No Bid	No Bid
Bosch Rexroth	No Bid	No Bid	No Bid
Case	No Bid	No Bid	No Bid
Code 3	No Bid	No Bid	35%
Fiat Chrysler Automobiles	No Bid	10%	No Bid
Ford Motor Company	No Bid	15%	No Bid
General Motors	No Bid	15%	No Bid
Go Rhino	No Bid	No Bid	No Bid
Havis	No Bid	No Bid	No Bid
John Deere	No Bid	10%	No Bid
Kennametal	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	No Bid	No Bid	No Bid
Raybestos	No Bid	No Bid	No Bid
Root	No Bid	No Bid	No Bid
Silverbacks	No Bid	No Bid	No Bid
Soundoff	No Bid	No Bid	45%
Schwarze	No Bid	No Bid	No Bid
Troy	No Bid	No Bid	25%
Tymco	No Bid	No Bid	No Bid
Vactor	No Bid	No Bid	No Bid
Wausau plow parts	No Bid	No Bid	No Bid
Western plow parts	No Bid	10%	No Bid
Winter Equipment Company	No Bid	No Bid	No Bid



		Vendor Name:	Motown Auto Parts	Kirk's Automotive, Inc	Cruisers, Inc
		City:	Staunton, VA	Detroit, MI	Howell, MI
Extension of Award to MITN:	Y or N		Y	Y	N
Online ordering available - if yes, website address:	Y or N		Y www.federatedlink.com/aces/index.aspx	Y www.napaprolink.com	Not Specified
F.O.B. minimum shipment amount:			\$0.00	\$0.00	\$25.00
References:	Y or N		Y	Y	Y
Contact Information:			Dave Elston, Regional Sales Mger	Dan Wright	Keith Wallaker
Hours of Operation:			M-F 8am-5:30pm Sat 8am-1pm Sun closed	7:30am - 5:00pm	8:00am - 4:30pm M-F
24 Hr. Phone Number:			(810) 241-8848	(734) 347-0304	(517) 206-8882
Payment Terms:			Net 30	Net 30	Net 30
Warranty:			Customer Satisfaction	90 Days	Standard Mfer's
Acknowledgement:	Y or N		Y	Y	Y
Exceptions:	Y or N		N	Y - Exception list provided	N
Forms:	Y or N		Y	Y	Y

Vendor Name:

A&L Systems

Amsoil/dba Lubrication  
Specialists & Co LLC

E Joist Distribution

City:

Redford, MI

Washington, MI

Westland, MI

**PROPOSAL: FURNISH THREE (3) YEAR REQUIREMENTS OF MISCELLANEOUS AUTO REPLACEMENT PARTS WITH AN OPTION TO RENEW FOR AN ADDITIONAL THREE (3) YEARS**

**PROPOSAL A:**

Manufacturer	Description	Part #	Price	Price	Price
Amsoil	55 Gallon Drum	5w30 oil	No Bid	\$1,710.50	\$429.00 exception: Supers brand
Amsoil	55 Gallon Drum	15w40 DME	No Bid	\$1,523.50	\$965.00 exception GAM 2 brand & DME crossed out
Back Rack	Back Rack Protector	15004	\$156.00	No Bid	No Bid
Back Rack	Safety Rack	10900	\$219.00	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	173630	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	R987376318	No Bid	No Bid	No Bid
Bosch Rexroth	E-Series Coil	R987371777	No Bid	No Bid	No Bid
Bosch Rexroth	Pressure Sensor	R987381387	No Bid	No Bid	No Bid
Bosch Rexroth	Pre-Wet Lid Assembly	R987377242	No Bid	No Bid	No Bid
Case	Cutting Edge	18-B5290	No Bid	No Bid	No Bid
Code 3	Light Bar	21TRP147MC	No Bid	No Bid	No Bid
Code 3	Light Siren Control	CODE 3 Z3	No Bid	No Bid	No Bid
Go Rhino	Push Bumper	GR-5077T	No Bid	No Bid	No Bid
Go Rhino	Wrap Around	GR-5077WT	No Bid	No Bid	No Bid
Havis	Radio Tray	C-TTP-INUT-2	No Bid	No Bid	No Bid
Kennametal	60"x5"x7/8" Carbide Insert kennametal Scraper Blade	PB-760H	\$349.99	No Bid	No Bid
Kennametal	48"x5"x7/8" Carbide Insert Kennametal Scraper Blade	PB-748H	No Bid	No Bid	No Bid
Kennametal	36"x5"x7/8" Carbide Insert Kennametal Scraper Blade	CB15217	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Plow Leg	51202	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Gear Box	5007040	No Bid	No Bid	No Bid
Raybestos	Rotor	780256P	No Bid	No Bid	No Bid
Raybestos	Rotor	780395P	No Bid	No Bid	No Bid
Raybestos	Pads	SP1057APPH	No Bid	No Bid	No Bid
Raybestos	Pads	SP1611APPH	No Bid	No Bid	No Bid
Raybestos	Rotor	680982P	No Bid	No Bid	No Bid
Root	Snow Plow Shoe	WP0664r2	No Bid	No Bid	No Bid
Silverbacks	Brake Drum 16.5x7	SLV-36BD00AB	\$83.75	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4707Q-23KSB	\$46.99	No Bid	No Bid
Silverbacks	Brake Drum	SLV-36BD87B	\$140.00	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4715Q23KSB	\$53.01	No Bid	No Bid
Soundoff	Mini Lightbar	epl7pdac	\$204.95	No Bid	No Bid
Soundoff	Siren Control	sw830	No Bid	No Bid	No Bid
Schwarze	5 Segment Broom	uu20750nyc	No Bid	No Bid	No Bid
Schwarze	Switch	1546497C1	No Bid	No Bid	No Bid
Troy	Console	CC-UV-L-18	No Bid	No Bid	No Bid
Tymco	4 Segment Broom	SBP.200TNYC	No Bid	No Bid	No Bid
Vactor	Debris Hose	VA46564	No Bid	No Bid	No Bid

Vendor Name:  City:			A&L Systems	Amsoil/dba Lubrication Specialists & Co LLC	E Joist Distribution
			Redford, MI	Washington, MI	Westland, MI
PROPOSAL A (Cont'd):					
Manufacturer	Description	Part #	Price	Price	Price
Wausau plow parts	Actuating Lift Cylinder	tt-2821s	No Bid	No Bid	No Bid
Western plow parts	Joystick Cab Control	56369	\$320.00	No Bid	No Bid
Western plow parts	Plow Shoe	49071	\$46.99	No Bid	No Bid
Western plow parts	Plow Shoe	RT 20	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 84" Jr Wing Cutting Edge 84"X8"X5/8"	4190164	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 108"X8"X5/8"	4166787	No Bid	No Bid	No Bid
Winter Equipment Company	Curbguard Runner 3-3-3 Punch	CR463U	No Bid	No Bid	No Bid
PROPOSAL B:					
	Description	Price	Price	Price	
	Hydraulic Oil AW32	No Bid	\$1,031.25 - 55 Gallon Drum	\$260.00	
	Universal Tractor Oil 15W40	No Bid	\$1,053.25 - 55 Gallon Drum	\$395.00	
PROPOSAL C:					
	Manufacturer	% off List Price	% off List Price	% off List Price	
	Amsoil	No Bid	10%	No Bid	
	Back Rack	25%	No Bid	No Bid	
	Bosch Rexroth	No Bid	No Bid	No Bid	
	Case	No Bid	No Bid	No Bid	
	Code 3	No Bid	No Bid	No Bid	
	Fiat Chrysler Automobiles	No Bid	No Bid	No Bid	
	Ford Motor Company	No Bid	No Bid	No Bid	
	General Motors	No Bid	No Bid	No Bid	
	Go Rhino	No Bid	No Bid	No Bid	
	Havis	No Bid	No Bid	No Bid	
	John Deere	No Bid	No Bid	No Bid	
	Kennametal	10%	No Bid	No Bid	
	Monroe Snow Plow/ Spreader Parts	No Bid	No Bid	No Bid	
	Raybestos	No Bid	No Bid	No Bid	
	Root	No Bid	No Bid	No Bid	
	Silverbacks	25%	No Bid	No Bid	
	Soundoff	25%	No Bid	No Bid	
	Schwarze	No Bid	No Bid	No Bid	
	Troy	No Bid	No Bid	No Bid	
	Tymco	No Bid	No Bid	No Bid	
	Vactor	No Bid	No Bid	No Bid	
	Wausau plow parts	No Bid	No Bid	No Bid	
	Western plow parts	No Bid	No Bid	No Bid	
	Winter Equipment Company	No Bid	No Bid	No Bid	

Vendor Name:		A&L Systems	Amsoil/dba Lubrication Specialists & Co LLC	E Joist Distribution
City:		Redford, MI	Washington, MI	Westland, MI
Extension of Award to MITN:	Y or N	Y	Y	Y
Online ordering available - if yes, website address:	Y or N	Y john@aandlsystems.com	Y - amsoil.com	Y orders@ejoistdistribution.com
F.O.B. minimum shipment amount:		\$0.00	\$350.00	\$600.00
References:	Y or N	Y	Y	Y
Contact Information:		Rob Amoe	Michael Ellis	Tony Caruso
Hours of Operation:		Any	7am - 10pm	8am - 5pm M-F
24 Hr. Phone Number:		(313) 910-2934	(586) 918-1578	Not Specified
Payment Terms:		Net 30	Net 30	Net 30
Warranty:		Manufacturers	Not Specified	Manufacturers
Acknowledgement:	Y or N	Y	Y	Y
Exceptions:	Y or N	Y	N	N
Forms:	Y or N	Y	Y	Y

Vendor Name:	Central Oil LLC	Dealer Auto Parts Sales, Inc	Palace CDJR (Milosch)
City:	Roseville, MI	Redford, MI	Lake Orion, MI

PROPOSAL:	FURNISH THREE (3) YEAR REQUIREMENTS OF MISCELLANEOUS AUTO REPLACEMENT PARTS WITH AN OPTION TO RENEW FOR AN ADDITIONAL THREE (3) YEARS
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PROPOSAL A:					
Manufacturer	Description	Part #	Price	Price	Price
Amsoil	55 Gallon Drum	5w30 oil	\$360.00 exception: Supreme brand	No Bid	No Bid
Amsoil	55 Gallon Drum	15w40 DME	\$437.67 exception Fleet Ultra brand	No Bid	No Bid
Back Rack	Back Rack Protector	15004	No Bid	No Bid	No Bid
Back Rack	Safety Rack	10900	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	173630	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	R987376318	No Bid	No Bid	No Bid
Bosch Rexroth	E-Series Coil	R987371777	No Bid	No Bid	No Bid
Bosch Rexroth	Pressure Sensor	R987381387	No Bid	No Bid	No Bid
Bosch Rexroth	Pre-Wet Lid Assembly	R987377242	No Bid	No Bid	No Bid
Case	Cutting Edge	18-B5290	No Bid	No Bid	No Bid
Code 3	Light Bar	21TRP147MC	No Bid	No Bid	No Bid
Code 3	Light Siren Control	CODE 3 Z3	No Bid	No Bid	No Bid
Go Rhino	Push Bumper	GR-5077T	No Bid	No Bid	No Bid
Go Rhino	Wrap Around	GR-5077WT	No Bid	No Bid	No Bid
Havis	Radio Tray	C-TTP-INUT-2	No Bid	No Bid	No Bid
Kennametal	60"x5"x7/8" Carbide Insert kennametal Scraper Blade	PB-760H	No Bid	No Bid	No Bid
Kennametal	48"x5"x7/8" Carbide Insert Kennametal Scraper Blade	PB-748H	No Bid	No Bid	No Bid
Kennametal	36"x5"x7/8" Carbide Insert Kennametal Scraper Blade	CB15217	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Plow Leg	51202	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Gear Box	5007040	No Bid	No Bid	No Bid
Raybestos	Rotor	780256P	No Bid	No Bid	No Bid
Raybestos	Rotor	780395P	No Bid	No Bid	No Bid
Raybestos	Pads	SP1057APPH	No Bid	No Bid	No Bid
Raybestos	Pads	SP1611APPH	No Bid	No Bid	No Bid
Raybestos	Rotor	680982P	No Bid	No Bid	No Bid
Root	Snow Plow Shoe	WP0664r2	No Bid	No Bid	No Bid
Silverbacks	Brake Drum 16.5x7	SLV-36BD00AB	No Bid	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4707Q-23KSB	No Bid	No Bid	No Bid
Silverbacks	Brake Drum	SLV-36BD87B	No Bid	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4715Q23KSB	No Bid	No Bid	No Bid
Soundoff	Mini Lightbar	epl7pdac	No Bid	No Bid	No Bid
Soundoff	Siren Control	sw830	No Bid	No Bid	No Bid
Schwarze	5 Segment Broom	uu20750nyc	No Bid	No Bid	No Bid
Schwarze	Switch	1546497C1	No Bid	No Bid	No Bid
Troy	Console	CC-UV-L-18	No Bid	No Bid	No Bid
Tymco	4 Segment Broom	SBP.200TNYC	No Bid	No Bid	No Bid
Vactor	Debris Hose	VA46564	No Bid	No Bid	No Bid

Vendor Name:			Central Oil LLC	Dealer Auto Parts Sales, Inc	Palace CDJR (Milosch)
City:			Roseville, MI	Redford, MI	Lake Orion, MI
PROPOSAL A (Cont'd):					
Manufacturer	Description	Part #	Price	Price	Price
Wausau plow parts	Actuating Lift Cylinder	tt-2821s	No Bid	No Bid	No Bid
Western plow parts	Joystick Cab Control	56369	No Bid	No Bid	No Bid
Western plow parts	Plow Shoe	49071	No Bid	No Bid	No Bid
Western plow parts	Plow Shoe	RT 20	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 84" Jr Wing Cutting Edge 84"X8"X5/8"	4190164	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 108"X8"X5/8"	4166787	No Bid	No Bid	No Bid
Winter Equipment Company	Curbguard Runner 3-3-3 Punch	CR463U	No Bid	No Bid	No Bid
PROPOSAL B:					
	Description		Price	Price	Price
	Hydraulic Oil AW32		\$3.96/Gallon	No Bid	No Bid
	Universal Tractor Oil 15W40		\$7.53/Gallon	No Bid	No Bid
PROPOSAL C:					
	Manufacturer		% off List Price	% off List Price	% off List Price
	Amsoil		No Bid	No Bid	No Bid
	Back Rack		No Bid	No Bid	No Bid
	Bosch Rexroth		No Bid	No Bid	No Bid
	Case		No Bid	No Bid	No Bid
	Code 3		No Bid	No Bid	No Bid
	Fiat Chrysler Automobiles		No Bid	No Bid	38%
	Ford Motor Company		No Bid	52%	No Bid
	General Motors		No Bid	No Bid	No Bid
	Go Rhino		No Bid	No Bid	No Bid
	Havis		No Bid	No Bid	No Bid
	John Deere		No Bid	No Bid	No Bid
	Kennametal		No Bid	No Bid	No Bid
	Monroe Snow Plow/ Spreader Parts		No Bid	No Bid	No Bid
	Raybestos		No Bid	No Bid	No Bid
	Root		No Bid	No Bid	No Bid
	Silverbacks		No Bid	No Bid	No Bid
	Soundoff		No Bid	No Bid	No Bid
	Schwarze		No Bid	No Bid	No Bid
	Troy		No Bid	No Bid	No Bid
	Tymco		No Bid	No Bid	No Bid
	Vactor		No Bid	No Bid	No Bid
	Wausau plow parts		No Bid	No Bid	No Bid
	Western plow parts		No Bid	No Bid	No Bid
	Winter Equipment Company		No Bid	No Bid	No Bid

		Vendor Name:	Central Oil LLC	Dealer Auto Parts Sales, Inc	Palace CDJR (Milosch)
		City:	Roseville, MI	Redford, MI	Lake Orion, MI
			Y	Y	Y
Extension of Award to MITN:	Y or N		N	Y dealerautopartssales.com	Y repairlinkshop.com
Online ordering available - if yes, website address:	Y or N		Not Specified	\$0.00	\$0.00
F.O.B. minimum shipment amount:			Y	Y	Y
References:	Y or N		Kaitlyn Wilson	Rolf Debelacker	John Waltereit
Contact Information:			7:30am-4:00pm M-F	8am-5pm M-F	7:30am-5:00pm M-F
Hours of Operation:			(586) 445-2583	(313) 477-7684	(248) 497-0518
24 Hr. Phone Number:			2% 10 days, Net 30	Net 30	Net 30
Payment Terms:			Not Specified	2 Year	2 Year unlimited miles
Warranty:			Y	Y	Y
Acknowledgement:	Y or N		Y	N	Y
Exceptions:	Y or N		Y	N	Y
Forms:	Y or N				

Vendor Name:

City:

Suburban Ford of  
Ferndale, LLC

Suburban Troy, LLC  
(Chrysler Dodge)

Suburban Motors  
Company, LLC  
(Cadillac of Troy)

Ferndale, MI

Troy, MI

Troy, MI

**PROPOSAL: FURNISH THREE (3) YEAR REQUIREMENTS OF MISCELLANEOUS AUTO REPLACEMENT PARTS WITH AN OPTION TO RENEW FOR AN ADDITIONAL THREE (3) YEARS**

**PROPOSAL A:**

Manufacturer	Description	Part #	Price	Price	Price
Amsoil	55 Gallon Drum	5w30 oil	No Bid	No Bid	No Bid
Amsoil	55 Gallon Drum	15w40 DME	No Bid	No Bid	No Bid
Back Rack	Back Rack Protector	15004	No Bid	No Bid	No Bid
Back Rack	Safety Rack	10900	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	173630	No Bid	No Bid	No Bid
Bosch Rexroth	Pre Wet System Wiring Harness	R987376318	No Bid	No Bid	No Bid
Bosch Rexroth	E-Series Coil	R987371777	No Bid	No Bid	No Bid
Bosch Rexroth	Pressure Sensor	R987381387	No Bid	No Bid	No Bid
Bosch Rexroth	Pre-Wet Lid Assembly	R987377242	No Bid	No Bid	No Bid
Case	Cutting Edge	18-B5290	No Bid	No Bid	No Bid
Code 3	Light Bar	21TRP147MC	No Bid	No Bid	No Bid
Code 3	Light Siren Control	CODE 3 Z3	No Bid	No Bid	No Bid
Go Rhino	Push Bumper	GR-5077T	No Bid	No Bid	No Bid
Go Rhino	Wrap Around	GR-5077WT	No Bid	No Bid	No Bid
Havis	Radio Tray	C-TTP-INUT-2	No Bid	No Bid	No Bid
Kennametal	60"x5"x7/8" Carbide Insert Kennametal Scraper Blade	PB-760H	No Bid	No Bid	No Bid
Kennametal	48"x5"x7/8" Carbide Insert Kennametal Scraper Blade	PB-748H	No Bid	No Bid	No Bid
Kennametal	36"x5"x7/8" Carbide Insert Kennametal Scraper Blade	CB15217	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Plow Leg	51202	No Bid	No Bid	No Bid
Monroe Snow Plow/ Spreader Parts	Gear Box	5007040	No Bid	No Bid	No Bid
Raybestos	Rotor	780256P	No Bid	No Bid	No Bid
Raybestos	Rotor	780395P	No Bid	No Bid	No Bid
Raybestos	Pads	SP1057APPH	No Bid	No Bid	No Bid
Raybestos	Pads	SP1611APPH	No Bid	No Bid	No Bid
Raybestos	Rotor	680982P	No Bid	No Bid	No Bid
Root	Snow Plow Shoe	WP0664r2	No Bid	No Bid	No Bid
Silverbacks	Brake Drum 16.5x7	SLV-36BD00AB	No Bid	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4707Q-23KSB	No Bid	No Bid	No Bid
Silverbacks	Brake Drum	SLV-36BD87B	No Bid	No Bid	No Bid
Silverbacks	Brake Shoe	SLV-WK4715Q23KSB	No Bid	No Bid	No Bid
Soundoff	Mini Lightbar	epl7pdac	No Bid	No Bid	No Bid
Soundoff	Siren Control	sw830	No Bid	No Bid	No Bid
Schwarze	5 Segment Broom	uu20750nyc	No Bid	No Bid	No Bid
Schwarze	Switch	1546497C1	No Bid	No Bid	No Bid
Troy	Console	CC-UV-L-18	No Bid	No Bid	No Bid
Tymco	4 Segment Broom	SBP.200TNYC	No Bid	No Bid	No Bid
Vactor	Debris Hose	VA46564	No Bid	No Bid	No Bid



Vendor Name: City:			Suburban Ford of Ferndale, LLC	Suburban Troy, LLC (Chrysler Dodge)	Suburban, LLC (GM of Troy)
			Ferndale, MI	Troy, MI	Troy, MI
PROPOSAL A (Cont'd):					
Manufacturer	Description	Part #	Price	Price	Price
Wausau plow parts	Actuating Lift Cylinder	tt-2821s	No Bid	No Bid	No Bid
Western plow parts	Joystick Cab Control	56369	No Bid	No Bid	No Bid
Western plow parts	Plow Shoe	49071	No Bid	No Bid	No Bid
Western plow parts	Plow Shoe	RT 20	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 84" Jr Wing Cutting Edge 84"X8"X5/8"	4190164	No Bid	No Bid	No Bid
No Specified Manufacturer	Wing Blade 108"X8"X5/8"	4166787	No Bid	No Bid	No Bid
Winter Equipment Company	Curbguard Runner 3-3-3 Punch	CR463U	No Bid	No Bid	No Bid
PROPOSAL B:					
	Description	Price	Price	Price	
	Hydraulic Oil AW32	No Bid	No Bid	No Bid	
	Universal Tractor Oil 15W40□	No Bid	No Bid	No Bid	
PROPOSAL C:					
	Manufacturer	% off List Price	% off List Price	% off List Price	
	Amsoil	No Bid	No Bid	No Bid	
	Back Rack	No Bid	No Bid	No Bid	
	Bosch Rexroth	No Bid	No Bid	No Bid	
	Case	No Bid	No Bid	No Bid	
	Code 3	No Bid	No Bid	No Bid	
	Fiat Chrysler Automobiles	No Bid	25%	No Bid	
	Ford Motor Company	25%	No Bid	No Bid	
	General Motors	No Bid	No Bid	25%	
	Go Rhino	No Bid	No Bid	No Bid	
	Havis	No Bid	No Bid	No Bid	
	John Deere	No Bid	No Bid	No Bid	
	Kennametal	No Bid	No Bid	No Bid	
	Monroe Snow Plow/ Spreader Parts	No Bid	No Bid	No Bid	
	Raybestos	No Bid	No Bid	No Bid	
	Root	No Bid	No Bid	No Bid	
	Silverbacks	No Bid	No Bid	No Bid	
	Soundoff	No Bid	No Bid	No Bid	
	Schwarze	No Bid	No Bid	No Bid	
	Troy	No Bid	No Bid	No Bid	
	Tymco	No Bid	No Bid	No Bid	
	Vactor	No Bid	No Bid	No Bid	
	Wausau plow parts	No Bid	No Bid	No Bid	
	Western plow parts	No Bid	No Bid	No Bid	
	Winter Equipment Company	No Bid	No Bid	No Bid	

		Vendor Name:	Suburban Ford of Ferndale, LLC	Suburban Troy, LLC (Chrysler Dodge)	Suburban Motors Company, LLC (Cadillac of Troy)
		City:	Ferndale, MI	Troy, MI	Troy, MI
			Y	Y	Y
Extension of Award to MITN:	Y or N		Not Specified	Not Specified	Not Specified
Online ordering available - if yes, website address:	Y or N		Not Specified	Not Specified	Not Specified
F.O.B. minimum shipment amount:			Y	Y	Y
References:	Y or N		Michael Spicko	Scott Bradley	Michael Penn
Contact Information:			Mon & Thurs 7am-7pm; Tues, Wed, Fri 7am-6pm; Sat 8am-3pm	Mon & Thurs 7am-8pm; Tues, Wed, Fri 7am-6pm; Sat 8am-3pm	Mon & Thurs 7am-8pm; Tues, Wed, Fri 7am-6pm; Sat 8am-3pm
Hours of Operation:			(248) 399-1000	(248) 585-8800	(248) 643-0070
24 Hr. Phone Number:			Net 30	Net 30	Net 30
Payment Terms:			12 mo or 12K miles whichever comes 1st; Large assemblies may be as high as 3 yrs or 36K miles	12 mo or 12K miles whichever comes 1st; Large assemblies may be as high as 3 yrs or 36K miles	12 mo or 12K miles whichever comes 1st; Large assemblies may be as high as 3 yrs or 36K miles
Warranty:			Y	Y	Y
Acknowledgement:	Y or N		N	N	N
Exceptions:	Y or N		Y	Y	Y
Forms:	Y or N		<b>Award low bid as specified.</b>		
			<b>Line Items - No award.</b>		

ATTEST:  
\_\_\_\_\_  
Brian Varney  
\_\_\_\_\_  
Kelly LaPointe  
\_\_\_\_\_  
Susan Riesterer  
\_\_\_\_\_  
Jackie Ahlstrom

\_\_\_\_\_  
MaryBeth Murz,  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04b

## CITY COUNCIL AGENDA ITEM

Date: June 12, 2020

To: Mark F. Miller, City Manager

From: Bob Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Kurt Bovensiepe, Public Works Director  
Paul Trosper, Water & Sewer Operations Manager  
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2 – Sole Bidder Meeting Specifications – Water System Materials

### History

- The Water and Sewer Division is responsible for new water service installations and maintenance, water main repairs and replacement, and Mueller hydrant repairs and replacement.
- In order to maintain these infrastructures, minimum quantities of parts are kept on hand.
- Water system materials will be purchased on an as needed basis to replenish inventories throughout the year at unit prices as specified and detailed in the bid tab.
- The current contract is expiring June 30, 2020.

### Purchasing

- On June 11, 2020, a bid opening was conducted as required by the City Charter/Code for one (1) year requirements of Water System Materials.
- The bid was posted on the Michigan Intergovernmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). One (1) bid was received.

Companies notified via MITN	82
Troy Companies notified via MITN	0
Troy Companies - Active email Notification	0
Troy Companies - Active Free	0
Companies that viewed the bid	12
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

The bid pricing was reviewed and analyzed by line item. Based on bid results it is recommended to award the bid to the sole bidder as specified by line item.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Financial**

Funds are available under the Public Works Department in the operating budget for the Water and Sewer Division for the 2021 Fiscal Year. These funds will be drawn primarily from three accounts; Maintenance of Mains 591.537.541.7740.010, Maintenance of Service 591.537.542.7740.010, and Maintenance of Hydrants 591.537.544.7740.010.

### **Recommendation**

City Management recommends awarding one (1) year contracts on an item by item basis to the sole bidder meeting specifications as detailed below at unit prices contained in the bid tabulation opened June 11, 2020; to be ordered on an as needed basis.

Ferguson Waterworks - Warren, MI	Item #1 Curb Box	\$13,277.00
	Item #2 Water Service Parts	\$160,579.50
	Item #3 Ford Repair Clamps	50% List Discount
	Item #4 Ford Brass Saddles	40% List Discount
	Item #5 Mueller Fire Hydrant & Valve Parts	35% List Discount

Opening Date: 06/11/2020  
Date Reviewed: 06/11/2020

CITY OF TROY  
BID TABULATION  
WATER SYSTEM  
MATERIALS

ITB-COT 20-23  
Page 1 of 3

Vendor Name

Ferguson Waterworks

Warren, MI

**PROPOSAL: Miscellaneous Water System Materials**

**ITEM 1: Curb Box Items - Minneapolis Pattern - Thread On**

Line #	Est Qty	Description	Unit Price	Total
1.	300	1" Curb Box Mueller extension curb box w/45" stationary rod #82866 Mueller #10312-99000 or Ay McDonald w/42" rod #5660 AY McDonald #5613	\$37.54	\$11,262.00
2.	25	2" Curb Box Mueller #10304 2 piece lid, 2" top pipe, 3 1/2" bottom tap, 66" extension AY McDonald #5625 2 piece lid, 2" top pipe, 3 1/2" bottom tap, 66" extended	\$80.60	\$2,015.00
Manufacturer:			Mueller	
Model:			Not Specified	
<b>TOTAL LINE ITEM #1</b>			<b>\$13,277.00</b>	

**ITEM 2: Water Service Parts**

Line #	Est. Qty	Description	Unit Price	Total
Corporation Stops				
1.	100	1" Corporation Stops w/nuts Mueller B25000 or approved alternate	\$47.59	\$4,759.00
2.	100	1 1/2" Corporation Stops w/nuts Muller B25000 or approved alternate	\$113.22	\$11,322.00
3.	100	2" Corporation Stops w/nuts Mueller B25000 or approved alternate	\$198.00	\$19,800.00
TOTAL			\$35,881.00	
Brass Fittings				
4.	100	1" x 3/4" CCU or 3-part Union H-15400N Mueller or approved alternate	\$20.15	\$2,015.00
5.	100	1" CCU or 3-part Unions H- 15400N Mueller or approved alternate.	\$23.79	\$2,379.00
6.	100	1-1/2" CCU or 3-part Unions H-15400 Mueller or approved alternate.	\$71.81	\$7,181.00
7.	100	2" CCU or 3-part Unions H-15400N Mueller or approved alternate.	\$78.86	\$7,886.00
TOTAL			\$19,461.00	

CITY OF TROY  
BID TABULATION  
WATER SYSTEM MATERIALS

ITB-COT 20-23  
Page 2 of 3

Vendor Name

Ferguson Waterworks

Warren, MI

**Couplings**

8.	25	3/4" x 1" PBC or Piggy Back Coupling H-15062 Mueller or approved alternate.	\$19.54	\$488.50
<b>TOTAL</b>			<b>\$488.50</b>	

**Curb Stops**

9.	100	1" CBS or Curb Stops Ford Z22 444M-NL or approved alternate	\$89.91	\$8,991.00
10.	100	1 1/2" CBS or Curb Stops, Mueller B-25154N or approved alternate.	\$190.58	\$19,058.00
11.	100	2" CBS or Curb Stops, Mueller B-25154N or approved alternate.	\$308.27	\$30,827.00
<b>TOTAL</b>			<b>\$58,876.00</b>	

**Brass Bends**

12.	100	1 1/2"-45 Degree Brass Bend Mueller H-15063N or approved alternate	\$70.26	\$7,026.00
13.	100	2"-45 Degree Brass Bend Mueller H-15063N or approved alternate	\$129.86	\$12,986.00
14.	100	1"-90 Degree Brass Bend Mueller H-15068N or approved alternate	\$25.47	\$2,547.00
15.	100	1 1/2"-90 Degree Brass Bend Mueller H-15068N or approved alternate	\$81.20	\$8,120.00
16.	100	2"- 90 Degree Brass Bend Mueller H-15068N or approved alternate	\$151.94	\$15,194.00
<b>TOTAL</b>			<b>\$45,873.00</b>	

Manufacturer: Mueller

Model: Not Specified

**TOTAL LINE ITEM #2**

**\$160,579.50**

**GRAND TOTAL ALL ITEMS**

**\$173,856.50**

CITY OF TROY  
 BID TABULATION  
 WATER SYSTEM

ITB-COT 20-23  
 Page 3 of 3

Vendor Name

Ferguson Waterworks

Warren, MI

Item 3: Stainless Steel Repair Clamps Single and Double Band, Solid and CC tap connections 1", 1-1/2", 2", Sizes 2" through 24" (US Manufactured, no iron lugs or bolts)

Discount 50%

Manufacturer Ford Meter Box

Price List Repair Clamps

Dated March 2020

Online Price List fordmeterbox.com

Item 4: Brass Saddle Brass tap saddles, 100% lead free, no steel bands, cc taps 3/4", 1", 1-1/2", 2", size ranges 4" through 24" (US Manufactured)

Discount 40%

Manufacturer Ford Meter Box

Price List Brass Saddles

Dated April 2020

Online Price List fordmeterbox.com

Item #5: Mueller Fire Hydrant & Valve Parts

Discount 35%

Manufacturer Mueller

Price List Iron Products

Dated April 2019

Online Price List muellercompany.com

Delivery: Minimum Shipment: N/A

Within (# of days): 7 to 14 Days

Contact Person: David M. Hobson

Title: Municipal Sales

Hours of Operation: 8:00 am to 5:00 pm

24 Hour Phone No. 810-691-2823

Descriptive Literature attached: Y or N N

Payment Terms: Net 30

Warranty: Manufacturer's Warranty

Bid Not to be broken up: Y or N N

Exceptions: Y or N N

Acknowledgement: Y or N Y

Forms: Y or N Y

ATTEST:

(\*Bid Opening conducted via a Go-To Meeting)

Kaitlin Sackner

Sue Riesterer

MaryBeth Murz

Kristine Kallek

Jackie Ahlstrom

**Sole Bidder meeting specifications.**

MaryBeth Murz

Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04c

## CITY COUNCIL AGENDA ITEM

Date: June 8, 2020

To: Mark F. Miller, City Manager

From: Bob Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Kurt Bovensiepe, Public Works Director  
Scott Carruthers, Streets & Drains Operations Manager  
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award To Low Bidders Meeting Specifications – Traffic Control Signs and Posts

### History

- The Streets Division is responsible for the maintenance of all city posted traffic control signs and posts.
- These signs and posts require new installations, as well as repairs and replacements to be in compliance with the most current standards as specified in the Michigan Manual on Uniform Traffic Control Devices.
- The current contract expires June 30, 2020.

### Purchasing

- On May 28, 2020, a bid opening was conducted as required by the City Charter and Code for one (1) year requirements of traffic control signs and posts.
- The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info).
- Three (3) Bid responses were received. Below is a detailed summary of potential vendors.

<b>Companies notified via MITN</b>	121
Troy Companies notified via MITN	3
Troy Companies - Active email Notification	3
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	121
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Quantities are estimated and shall be purchased at quoted unit prices, *on an as needed basis*.
- All items bid were separated into 12 proposal categories, A-L.
- Due to minimum shipment requirements, contracts are to be awarded on a proposal by proposal basis.

### Financial

Funds are available in the General Fund under the Public Works Department operating budgets for the Streets Division for the 2021 and 2022 Fiscal Years. These funds will be drawn primarily from three accounts; Local Signs 101.447.22.475.7774.115, Major Signs 101.447.20.495.7774.115, and County Signs (DDA) 101.447.21.504.7774.115.





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Troy, MI 48084  
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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management recommends awarding a one (1) year contract to provide Traffic Control Signs and Posts with an option to renew for one (1) additional year on a proposal by proposal basis to be ordered on as needed basis not to exceed budgetary limitations; to the bidders meeting specifications; *Vulcan Inc., dba Vulcan Signs, Vulcan Aluminum of Foley, AL* for an estimated total of \$27,970.25, and *MD Solutions, Inc., of Plain City, OH* for an estimated total of \$46,606.00. All awarded contracts will be at the unit prices contained in the bid tabulation opened May 28, 2020. Proposal D and Proposal L received no bids; both of these proposals will be purchased on an as needed basis. Proposal H requested setup fees to fabricate non-standard signs and will not be awarded to anyone since all bidders indicated that there would be no fee.

Bidder	Proposal	Estimated Total
Vulcan Inc.	A, B, C, E, F, G, I	\$27,970.25
MD Solutions	J, K	\$46,606.00
<b>Estimated Grand Total</b>		<b>\$74,576.25</b>

VENDOR NAME:	<b>Vulcan Inc.</b>	<b>Unistrut Midwest</b>	<b>MD Solutions</b>
CITY:	<b>Foley, AL</b>	<b>Wayne, MI</b>	<b>Plain City, OH</b>

**ONE (1) YEAR REQUIREMENTS OF TRAFFIC CONTROL SIGNS AND POSTS**

ITEM	EST QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROPOSAL A: Complete Signs, Single Face, 3M High Intensity Prismatic on Aluminum								
1.	10	36" Yield (R1-2)	\$18.69	\$186.90	No Bid		No Bid	
2.	30	30" Stop (R1-1)	\$22.66	\$679.80				
3.	10	36" Stop (R1-1)	\$32.90	\$329.00				
4.	10	18" X 6" All Way (R1-4)	\$3.56	\$35.60				
5.	500	12" X 12" No Parking (R8-3A)	\$4.08	\$2,040.00				
PROPOSAL A: EST TOTAL --			\$3,271.30		\$0.00		\$0.00	
PROPOSAL B: 3M Standard Pre-Printed Traffic Sign Faces High Intensity								
1.	500	12" X 12" No Parking Symbol R8-3A Faces	\$1.31	\$655.00	No Bid		No Bid	
PROPOSAL B: EST TOTAL --			\$655.00		\$0.00		\$0.00	
PROPOSAL C: Complete Signs, Single Face, 3M Diamond Grade, VIP Sheeting, Fluorescent Yellow Green on Aluminum								
1.	10	30" School Sign FYG	\$28.93	\$289.30	No Bid		No Bid	
2.	10	36" School Sign FYG	\$41.44	\$414.40				
3.	10	24" X 12" Directional Arrow FYG (W16-7p)	\$10.41	\$104.10				
4.	10	30" X 15" 'AHEAD' Sign FYG (W16-9P)	\$15.28	\$152.80				
PROPOSAL C: EST TOTAL --			\$960.60		\$0.00		\$0.00	
PROPOSAL D: MDO Single Faced, Rectangle Plywood Sign								
1.	3	96" X 48" HIP Orange 5/8"	No Bid		No Bid		No Bid	
2.	3	96" X 48" HIP White 5/8"						
3.	3	30" X 96" HIP White 5/8"						
4.	3	30" X 60" HIP White 5/8"						
PROPOSAL D: EST TOTAL --			\$0.00		\$0.00		\$0.00	
PROPOSAL E: Complete Signs, Standard, Warning Diamond, Rectangular or Square - One Color High Intensity Prismatic on Aluminum, Rounded OR Square Corners								
1.	10	9" X 24 "	\$6.34	\$63.40	No Bid		No Bid	
2.	10	9" X 30"	\$7.82	\$78.20				
3.	10	9" X 36"	\$9.36	\$93.60				
4.	10	9" X 48"	\$11.22	\$112.20				
5.	10	12" X 12"	\$4.08	\$40.80				
6.	100	12" X 18"	\$5.32	\$532.00				
7.	10	12" X 24"	\$8.31	\$83.10				
8.	10	12" X 30"	\$10.02	\$100.20				
9.	150	12" X 36"	\$11.22	\$1,683.00				
10.	25	12" X 42"	\$13.09	\$327.25				
11.	50	12" X 48"	\$14.96	\$748.00				
12.	25	12" X 54"	\$16.83	\$420.75				
13.	25	12" X 60"	\$18.70	\$467.50				
14.	25	12" X 72"	\$22.44	\$561.00				
15.	25	18" X 18"	\$8.99	\$224.75				
16.	20	18" X 24"	\$11.22	\$224.40				
17.	20	18" X 36"	\$16.83	\$336.60				
18.	20	18" X 48"	\$22.44	\$448.80				
19.	20	18" X 60"	\$28.05	\$561.00				
20.	10	24" X 24"	\$14.96	\$149.60				
21.	200	24" X 30"	\$18.70	\$3,740.00				
22.	10	24" X 36"	\$22.44	\$224.40				
23.	10	24" X 48"	\$29.92	\$299.20				
24.	200	30" X 30"	\$23.38	\$4,676.00				
25.	25	30" X 36"	\$28.05	\$701.25				
26.	10	36" X 36"	\$33.66	\$336.60				
27.	10	36" X 48"	\$44.88	\$448.80				
28.	10	48" X 48"	\$59.84	\$598.40				
29.	10	24" X 30" double sided, one color	\$27.90	\$279.00				
PROPOSAL E: EST TOTAL --			\$18,559.80		\$0.00		\$0.00	

VENDOR NAME:			Vulcan Inc.		Unistrut Midwest		MD Solutions	
CITY:			Foley, AL		Wayne, MI		Plain City, OH	
PROPOSAL F: Complete Signs, Standard, Warning Diamond, Rectangular or Square - Two or more colors High Intensity Prismatic on Aluminum								
1.	10	12" X 12" Two Color	\$4.68	\$46.80	No Bid		No Bid	
2.	50	12" X 18" Two Color	\$6.59	\$329.50				
3.	10	24" X 24" Two Color	\$15.69	\$156.90				
4.	10	30" X 30" Three Color	\$24.72	\$247.20				
PROPOSAL F: EST TOTAL --			\$780.40		\$0.00		\$0.00	
PROPOSAL G: Complete Signs, Double Sided Extruded Aluminum								
1.	25	9" X 24" Extruded BLANK (No Film)	\$6.43	\$160.75	No Bid		\$9.23	\$230.75
2.	25	9" X 30" Extruded BLANK (No Film)	\$8.04	\$201.00			\$11.50	\$287.50
3.	25	9" X 36" Extruded BLANK (No Film)	\$9.62	\$240.50			\$12.75	\$318.75
4.	25	9" X 42" Extruded BLANK (No Film)	\$11.32	\$283.00			\$14.25	\$356.25
5.	25	9" X 48" Extruded BLANK (No Film)	\$12.82	\$320.50			\$15.50	\$387.50
6.	5	9" X 54" Extruded BLANK (No Film)	\$14.48	\$72.40			\$17.00	\$85.00
PROPOSAL G: EST TOTAL --			\$1,278.15		\$0.00		\$1,665.75	
PROPOSAL H: Set up fees for any listed size to fabricate a non-standard sign								
			N/A	/Setup	N/A	/Setup	Not specified	/Setup
PROPOSAL I: Round Galvanized Steel Post, 2" Nominal Size, 2-1/8" ID, 2-3/8" OD, 0.125 Wall Thickness, 3lbs Per Linear Foot								
1.	100	12 FT Galvanized Steel Round Post	\$24.65	\$2,465.00	No Bid		\$37.75	\$3,775.00
PROPOSAL I: EST TOTAL --			\$2,465.00		\$0.00		\$3,775.00	
PROPOSAL J: U-Channel Sign Posts								
1.	200	10 FT – 2lbs Galvanized Steel	\$19.10	\$3,820.00	No Bid		\$18.50	\$3,700.00
2.	200	12 FT – 3lbs Galvanized Steel	\$34.38	\$6,876.00			\$32.20	\$6,440.00
3.	100	15 FT – 3lbs Galvanized Steel	\$42.98	\$4,298.00			\$43.10	\$4,310.00
PROPOSAL J: EST TOTAL --			\$14,994.00		\$0.00		\$14,450.00	
PROPOSAL K: Square Tubular Sign Posts – Perforated – Galvanized Steel –FHWA Approved								
1.	100	14 FT X 1-3/4" -14 Gauge	\$31.08	\$3,108.00	\$31.00	\$3,100.00	\$28.91	\$2,891.00
2.	100	12 FT X 1-3/4" – 14 Gauge	\$26.64	\$2,664.00	\$26.50	\$2,650.00	\$24.84	\$2,484.00
3.	100	9 FT x 1-1/2" – 14 Gauge	\$23.76	\$2,376.00	\$23.00	\$2,300.00	\$20.00	\$2,000.00
4.	200	12 FT X 2" – 12 Gauge	\$37.80	\$7,560.00	\$35.00	\$7,000.00	\$34.56	\$6,912.00
5.	200	10 FT X 2" – 12 Gauge	\$31.50	\$6,300.00	\$29.00	\$5,800.00	\$28.80	\$5,760.00
6.	200	9 FT x 2" – 12 Gauge	\$28.35	\$5,670.00	\$27.00	\$5,400.00	\$25.92	\$5,184.00
7.	100	3 FT x 1-3/4" Anchor Base -14 Gauge	\$8.51	\$851.00	\$7.00	\$700.00	\$9.75	\$975.00
8.	100	3 FT x 2" Anchor Base -12 Gauge	\$9.45	\$945.00	\$9.50	\$950.00	\$10.15	\$1,015.00
9.	300	3 FT x 2-1/4" Anchor Base -12 gauge	\$11.29	\$3,387.00	\$10.50	\$3,150.00	\$10.62	\$3,186.00
10.	300	1.5 FT x 2-1/2" Anchor Base or Sleeve -12 gauge	\$6.09	\$1,827.00	\$6.50	\$1,950.00	\$5.83	\$1,749.00
PROPOSAL K: EST TOTAL --			\$34,688.00		\$33,000.00		\$32,156.00	
PROPOSAL L: MDOT Wood Sign Posts (predrilled) and Steel Sleeves								
1.	20	6" X 8" X 16 FT Wood Sign Post	No Bid		No Bid		No Bid	
2.	20	6" X 8" X 54" Steel Sleeve						
3.	20	4" X 6" X 36" Steel Sleeve						
PROPOSAL L: EST TOTAL --			\$0.00		\$0.00		\$0.00	
ESTIMATED TOTAL FOR ALL PROPOSALS:			\$77,652.25		\$33,000.00		\$52,046.75	
DELIVERY:		Minimum Shipment: \$500 or less?	\$500.00		\$500.00		\$500.00	
		# of Days	30-40		5		30	
CONTACT INFO:		Hrs. of Operation:	M-F 7am-4pm		M-F 8am-5pm		8:30am-5pm	
		24 Hr. Phone Number:	800-633-6845		None		None	
PAYMENT TERMS:			0%, NET 30		Net 30		Net 30	
WARRANTY:			Std mfg warranty		None on cut materials		Standard	
EXCEPTIONS:		Y OR N	Square posts marked must be bought in bundles of 25.		N		N	
ALL OR NONE AWARD:		Y OR N	N		N		N	
ACKNOWLEDGEMENT SIGNED:		Y OR N	Y		Y		Y	
FORMS:		Y OR N	Y		Y		Y	

**ATTEST:**

(\*Bid Opening conducted via a Go-To Meeting)

Kaitlin Sackner

Beth Zaccardelli

MaryBeth Murz

Kristine Kallek

Jackie Ahlstrom

MaryBeth Murz,  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04d

## CITY COUNCIL AGENDA ITEM

Date: June 12, 2020

To: Mark F. Miller, City Manager

From: Bob Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Kurt Bovensiepe, Public Works Director  
Paul Troser, Water & Sewer Operations Manager  
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Type ‘K’ Copper Tubing

### History

- The Water and Sewer Division is responsible for all water service line installations, repairs, and re-taps due to new construction and water main replacement projects.
- Type ‘K’ Copper Tubing is an ASTM specification standard for domestic water service and distribution.
- Due to the volatility of the commodity market, prices are good for thirty (30) days.

### Purchasing

- On June 11, 2020 a bid opening was conducted as required by City Charter and Code for Type ‘K’ Copper Tubing.
- The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). Two (2) bid responses were received.
- This is a one-time purchase predicated on unit bid pricing. Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	114
Troy Companies notified via MITN	1
Troy Companies - Active email Notification	1
Troy Companies - Active Free	0
Companies that viewed the bid	24
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Bid pricing from *Progressive Plumbing* was held firm *only* until June 12, 2020. Bid specifications required pricing to be held for 60 days. Therefore, *Ferguson Waterworks of Warren, MI* is low bidder as specified and meets all pricing requirements.

### Financial

Funds are budgeted and available in the Water Fund under the Water and Sewer Division account for Maintenance of Service 591.537.542.7740.010 for the 2021 Fiscal Year.



500 West Big Beaver  
Troy, MI 48084  
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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City Management recommends awarding the contract for Type 'K' Copper Tubing to the low bidder meeting specifications, *Ferguson Waterworks of Warren, MI*, for an estimated total cost of \$19,745.40 at the unit prices contained in the bid tabulation opened June 11, 2020. The award is contingent upon the contractor's submission of properly executed bid documents, and all other specified requirements.

Opening Date: 06/11/2020  
Date Reviewed: 06/11/2020

CITY OF TROY  
BID TABULATION  
COPPER TUBING

ITB-COT 20-12  
Page 1 of 1

VENDOR NAME:	<b>Ferguson Waterworks</b>	Progressive Plumbing Supply
City:	<b>Warren, MI</b>	Warren, MI
Check #:	448452	1090
Check Amount:	\$1,250.00	\$1,250.00

**PROPOSAL: Tubing must be in compliance with Federal Specifications: ASTM Specifications B-88, Type "K" Water Services. 1" coils to be packed in 60 foot rolls per carton.**

ITEM #	Estimated Quantity	Description	Manufacturer	Price Per Roll	Total Price	Manufacturer	Price Per Roll	Total Price
2	6,000 ft.	1" x 60 Type "K" Soft Copper Tubing (60 ft. roll)	Mueller Streamline	\$197.45	\$19,745.00	Cambridge Lee	\$194.40	\$19,440.00
GRAND TOTAL:				<b>\$19,745.00</b>			<b>\$19,440.00</b>	
TERMS:			Net 30			Net 30 Days		
WARRANTY:			Manufacturer's Warranty			Not Specified		
DELIVERY DATE:			7 to 14 Days			10 Days		
ACKNOWLEDGMENT: Y or N			Y			Y		
EXCEPTIONS:			None			Bid Pricing Firm until 06/12/2020		
FORMS: Y or N			Y			Y		

**Low bid as specified.**

Attest:  
(\*Bid Opening conducted via a Go-To Meeting)

Kaitlin Sackner  
Sue Riesterer  
MaryBeth Murz  
Kristine Kallek  
Jackie Ahlstrom

MaryBeth Murz,  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: June 12, 2020

To: Mark F. Miller, City Manager

From: Bob Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Kurt Bovensiep, Public Works Director  
Scott Carruthers, Streets & Drains Operations Manager  
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder meeting Specifications  
– Asphalt Patching Material – COLD

### History

- Asphalt Patching Material – Cold Patch is used on a seasonal basis during colder weather as a temporary patching repair to paved surfaces as needed.
- Usage history for patching material is as follows:

	<u>Quantity (tons)</u>	<u>Price/Ton</u>	<u>Total</u>
2015	145	\$105.00	\$15,171.45
2016	150	\$89.79	\$13,442.47
2017	153	\$89.79	\$13,693.87
2018	148	\$100.25	\$14,858.06
2019	160	\$101.00	\$16,168.08

- The current contract expired on April 30, 2020.

### Purchasing

- On June 11, 2020, a bid opening was conducted as required by City Charter/Code and bid proposals were received at the City's request from companies interested in providing seasonal requirements of Asphalt Patching Material – COLD Patch.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info). One hundred twenty two (122) vendors were notified via the MITN website.
- Two (2) bid responses were received. Below is a detailed summary of the vendor responses:

<b>Companies notified via MITN</b>	122
Troy Companies notified via MITN	2
Troy Companies notified Active email Notification	2
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	7
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Note that the City specified QPR (Quality Pavement Repair) or UPM (Unique Paving Materials) as acceptable. While UPM is considered slightly better than QPR, both as specified are acceptable to the City.



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## CITY COUNCIL AGENDA ITEM

- The Asphalt Patching Material – COLD Patch will be ordered as required and on an as needed basis at the price of \$95.00/ton.

### **Financial**

Funds for the purchase of Asphalt Patching Material – Cold Patch are budgeted and available in various Public Works operating budgets for the Streets and Water Divisions for the 2021 Fiscal Year.

### **Recommendation**

City Management recommends awarding a contract for seasonal requirements of Asphalt Patching Material – COLD, to the low bidder meeting specifications, *Ace-Saginaw Paving Co. of Saginaw, MI*, to be purchased on an as needed basis for an estimated total cost of \$38,000.00 at the unit price contained in the bid tabulation opened June 11, 2020, not to exceed annual budget limitations.



Opening Date - 06/11/2020  
Date Reviewed - 06/11/2020

CITY OF TROY  
BID TABULATION  
ASPHALT PATCHING MATERIAL - COLD PATCH

ITB-COT 20-13  
Pg. 1 of 1

VENDOR NAME:

**Ace-Saginaw Paving Co**

Cadillac Asphalt, LLC

CITY:

**Saginaw, MI**

Farmington Hills, MI

**PROPOSAL: Provide seasonal requirements of Asphalt Patching Material - Cold Patch**

Description	UOM	QTY	Unit Price	Ext Price	Unit Price	Ext Price
QPR/UPM or Approved Alternate - Delivered	TON	400	\$ 95.00	\$ 38,000.00	\$ 111.00	\$ 44,400.00
Please Slate Material QPR/UPM or Approved Alternate:			Not Specified		Not Specified	
Minimum Load (State minimum load requirement):			50 Tons		50 Tons	
Payment Terms:			Net 30		Net 30 Days	
Hours of Operation:			M-F 8-5		7AM-3PM	
24 hour phone number:			989-737-2863		248-228-6281	
References:	Y OR N		Y		Y	
Insurance Met:	Y OR N		Y		Y	
Delivery Time:			N		8AM-3PM	
Warranty:			N/A		N/A	
Exceptions:			None		None	
Acknowledgement:	Y OR N		Y		Y	
Forms:	Y OR N		Y		Y	

**Low bid as specified.**

ATTEST:

(\*Bid Opening conducted via a Go-To Meeting)

Kaitlin Sackner

Sue Riesterer

MaryBeth Murz

Kristine Kallek

Jackie Ahlstrom

MaryBeth Murz,  
Purchasing Manager



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J-05

## CITY COUNCIL AGENDA ITEM

Date: June 16, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
M. Aileen Dickson, City Clerk

Subject: Request for Approval of Drive Thru Clerk's Office and Election Update

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### History

With so many questions and news articles about the upcoming August 4<sup>th</sup> election, and with the uncertainty caused by the pandemic, the City Clerk's Office wants to provide an update and timeline for City Council regarding our preparations for the August 4<sup>th</sup> Primary Election.

In early June, the Secretary of State mailed Absent Voter Applications to all registered voters not on the Permanent Absent Voter List, and, the City Clerk's Office mailed Absent Voter Applications to our Permanent Absent Voters. While August primaries typically see voter turnout in the area of 25% in Troy, the City Clerk's Office has begun receiving an extraordinary number of Absent Voter Applications, and we expect the turnout to be much higher than previous averages.

A combination of the COVID-19 pandemic, universal distribution of Absent Voter Applications, and the political atmosphere of the Presidential election year bring many unprecedented logistical challenges. Over the past few months, the City Clerk's Office has developed plans that will mitigate those challenges.

On the Agenda for the June 22, 2020 Regular City Council Meeting is a request for approval of an additional time for the City Clerk's Office to offer Absent Voter (AV) Ballots to Troy voters. We would like to hold a Drive Thru Clerk's Office at the east entrance of City Hall on July 25, 2020 from 8:00am-12:00pm to allow voters to obtain their AV Ballots while remaining in their cars. Staff members will be stationed inside the east lobby, with all the materials needed for contactless service. We are also prepared to hold drive thru AV Ballot issuing on weekdays, in the same manner, to eliminate the need for voters to enter City Hall. This is in addition to the legal requirement for the City Clerk's Office to be open for voter registration and AV Ballots on Saturday, August 1, 2020 from 8:00am-4:00pm.

We have purchased a number of items that will also help our efforts. Two additional drop boxes will be installed outside City Hall, an additional walk-up box on the east side and an additional drive-up box on the west side. A proof of the drop box design is attached to this memo.

With the help of Stephanie Fleischer, Marketing Coordinator, we mailed a postcard to all registered voter households that is clever and informative, and addresses some of the common myths about AV



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## **CITY COUNCIL AGENDA ITEM**

Ballots. We are sharing this information on social media, and on the Elections webpage. A proof of the postcard is attached to this memo.

At the June 8, 2020 Council Meeting, City Council approved the relocation of the Absent Voter Counting Board (AVCB) from City Hall to the Troy Community Center. The AVCB will be headquartered in the east wing of the building in the banquet rooms, and the three precincts assigned to the Community Center will be shifted to the north entrance and senior cafeteria. To clarify, all 31 precincts will be operating in their usual polling locations throughout the city on Election Day.

Troy's Absent Voter Applications and ballots are handled by a team of 6 to 8 Election Aides who work with the staff of the City Clerk's Office for about 6 weeks before each election. They also work either in the Clerk's Office the entire Election Day, or in assigned precincts. The Election Aides receive Absent Voter Applications through the mail, mail ballots, work with voters if they have issues with their applications or ballots, track ballots when they are received, reconcile trays of ballots before sending the ballots to the AVCB on Election Day.

We get a lot of questions from voters, and the media, about the security and efficacy of absentee voting. The Absent Voter Applications and ballots are tracked using the State's Qualified Voter File (QVF) software. This web-based software is updated in real-time across the entire state, so, if someone from Troy registers to vote in another city, the record on our side is updated within seconds of the registration being entered. Likewise, if we issue a ballot to a voter, within seconds every other clerk's office in the state can see that a ballot was issued if they look up that voter. A voter's record also contains their signature, all their contact information, birthdate, and the entire history of where they've been registered in the State of Michigan. One thing we cannot see is how they vote or if they are affiliated with a political party. Absentee voting activity is tightly controlled and tracked through QVF. Applications are marked "sent" when distributed, then marked "received" once we have verified the voter's signature on the application against the signature in QVF. QVF and the State's driver's license system are linked, and share signature images. Once the application is "received", we assign a ballot (by ballot number on the stub) which then shows as "ballot sent". When the ballot is returned, the voter's signature on the envelope is verified against the signature on the application and again against the signature in QVF. The Clerk's Office contacts voters immediately every time there is an issue with an Absent Voter Application or envelope. Issues are things like missing signatures or signatures we cannot verify. By working with voters to obtain their signatures, we resolve 99% of the issues before Election Day.

On Election Day, the Absent Voter Counting Board (AVCB) is convened, and at 7am they are allowed to begin their work. Members of the AVCB are sworn, sequestered Election Inspectors who are under strict rules during their work hours. Some of the rules are that they cannot leave the building, they must never be alone, they are not allowed to communicate with the outside world anything that goes on inside the AVCB. They eat meals together. They take breaks together. They even have to visit restroom facilities in groups. Under current Election Law, members of the AVCB cannot start working before 7am on Election Day, and cannot leave the AVCB until the work is done. This means that if there are circumstances which cause an AVCB to need 24-36 hours to complete their work, the members must remain until the ballots are all counted. There are a number of bills working their way through the Michigan Legislature currently that could provide some relief for AVCB members, such as allowing members to work shifts, allowing for the AVCB to convene for multiple days, and allowing the option



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## CITY COUNCIL AGENDA ITEM

for the county to convene an AVCB on behalf of the municipalities who opt-in for that election. Some of these bills have bipartisan legislative support, and the support of local clerks, county clerks, the Michigan Association of Municipal Clerks (MAMC), the Michigan Association of County Clerks (MACC), the Michigan Townships Association (MTA), the Oakland County Clerks Association (OCCA), and others. Before the Stay Home order, the City Clerk testified at the State Senate Elections Committee, and met in person with Representative Padma Kuppa to discuss some of these bills. More recently, the City Clerk participated in a conference call with Senator Ruth Johnson, members of the MAMC, MACC, MTA, and others. There seems to be consensus at many levels of government that there needs to be legislative action in order to evolve Election Law in light of the current circumstances. The City Clerk continues to monitor these bills closely. In the meantime, we must make our preparations only with current, established laws in mind.

The Clerk's Office is budgeted for a fifth high-speed ballot tabulator workstation in the 2021-2022 Budget, so we will have 5 teams in our AVCB. We have also purchased 5 high-volume electric envelope slicers. Each precinct team, and each team in the AVCB, will receive a PPE and sanitizing supply bag that contains face shields, masks, hand sanitizer, signage, etc., as shown in the attached photo. The City Clerk's Office is working closely with the facilities that house our precincts to make sure that we create a safe, secure environment for our workers and voters.

We are actively receiving an influx of Absent Voter Applications, and we expect our ballot delivery from the printer during the week of June 15<sup>th</sup>. We will conduct preliminary testing on our machines and ballots, while simultaneously issuing and stuffing ballots for mailing, during the week of June 22<sup>nd</sup>. We plan to begin mailing absentee ballots on June 29<sup>th</sup>.

As required by law, we will provide ballots by email or mail to all MOVE (Military and Overseas Voter Empowerment act) by June 20<sup>th</sup> (45 days before the election) and each day after as new Federal Postcard Applications (FPCAs) are received.

We've provided a timeline in this memo with more details of the election activities and deadlines leading up to the August 4<sup>th</sup> Primary Election, as well as any concurrent November deadlines, as information for City Council.

### **Timeline for August Primary Election (and any concurrent November deadlines)**

June 15-19:	Supply of ballots received from the ballot printing company
June 22-29:	Conduct preliminary testing of machines, programming, and ballots; prepare ballots for mailing to any voters whose applications are on file
June 20:	Issue MOVE ballots by June 20; then on-demand for new FPCAs
June 25-July 14:	Troy Election Commission meets to appoint Election Inspectors for August 4 Primary Election
July 6:	Notice of Voter Registration for August must be published by July 6; Clerk's Office extra hours for AV Ballots must be posted
July 20:	Last day to register any other way but in-person at the Clerk's Office
July 21-August 4:	Register to vote in person at the Clerk's Office
July 21 4pm:	Filing deadline for Troy School Board candidates (November ballot)
July 24 4pm:	Write-in filing deadline for Council Member candidates (August ballot)



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## CITY COUNCIL AGENDA ITEM

July 30:	Public Accuracy Test of election machines, programming and ballots
July 31 4pm:	Write-in filing deadline for Precinct Delegate candidates (Precinct Delegate candidates' filing deadline was May 5; write-in candidates for Precinct Delegate can also file at their own precincts on Election Day until 8pm)
July 31 5pm:	Last time a voter can obtain an AV Ballot by mail
August 1:	City Clerk's Office open for AV ballots in-person only (voters requesting to spoil their ballot and obtain a new one can be mailed a replacement ballot until 2pm)
August 3:	AV Ballots available in-person only until 4pm; ballots must be voted at the City Clerk's Office
August 3:	Citizens registering to vote can obtain AV Ballots until 4:30pm; ballots must be voted in person at the City Clerk's Office
August 4:	Polls Open for August Primary; AVCB convenes to process AV Ballots (7am until all ballots are tabulated)
August 4:	Citizens can register to vote, then can vote by AV Ballot at the City Clerk's Office or in-person at their precincts
August 4 4pm:	Emergency absentee voting closes (emergency must have occurred after 5pm on July 31)
August 4 8pm:	AV Ballots due at the Clerk's Office; all ballot issuing closes
August 6-18:	County Board of Canvassers (BOC) convenes; Clerk's Office staff must be available 7 days/week during this time to respond to requests from the BOC

Finally, remember that anyone who is a registered voter in the State of Michigan can become an Election Inspector for Troy (even elected officials!) Applications are available on the Elections webpage, and training classes will be held in mid-July.

### **Financial**

There is no additional financial impact for the City of Troy to offer this service to Troy residents and voters.

### **Recommendation**

City Management requests City Council approval of the additional location for issuing and receiving absent voter ballots on Saturday, July 25, 2020, as required by Michigan Election Law.





I DON'T WANT TO MISS A  
LOVE  
LIFE

# DON'T CLOSE YOUR EYES. DON'T FALL ASLEEP.

Until you read this.

Cause you don't want to miss a vote!

## MYTH:

"Absentee ballots aren't counted unless the election results are close."

"Absentee ballots can be counted if they're postmarked by Election Day."

"If you vote absentee once, you have to always vote absentee."

## TRUTH:

Absentee ballots are counted just like voting in-person!

Absentee ballots must be received in the Clerk's Office by 8pm on Election Day.

A voter can change their mind any time, and vote in person, as long as they haven't returned their absentee ballot yet.

Every voter can sign up for the Permanent Absent Voter List. Voters on the List will automatically be mailed absentee applications before each election. Troy voters may add their name to the PAV list on our website, [troymi.gov/PAVList](http://troymi.gov/PAVList).

- The Clerk's Office will **NEVER** automatically mail ballots to voters.
- 2020 Elections are on August 4 and November 3.

**We need more election workers! Election workers either work in precincts or in the Absent Voter Counting Board. Contact the City Clerk's Office for more info!**



**CITY CLERK'S OFFICE**

500 West Big Beaver  
Troy, MI 48084

NONPROFIT  
ORGANIZATION  
U.S. POSTAGE  
PAID  
TROY, MI  
PERMIT NO. 19



Sales Number: **752**

Business Name: City of Troy

Model/Cabinet: 710 28G

Date of Proof: 6/11/2020

Quantity: 2

Date Shipped: \_\_\_\_\_

Special Instructions:



Left  
19.5" x 44.2"



Top  
14.5" x 4"



Door  
15.92" x 27.49"



Right  
19.5" x 44.2"



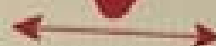
PROUD MEMBER OF AN  
**PEP TEAM**

# COVID

## Stay Healthy Procedures



Please wear a  
mask at all times.



Maintain 6 foot  
social dist



Use  
hand  
sanitizer  
f.

Avoid touch  
surfaces,  
wear

Practice  
Social Dist

Wait here until  
called forward



PLEASE  
WEAR A MASK



Practice  
distancing





## CITY COUNCIL AGENDA ITEM

Date: June 16, 2020

To: Honorable Troy City Council Members

From: Mark F. Miller, City Manager  
Lori Grigg Bluhm, City Attorney

Subject: Approval of Inter-local Agreement with Oakland County for CARES Act Reimbursement

---

On June 4, 2020, the Oakland County Board of Commissioners established the Oakland Together Local Government Partnership Program (Program), allocating \$35,000,000, received under the Coronavirus Aid, Relief and Economic Security Act's (CARES Act) Coronavirus Relief Fund. Through the creation of this program, Oakland County acknowledges the front line and essential services performed by the local governmental units (cities, villages, and townships) within Oakland County, and provides a mechanism to request reimbursement towards the unanticipated financial burden related directly to the COVID-19 public health emergency.

As a condition of eligibility for the CARES Act funding, each local unit of government is required to approve an Inter-local Agreement with Oakland County. An Inter-local Agreement memorializes duties and responsibilities between separate governmental entities, and is authorized under the Urban Cooperation Act, MCL 124.501 et.seq.. Under the attached proposed Inter-local Agreement, each governmental entity assumes responsibility to be in compliance with federal funding mandates, since the Program funding flows from a federal allocation. Under this Program, each request for reimbursement must be submitted to an Oakland County oversight committee, who will vet each application for compliance with the CARES Act program. Only those eligible expenses actually incurred by a local unit of government from March 1 until November 30, 2020 can be reimbursed. Also, the expenditures must not have been anticipated or budgeted in the 2020 fiscal year budget. The Program also allows for reimbursement of any required 25% local match for FEMA funding, but will not allow any duplicate reimbursement or funding. The Program also requires record keeping in accordance with federal mandates, with a minimum records retention of ten years. Requests for reimbursement must be submitted on the approved application form within 30 days of the expenditure. Previously documented municipal expenditures are also eligible for reimbursement.

Oakland County has presented the attached Inter-local Agreement to each of the local units of government. City Administration has reviewed the Inter-local Agreement, and recommends approval.

We are happy to answer any questions that you have concerning the Oakland Together Local Government Partnership Program.

## AGREEMENT FOR CARES ACT DISTRIBUTION BETWEEN OAKLAND COUNTY AND CITY OF TROY

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This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the City of Troy ("Public Body"), 500 W. Big Beaver Road, Troy, MI 48084. County and Public Body may be referred to individually as a "Party" and jointly as "Parties".

**PURPOSE OF AGREEMENT.** County and Public Body enter into this Agreement pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 *et seq.*, for the purpose of County distributing a portion of its CARES Act funds to Public Body. County has allocated a portion of its CARES Act funds to be distributed to CVTs within Oakland County, which will be used to assist CVTs in meeting certain areas of need caused by the COVID-19 pandemic.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
  - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
  - 1.3. **Confidential Information** means all information and data that County is required or permitted by law to keep confidential, including records of County' security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to violations of the Michigan Anti-terrorism Act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
  - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
  - 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.

- 1.6. **Public Body** means the City of Troy including, but not limited to, its Council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who use or have access to the Oakland Together CVT funds provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity. "Public Body Employee" does not include an individual resident of Public Body who receives an authorized distribution of Oakland Together CVT funds.
- 1.8. **CARES Act funds** means the money distributed to the County by the United States Department of Treasury pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act.
- 1.9. **CVTs** means Cities, Villages, and Townships.
- 1.10. **Oakland Together CVT funds** means that portion of the CARES Act funds which the County has allocated to CVTs within Oakland County.
- 1.11. **Expenditure Submission Form** means the form which Public Body must complete and submit to the Office of the County Executive (OCE) prior to any disbursement of Oakland Together CVT funds to Public Body.
- 1.12. **OCE** means the Office of the Oakland County Executive, which includes the Chief Deputy and other Deputy County Executives.
- 1.13. **Oversight Committee** means the committee established by the Oakland County Board of Commissioners in the resolution allocating the Oakland Together CVT funds.
2. **COUNTY RESPONSIBILITIES.**
  - 2.1. OCE will review Public Body's Expenditure Submission Form(s) to determine whether Public Body is eligible to receive a distribution of Oakland Together CVT funds. This determination will be in the OCE's discretion pursuant to the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Government" or other guidance issued by the Federal Government. OCE may request any supporting documentation it deems necessary to fully evaluate Public Body's eligibility.
  - 2.2. If OCE determines that Public Body is eligible to receive a distribution, County will distribute the eligible amount to Public Body.
  - 2.3. County is not obligated or required to distribute any Oakland Together CVT funds to Public Body if OCE determines that Public Body is not eligible to receive the funds, or if the amount of Oakland Together CVT funds available are not sufficient to fulfill Public Body's Expenditure Submission Form.
  - 2.4. After November 30, 2020, County will not accept any further Expenditure Submission Forms from Public Body, and County will retain the balance of any Oakland Together CVT funds for which Public Body was originally eligible, but which are not covered by an approved Expenditure Submission Form.

- 2.5. If County retains the balance of Oakland Together CVT funds not covered by an approved Expenditure Submission Form under Section 2.4, County may redistribute any or all of that amount to other eligible CVTs or as otherwise deemed appropriate by OCE.
- 2.6. OCE will work in collaboration with the Oversight Committee in determining Public Body's eligibility for Oakland Together CVT funds, and the amount of said funds to be distributed to Public Body.

### **3. PUBLIC BODY RESPONSIBILITIES.**

- 3.1. Public Body may be eligible to receive a portion of Oakland Together CVT funds. Public Body shall complete and submit an Expenditure Submission Form to OCE and receive OCE approval prior to the receipt of any Oakland Together CVT funds.
- 3.2. In its first Expenditure Submission Form, Public Body shall only apply for Oakland Together CVT funds to pay for expenditures or programs already made by Public Body, or for funds to pay Public Body's required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.3. Public Body shall follow all guidance established by the United States Treasury Department, and the County, when expending Oakland Together CVT funds, including, but not limited to, Section 601(d) of the Social Security Act and the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments."<sup>1</sup>
- 3.4. Public Body shall not submit an Expenditure Submission Form for any expense which is eligible to be covered by a FEMA (Federal Emergency Management Agency) Public Assistance Reimbursement. Public Body may use Oakland Together CVT funds to pay the required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.5. Public Body shall only expend Oakland Together CVT funds to pay for expenses incurred due to the COVID-19 public health emergency, and which expenses were not accounted for in Public Body's most recently approved budget as of March 27, 2020.
- 3.6. Public Body shall only expend Oakland Together CVT funds for expenses incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- 3.7. Public Body shall not use Oakland Together CVT funds as revenue replacement.
- 3.8. Public body shall not redistribute Oakland Together CVT funds, except Public Body shall be allowed to provide direct assistance to individual residents of Public Body, and pay vendors and service providers, as permitted by the CARES Act.
- 3.9. Public Body shall not expend Oakland Together CVT funds in any manner that Public Body did not include in a submitted and approved Expenditure Submission Form.
- 3.10. If Public Body receives an amount of funding from the federal or state government to cover expenses for which Public Body received Oakland Together CVT funds, Public Body shall return that amount of Oakland Together CVT funds to County.
- 3.11. Public Body shall keep records of all expenditures of Oakland Together CVT funds sufficient to demonstrate that said expenditures were in accordance with the guidance documents included in Section 3.3 for a period of 10 (ten) years, at a minimum.
- 3.12. Public Body shall produce said records of expenditures upon request by County or OCE, or as required by any future audit of the CARES Act program.

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<sup>1</sup> This document is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

- 3.13. Public Body shall submit records to OCE within 30 (thirty) days after expenditure of Oakland Together CVT funds with a detailed description of how the funds were expended and how the expenditure of funds complied with the CARES Act guidance unless Public Body has already submitted said records with its Expenditure Submission Form.
- 3.14. In the event it is determined by OCE, or any other audit under the CARES Act program, that Public Body expended an amount of Oakland Together CVT funds in violation of the CARES Act requirements or this Agreement, Public Body shall be required to return that amount of money to County.
- 3.15. In any case where Public Body is required to return an amount of money to County under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 3.16. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.
- 3.17. Public Body shall respond to and be responsible for Freedom of Information Act requests relating to Public Body's records, data, or other information.

#### **4. DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party. The approval and terms of this Agreement shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State.
- 4.2. This Agreement shall remain in effect until January 31, 2021, or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement. Public Body shall comply with the record keeping, reporting, audit response, and fund return requirements of Section 3 after the termination of this Agreement if necessary.

#### **5. ASSURANCES.**

- 5.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 5.2. **Responsibility for Attorney Fees and Costs.** Except as provided for in Section 3.16, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own

legal representation and bear the costs associated with such representation, including judgments and attorney fees.

- 5.3. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 5.4. **Costs, Fines, and Fees for Noncompliance.** Public Body shall be solely responsible for all costs, fines and fees associated with any misuse of the Oakland Together CVT funds and/or for noncompliance with this Agreement by Public Body Employees.
- 5.5. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 5.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 5.7. **Compliance with Laws.** Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

#### **6. TERMINATION OR CANCELLATION OF AGREEMENT.**

- 6.1. County may terminate or cancel this Agreement at any time if it determines that Public Body has expended Oakland Together CVT funds in violation of CARES Act requirements or this Agreement. Either OCE or the Board of Commissioners is authorized to terminate this Agreement under this provision. If County terminates or cancels this Agreement, Public Body shall be liable to repay County the amount of money expended in violation of CARES Act requirements or this Agreement. County may utilize the provisions in Sections 3.15 – 3.16 to recoup the amount of money owed to County by Public Body.
- 6.2. Public Body may terminate or cancel this Agreement at any time if it determines that it does not wish to receive any Oakland Together CVT funds. If Public Body terminates or cancels this Agreement, it shall immediately return to County any and all Oakland Together CVT funds it has already received.
- 6.3. If either Party terminates or cancels this agreement they shall provide written notice to the other Party in the manner described in Section 13.

7. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
8. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
9. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement.

No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

10. **SEVERABILITY**. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
11. **PRECEDENCE OF DOCUMENTS**. In the event of a conflict between the terms and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms and conditions.
12. **CAPTIONS**. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
13. **NOTICES**. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
  - 13.1. If Notice is sent to County, it shall be addressed and sent to: Oakland County Executive, 2100 Pontiac Lake Rd., Waterford, MI, 48328, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, MI, 48341.
  - 13.2. If Notice is sent to Public Body, it shall be addressed to: Troy Ctiy Manager, 500 W. Big Beaver Road, Troy, MI 48084.
14. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE**. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
15. **SURVIVAL OF TERMS**. The following terms and conditions shall survive and continue in full force beyond the termination or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Assurances (Section 5); No Third-Party Beneficiaries (Section 8); No Implied Waiver (Section 9); Severability (Section 10); Precedence of Documents (Section 11); Governing Law/Consent to Jurisidiction and Venue (Section 14); Survival of Terms (Section 15); Entire Agreement (Section 16), and the record keeping, reporting, audit compliance, and fund return provisions of Section 3.
16. **ENTIRE AGREEMENT**.
  - 16.1. This Agreement represents the entire agreement and understanding between the Parties regarding the Oakland Together CVT funds With regard to the Oakland Together CVT funds, this Agreement supersedes all other oral or written agreements between the Parties.



16.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Ethan D. Baker hereby acknowledges that he has been authorized by a resolution of the Troy City Council, a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_  
Ethan D. Baker, Mayor of City of Troy MI

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
M. Aileen Dickson, Clerk, City of Troy MI

DATE: \_\_\_\_\_

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_  
David Woodward, Chairperson  
Oakland County Board of Commissioners

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
Oakland County Board of Commissioners  
County of Oakland

DATE: \_\_\_\_\_



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-07

## CITY COUNCIL AGENDA ITEM

Date: June 16, 2020

To: Mark F. Miller, City Manager

From: Frank A. Nastasi, Chief of Police  
Sergeant Justin Novak

Subject: Renewal of Membership in the Traffic Improvement Association (TIA)

---

### **History**

The City of Troy has been a member of the TIA since 1975. The TIA is a private non-profit organization that is responsive to the problems and needs of local traffic officials. They are a source for traffic facts, including traffic crashes and traffic operations data. The City of Troy obtains citywide traffic crash statistics including intersection and road segment crash reports and ranking, county traffic crash trends, location specific crash details, and alcohol related statistics from the TIA. As a TIA member they are provided without charge.

The TIA works with the Troy Police Department on several enforcement-related projects and grants, including recent and ongoing speed limit studies in order for the City of Troy to be compliant with Public Act 85. They facilitated the Police Department in obtaining \$20,670 this past year in federal grants for alcohol and seat belt enforcement. The TIA also works with our adjacent communities to improve traffic in the general area that can be a secondary benefit to the City.

### **Purchasing**

N/A

### **Financial**

The renewal membership fee for the year 2020 is \$28,350.00. Funds are available in the Police Department's Operating Funds, Membership and Dues.

### **Recommendation**

It is recommended that the City of Troy renew its membership with the Traffic Improvement Association. The partnership the City has developed with the TIA over the past 40 years has led to many collaborative efforts that have enhanced traffic safety in our community.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

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Date: June 4, 2020

To: Mark F. Miller, City Manager

From: Robert Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Lisa Burnham, Accounting Manager  
William J. Huotari, City Engineer

Subject: Approval for Reimbursement for Installation of Water Main as part of The Midtown Place Apartments - Project No. 18.904.3

---

### **History**

Midtown Place Troy, LLC proposed the development of Midtown Place Apartments located on the east side of Livernois Avenue, just south of Maple Road, in Section 34.

This project was approved by City Council at the September 24<sup>th</sup>, 2018 City Council meeting. Resolution #2018-09-137-J-8.

The Engineering Department has worked with Midtown Place Troy, LLC to replace all proposed 8" diameter water main to 12" diameter. Also, to replace all existing off-site 8" diameter water main to 12" diameter. The 2015 Water System Reliability Study recommended upgrading the water main in this area from 8" to 12" diameter to improve fire flows and increase pressure.

It is proposed that this water main upgrade be constructed by the contractor for Midtown Place Troy, LLC at the same time that utilities are being constructed for the new Midtown Place Apartments. The City would reimburse Midtown Place Troy, LLC for the cost of this upgrade in accordance with the unit prices they submitted. Engineering has reviewed the pricing and found it to be reasonable and fair market value for this type of work.

### **Financial**

Funds for the additional water main work are included in the Water and Sewer Funds.

### **Recommendation**

It is recommended that the City of Troy reimburse Midtown Place Troy, LLC \$115,800.00 (upon completion and approval) for the installation of approximately 1,100 feet of 12" water main and related work within the Midtown Place Apartments project.

MIDTOWN PLACE TROY, LLC

38525 Woodward Ave  
Bloomfield Hills, MI 48304

City of Troy  
Attn: Antonio Cicchetti, PE

March 4, 2020

RE: Midtown Place Apartments  
Upsize Water Main

The following invoice request is for labor, equipment and materials for the actual quantity of 8" water main upsized to 12".

	QTY	UNIT PRICE	TOTAL
<b>Existing 8" Water Main:</b>			
Sawcut and remove existing asphalt/haul away:	4600 SFT	\$0.75	\$3,450.00
Remove existing water main	537 LF	\$15.00	\$8,055.00
Remove existing gate well	1 EA	\$650.00	\$650.00
Install new 12" CL54 DI water main	537 LF	\$85.00	\$45,645.00
<b>Upsize 8" proposed water main to 12":</b>			
Credit 8" CL54 DI water main	(593) LF	\$45.00	(\$26,685.00)
Credit 8" Gate Valve & Well	(3) EA	\$4,200.00	(\$12,600.00)
Credit 8" Tees w/access.	(5) EA	\$450.00	(\$2,250.00)
Credit 8" Bends w/access.	(4) EA	\$350.00	(\$1,400.00)
Install new 12" CL54 DI water main	593 LF	\$85.00	\$50,405.00
12" Gate valve & well	4 EA	\$6,500.00	\$26,000.00
Added fire hydrant	1 EA	\$4,750.00	\$4,750.00
Added 6" CL54 DI for hydrant	40 LF	\$42.00	\$1,680.00
12" Tees w/access.	7 EA	\$700.00	\$4,900.00
12" Bends w/access.	4 EA	\$550.00	\$2,200.00
12" x 8" Reducers /access.	2 EA	\$500.00	\$1,000.00
			<b>\$105,800.00</b>

Please call if you have any questions.

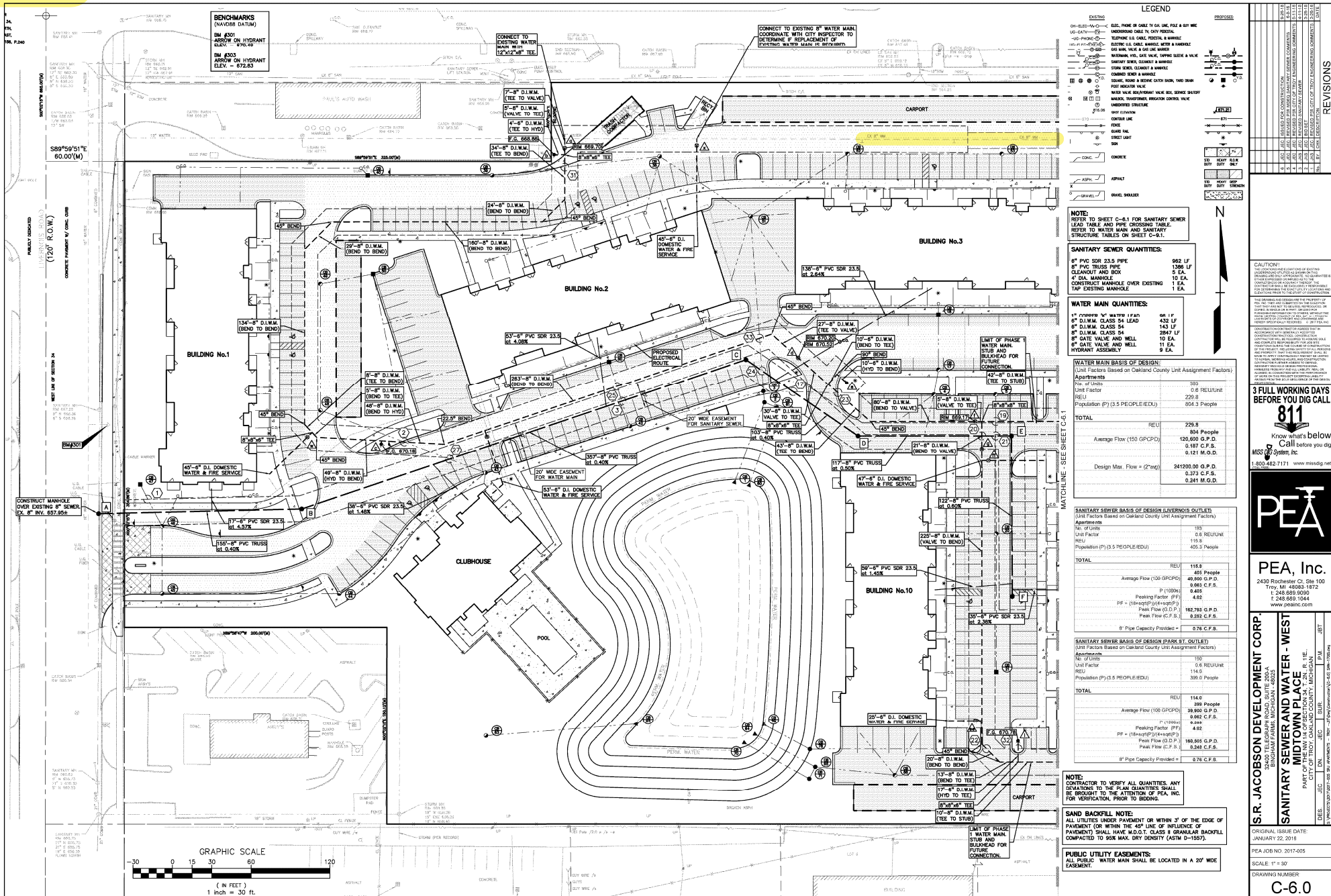
Lindon Ivezaj, PE  
Director of Land Development  
(248) 686-5512

PAVEMENT REPLACEMENT ASSOCIATED  
WITH THE ABOVE:

NOT TO EXCEED \$10,000

TOTAL AMOUNT OF REQUEST TO CITY  
COUNCIL = \$115,800.00

= REMOVE & REPLACE 8" WITH 12" WATER MAIN (APPROXIMATELY 500 FEET)





**= CHANGE 8" TO 12" WATER MAIN (INCLUDING ALL APPURTENANCES)**





CITY COUNCIL AGENDA ITEM

Date: June 9, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
William J. Huotari, City Engineer  
Larysa Figol, Sr. Right-of-Way Representative

Subject: Request for Acceptance of Two Permanent Easements from Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran  
Sidwell #88-20-23-352-049

---

**History**

As part of the redevelopment of a residential parcel, the City of Troy received two permanent easements for storm sewers and surface drainage, and sidewalks from Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran, owners of the property having Sidwell #88-20-23-352-049. The property is located in the southeast ¼ of Section 23, east of Rochester, north of Big Beaver, on Boyd Street.

**Financial**

The consideration amount on each document is \$1.00.

**Recommendation**

City Management recommends that City Council accept the attached permanent easements consistent with our policy of accepting easements for development and improvement purposes.





Notes:

Shanmugasundaram  
Drainage & Sidewalk  
Easements  
#88-20-23-352-049





**PERMANENT EASEMENT  
FOR STORM SEWERS AND SURFACE DRAINAGE**

Sidwell #88-20-23-352-049 (part of)

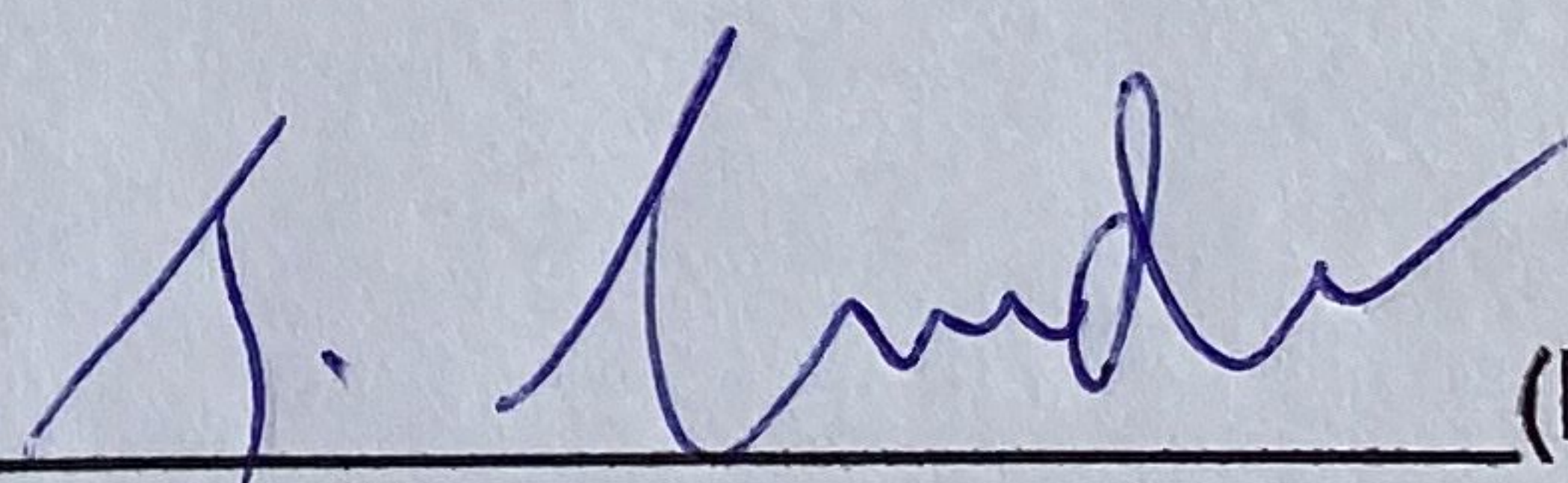
**Surendran Shanmugasundaram and Rajalakshmi Riyanka Rajendran**, husband and wife, Grantors, whose address is 1076 Boyd, Troy, MI 48083 for and in consideration of the sum of: One and no/100 Dollar (\$1.00) paid by the CITY OF TROY, a Michigan municipal corporation, Grantee, whose address is 500 West Big Beaver Road, Troy, MI 48084, grant to the Grantee the right to access, construct, reconstruct, modify, operate, maintain, repair, upgrade, improve, inspect, enlarge or remove and/or replace **storm sewers and surface drainage**, said easement for land situated in the City of Troy, Oakland County, Michigan described as:

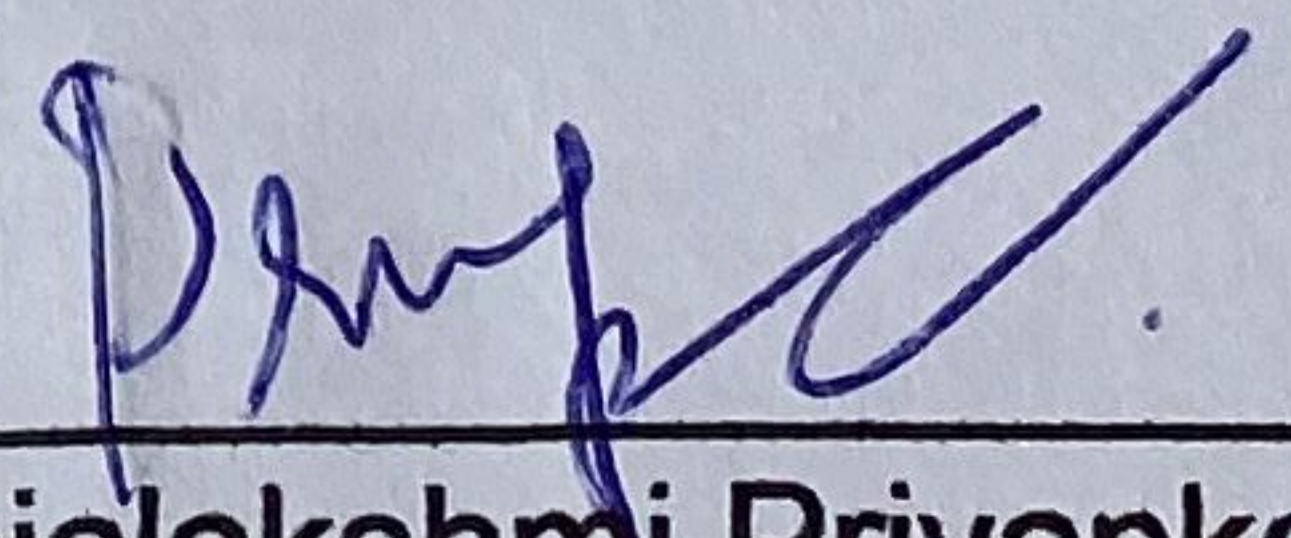
THE SOUTH 10' OF THE WEST 10' OF LOT 77 AND ALL OF LOT 78 BEAVER RUN SUBDIVISION, PART OF THE SOUTHWEST ¼ SECTION 23 AND SOUTHEAST ¼ SECTION 22, TOWN 2 NORTH, RAGE 11 EAST, TROY TOWNSHIP (CITY OF TROY), COUNTY OF OAKLAND, STATE OF MICHIGAN AS RECORDED IN LIBER 46, PAGE 27, OAKLAND COUNTY RECORDS.

and to enter upon sufficient land adjacent to said improvement(s) for the purpose of the construction, operation, maintenance, repair and/or replacement thereof.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns and the covenants contained herein shall run with the land.

IN WITNESS WHEREOF, the undersigned hereunto affixed their signature(s)  
this 8th day of June, 2020.

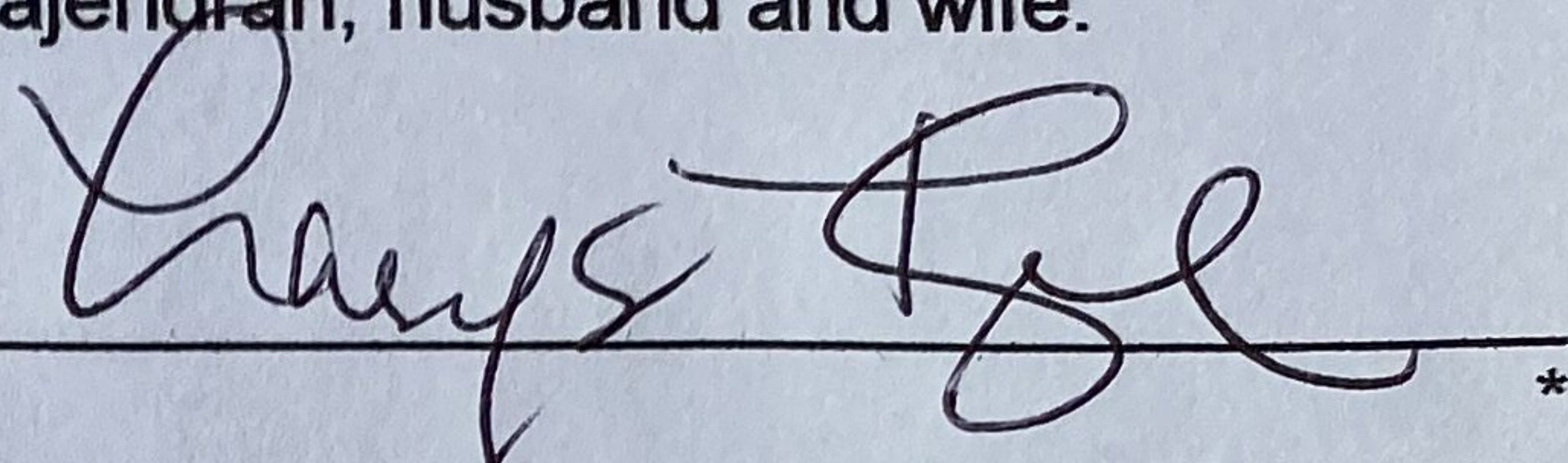
  
\_\_\_\_\_(L.S.)  
\*Surendran Shanmugasundaram

  
\_\_\_\_\_(L.S.)  
\*Rajalakshmi Priyanka Rajendran



STATE OF MICHIGAN )  
COUNTY OF OAKLAND )

The foregoing instrument was acknowledged before me this 8th day of June, 2020,  
by Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran, husband and wife.

  
\_\_\_\_\_ \*

LARYSA FIGOL  
Notary Public, State of Michigan    Notary Public, \_\_\_\_\_ County, Michigan  
County of Oakland                      My Commission Expires \_\_\_\_\_  
My Commission Expires 03-02-2024    Acting in \_\_\_\_\_ County, Michigan  
Acting in the County of Oakland

Prepared by:    Larysa Figol  
                         City of Troy  
                         500 West Big Beaver  
                         Troy, MI 48084

Return to:    City Clerk  
                         City of Troy  
                         500 West Big Beaver  
                         Troy, MI 48084



**PERMANENT EASEMENT  
FOR SIDEWALKS**

Sidwell #88-20-23-352-049 (part of)

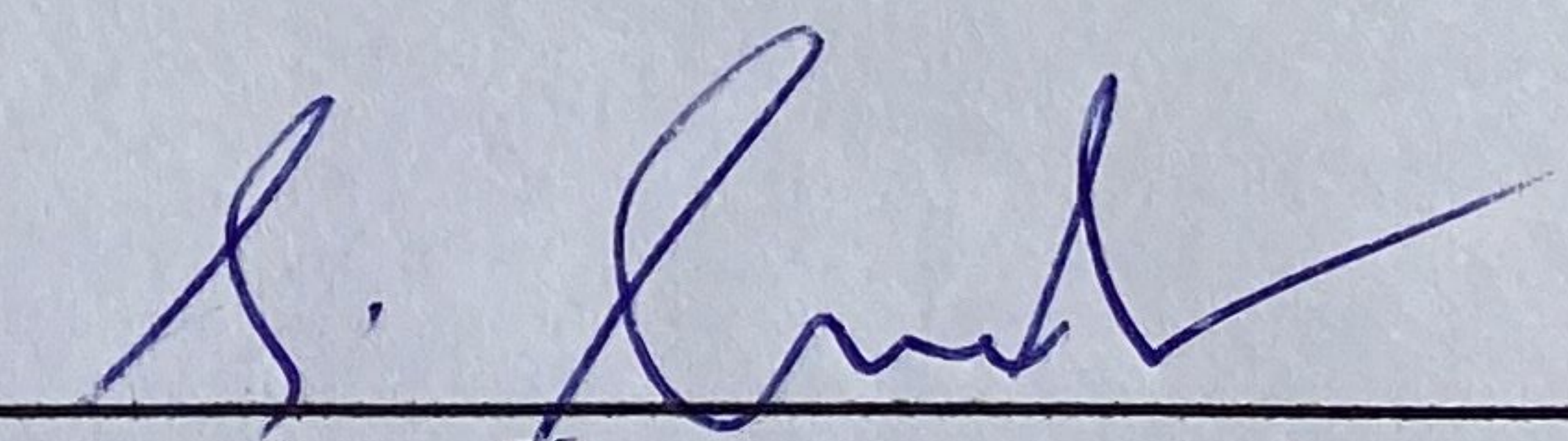
**Surendran Shanmugasundaram and Rajalakshmi Riyanka Rajendran**, husband and wife, Grantors, whose address is 1076 Boyd, Troy, MI 48083 for and in consideration of the sum of: One and no/100 Dollar (\$1.00) paid by the CITY OF TROY, a Michigan municipal corporation, Grantee, whose address is 500 West Big Beaver Road, Troy, MI 48084, grant to the Grantee the right to access, construct, reconstruct, modify, operate, maintain, repair, upgrade, improve, inspect, enlarge or remove and/or replace **sidewalks**, said easement for land situated in the City of Troy, Oakland County, Michigan described as:

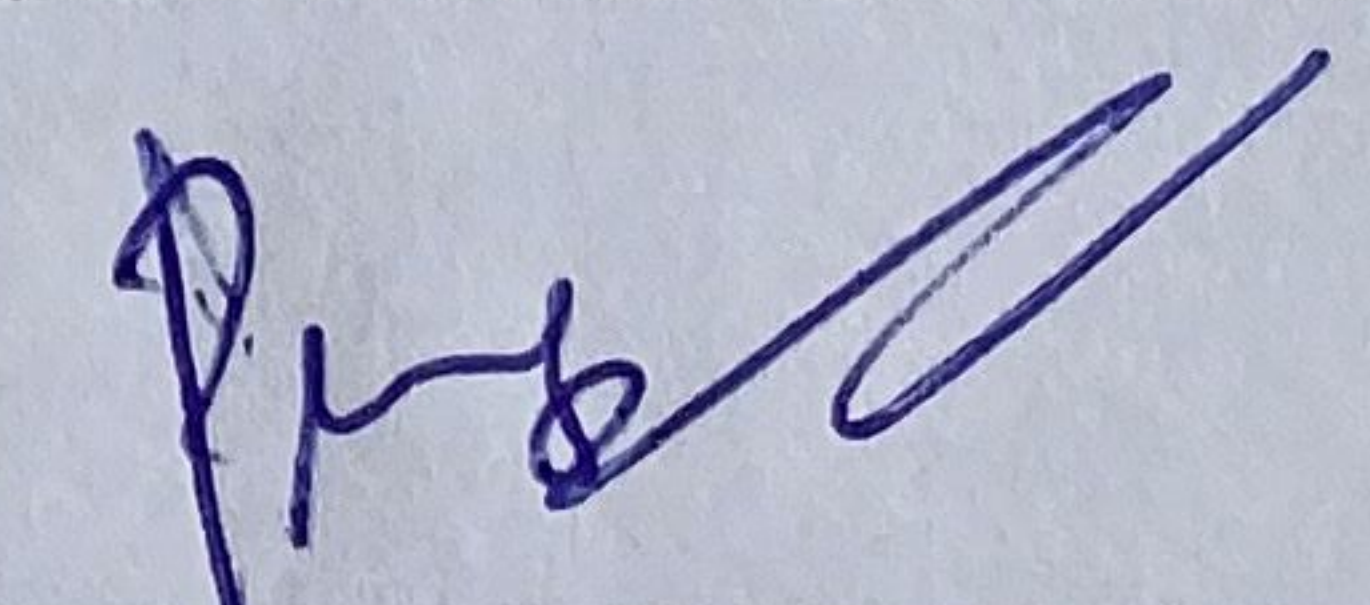
THE NORTH 10' OF THE WEST 10' OF LOT 77 AND ALL OF LOT 78 BEAVER RUN SUBDIVISION, PART OF THE SOUTHWEST ¼ SECTION 23 AND SOUTHEAST ¼ SECTION 22, TOWN 2 NORTH, RAGE 11 EAST, TROY TOWNSHIP (CITY OF TROY), COUNTY OF OAKLAND, STATE OF MICHIGAN AS RECORDED IN LIBER 46, PAGE 27, OAKLAND COUNTY RECORDS.

and to enter upon sufficient land adjacent to said improvement(s) for the purpose of the construction, operation, maintenance, repair and/or replacement thereof.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns and the covenants contained herein shall run with the land.

IN WITNESS WHEREOF, the undersigned hereunto affixed their signature(s)  
this 8<sup>th</sup> day of June, 2020.

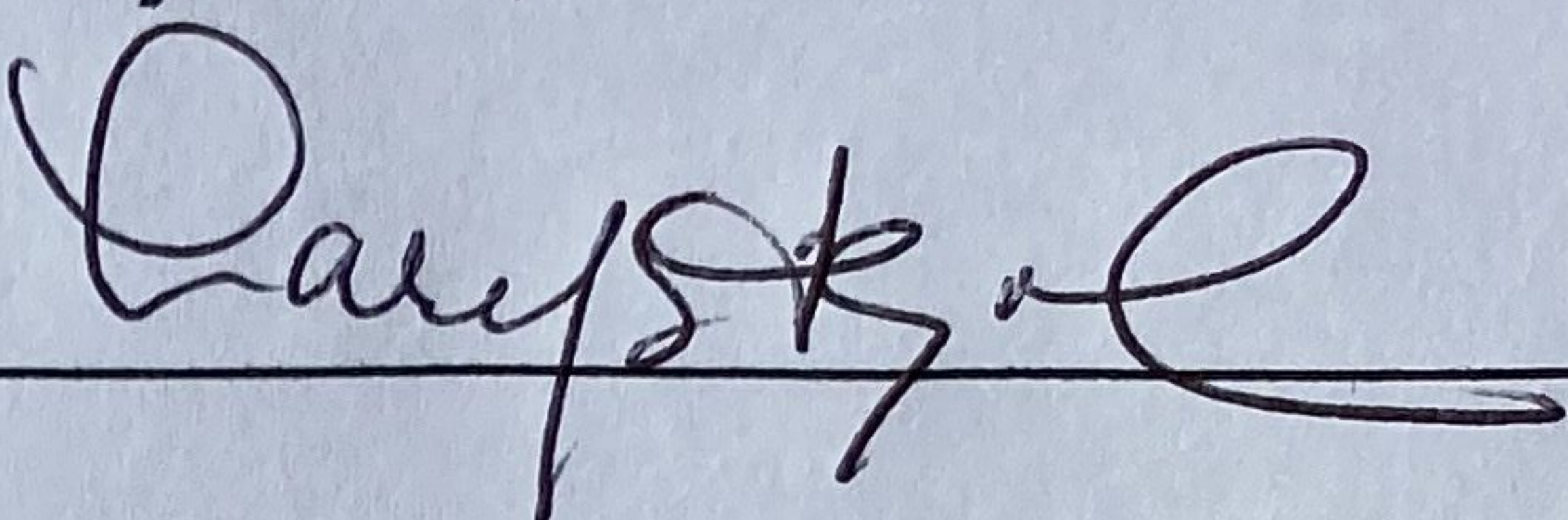
  
\_\_\_\_\_  
\*Surendran Shanmugasundaram (L.S.)

  
\_\_\_\_\_  
\*Rajalakshmi Priyanka Rajendran (L.S.)



STATE OF MICHIGAN       )  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this 8th day of June, 2020,  
by Surendran Shanmugasundaram and Rajalakshmi Priyanka Rajendran, husband and wife.

  
\_\_\_\_\_ \*

LARYSA FIGOL  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires 03-02-2024  
Acting in the County of Oakland

Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires \_\_\_\_\_  
Acting in \_\_\_\_\_ County, Michigan

Prepared by: Larysa Figol  
City of Troy  
500 West Big Beaver  
Troy, MI 48084

Return to: City Clerk  
City of Troy  
500 West Big Beaver  
Troy, MI 48084





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-10

## CITY COUNCIL AGENDA ITEM

Date: June 11, 2020

To: Mark F. Miller, City Manager

From: Robert Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Lisa Burnham, Accounting Manager  
William J. Huotari, City Engineer

Subject: Agreement for Traffic Control Device – Coolidge Highway and Maple Road  
(Signal No. 125) - Project No. 21.107.6

### **History:**

The existing traffic signal at Coolidge Highway and Maple Road is proposed to be modernized or upgraded as part of the Road Commission for Oakland County (RCOC) 2020 Traffic Signal Upgrade program. Coolidge Highway and Maple Road involve a County road, a City of Birmingham Road (north side of Maple Road and west side of Coolidge Highway) and a City of Troy road (south side of Maple Road and east side of Coolidge Highway and Coolidge Highway, south of Maple). Maple Road, east of Coolidge Highway is an RCOC road. Troy therefore has a 50% share of the project cost with the RCOC and City of Birmingham each responsible for 25% of the project cost.

Ownership and maintenance of traffic signals is based on road jurisdiction (number of legs of an intersection) or entities that benefit from the traffic signal. Costs are shared proportionately based on the percentage jurisdiction and/or benefitting entities.

### **Financial:**

The cost participation agreement presented shares costs between the Cities of Birmingham and Troy and the RCOC. Troy's share of the project is 50% or \$150,000. Birmingham and RCOC have a 25% share of the project or \$75,000 for each agency. The total project cost is \$300,000. Funds are included in the 2021 Capital Projects Fund (401.447.479.211076). The City is invoiced once the work is complete, so funds will not be spent until after July 1, 2020.

### **Recommendation:**

Staff recommends that City Council approve the attached Agreement for Traffic Control Device (Signal No. 125) between the City of Troy and the Board of County Road Commissioners of Oakland County in the amount of \$300,000 at an estimated cost to the City of Troy of \$150,000 for the traffic signal modernization at the intersection of Coolidge Highway and Maple Road.

Furthermore, staff recommends that the Mayor and City Clerk be authorized to execute the agreement.



Notes:



**STATE OF MICHIGAN  
BOARD OF COUNTY ROAD COMMISSIONERS  
OAKLAND COUNTY  
AGREEMENT FOR TRAFFIC CONTROL DEVICE**

**Type of Work: Traffic Signal Modernization and Maintenance**

**Location: Coolidge Highway and Maple Road**

**Signal No: 125**

**Date Effective:**

Under authority of state law and by virtue of resolution formally adopted by their respective governing bodies, the under-signed hereby agree to participate in the cost of installation, removal, maintenance and operation of the above traffic control device on the basis of the following division of costs. (Title to equipment shall remain with the purchasing agency, unless purchased for roads not under the jurisdiction of the Board of County Road Commissioners of the County of Oakland.) Invoices for costs are to be billed monthly by the Road Commission for Oakland County ("RCOC").

**DIVISION OF COSTS**

AGENCY	MODERNIZATION		MAINTENANCE
	Percent	Estimated Cost	Percent
RCOC	25 %	\$ 75,000.00	25 %
City of Birmingham	25 %	\$ 75,000.00	25 %
City of Troy	50 %	\$ 150,000.00	50 %
Total	100 %	\$ 300,000.00	100 %

It is further agreed that the RCOC will be the agency invoiced for energy billings and/or communications billings ("BILLINGS"). The RCOC will pay the invoices for the BILLINGS and subsequently invoice the cities of BIRMINGHAM and TROY seeking reimbursement for payment of the BILLINGS pursuant to the division of costs stated above. The RCOC's payment of the BILLINGS shall be included as maintenance costs on the RCOC invoice to the cities of BIRMINGHAM and TROY.

It is further agreed that the agency responsible for making original and replacement installations and performing maintenance shall be the RCOC. All under-signed are the agencies responsible for the costs related to installation and maintenance pursuant to the division of costs stated above, and the RCOC will invoice the cities of BIRMINGHAM and TROY for the installation and maintenance costs pursuant to the division of costs stated above.

The cities of BIRMINGHAM and TROY shall pay all RCOC invoices within 30 days of the date of the invoice.

Each party to this agreement will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the agreement, as provided by this agreement or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This agreement is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this agreement.

In the event the traffic control device referred to in this agreement is located on a road or street that is under the jurisdiction of the RCOC and by virtue of this agreement will be maintained by an agency other than the RCOC, then and in that event the said agency hereby acknowledges that it is undertaking the RCOC's duty to maintain the said traffic control device, further agrees to provide insurance coverage protecting the RCOC, and further agrees to provide a Certificate of Insurance acceptable to the RCOC upon the agency's execution of this agreement.

This agreement is terminable on thirty days written notice by any party. The cities of BIRMINGHAM and TROY shall pay any outstanding invoices upon written notice of the termination, and the final invoice shall be paid immediately upon receipt.

APPROVED:

**ROAD COMMISSION FOR OAKLAND COUNTY**

Date \_\_\_\_\_

By \_\_\_\_\_

Danielle Deneau, P.E.

DIRECTOR OF TRAFFIC-SAFETY

Title of Authorized Official

APPROVED:

**CITY OF BIRMINGHAM**

Date \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Title of Authorized Official

APPROVED:

**CITY OF TROY**

Date \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Title of Authorized Official

\*Certified copy of resolution must be submitted with this form for new installations.

## Draft Minutes Troy Brownfield Redevelopment Authority Annual Meeting – June 2, 2020 (rescheduled from April 21, 2020)

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The electronic meeting was called to order at 3:05 p.m. by Chair Steven Gottlieb.

Members Present: Steven Gottlieb (Chair)  
Rosemary Kornacki (Vice Chair)  
Carolina Noguez-Ortiz  
Joseph Vassallo

Members Absent: Rami Sweidan

Also Present: Lori Bluhm, City Attorney  
Glenn Lapin, Troy BRA Secretary/Treasurer  
Rob Maleszyk, Chief Financial Officer  
David Michalik, Troy IT Department  
Mark F. Miller, City Manager

### **RESOLUTION TO CONDUCT ELECTRONIC MEETING**

Resolution # BRA 2020-06-01  
Moved by Vassallo  
Seconded by Kornacki

RESOLVED, that the Troy Brownfield Redevelopment Authority hereby allows all members to participate in public meetings by electronic means during the state of emergency as allowed by Article II, Section 10 of the bylaws. Members participating electronically will be considered present and in attendance at the meeting and may participate in the meeting as if physically present. However, members must avoid using email, texting, instant messaging, and other such electronic forms of communication to make a decision or deliberate toward a decision.

RESOLVED, that the Troy Brownfield Redevelopment Authority hereby establishes public participation rules during the state of emergency to provide for two methods by which members of the public can be heard by others during meetings. Email sent to [economicdevelopment@troymi.gov](mailto:economicdevelopment@troymi.gov) and received by 9:00 am on the day of the meeting will be read during the public comment period of the meeting. Voicemail left at 248.524.3314 and received by 9:00 am on the day of the meeting will be played during the public comment period of the meeting. Both email and voicemail public comments will be limited to three minutes each.

Yeas: 4  
Nays: 0

### **ELECTION OF OFFICERS** (Chairperson, Vice-Chairperson and Secretary/Treasurer)

Resolution # BRA 2020-06-02  
Moved by Kornacki



Draft Minutes Troy Brownfield Redevelopment Authority  
Annual Meeting – June 2, 2020 (rescheduled from April 21, 2020)

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Seconded by Vassallo

RESOLVED, that Steve Gottlieb be elected as Chair.

Yeas: 4  
Nays: 0

Resolution # BRA 2020-06-03

Moved by Gottlieb

Seconded by Vassallo

RESOLVED, that Rosemary Kornacki be elected as Vice Chair.

Yeas: 4  
Nays: 0

Resolution # BRA 2020-06-04

Moved by Vassallo

Seconded by Kornacki

RESOLVED, that Glenn Lapin be elected as Secretary/Treasurer.

Yeas: 4  
Nays: 0

**2020 REGULAR MEETING SCHEDULE**

The remaining 2020 BRA meeting is scheduled for October 20 at 3:00 pm. Additional special meetings may be called. Meetings are held in the Council Boardroom at Troy City Hall unless otherwise indicated.

**APPROVAL OF MINUTES FROM OCTOBER 15, 2019**

Resolution # BRA 2020-06-05

Moved by Vassallo

Seconded by Kornacki

RESOLVED, that the BRA approve the minutes of the October 15, 2019 regular meeting.

Yeas: 4  
Nays: 0

**OLD BUSINESS**

# Draft Minutes Troy Brownfield Redevelopment Authority Annual Meeting – June 2, 2020 (rescheduled from April 21, 2020)

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## A. Update on Previously Approved Projects

Glenn Lapin provided an update on previously approved projects. The Regency at Troy assisted living project began site work as the old McGregor manufacturing facility on Maple Road at Axtell was demolished. The owner, Ciena Health, has indicated that due to changes in the assisted living market, revised plans for the site are expected.

Harrison Poolside Troy, the most recently approved BRA project located next to the Michigan Design Center, is in the process of revising its site plans due to market changes and the escalation of construction costs.

Uptown Apartments, located just south of the MJR Theaters, is under construction and many of the buildings are nearing completion. Somerset Plaza, located at Maple and Coolidge, has substantially completed construction and several tenants have moved in. However, some delays have occurred in build out of the remaining spaces due to the pandemic.

## **NEW BUSINESS**

### A. 2020/2021 Budget

Glenn Lapin provided an overview of the budget to the BRA. Chief Financial Officer Rob Maleszyk answered questions related to the budget.

Resolution # BRA 2020-06-06  
Moved by Vassallo  
Seconded by Kornacki

RESOLVED, that the Troy BRA recommends approval of the 2020/2021 Budget.

Yeas: 4  
Nays: 0

## **BOARD MEMBER COMMENT**

General discussion took place related to city development trends for the future.

## **PUBLIC COMMENT**

None.

Meeting was adjourned at 3:31 p.m.

**The next regularly scheduled meeting is October 20, 2020 – 3:00 p.m.**

Draft Minutes  
Joint Local Development Finance Authority Troy Subcommittee  
Annual Meeting of June 4, 2020

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The electronic meeting was called to order at 3:30 p.m. by Chair Robin Beltramini.

Members Present: Ethan Baker (Alternate)  
Robin Beltramini (Chair)  
Paul Hoef  
Dan Hunter (County representative, non-voting)  
Nickolas Vitale

Members Absent: Ellen Hodorek (Alternate)

Also Present: Lori Bluhm, City Attorney  
Glenn Lapin, Secretary/Treasurer  
Robert Maleszyk, Chief Financial Officer  
David Michalik, Troy IT Department  
Mark F. Miller, City Manager

**RESOLUTION TO CONDUCT ELECTRONIC MEETING**

Resolution # LDFA 2020-06-01

Moved by Hoef

Seconded by Vitale

RESOLVED, that the Troy Local Development Finance Authority Troy Subcommittee hereby allows all members to participate in public meetings by electronic means during the state of emergency. Members participating electronically will be considered present and in attendance at the meeting and may participate in the meeting as if physically present. However, members must avoid using email, texting, instant messaging, and other such electronic forms of communication to make a decision or deliberate toward a decision.

RESOLVED, that the Troy Local Development Finance Authority Troy Subcommittee hereby establishes public participation rules during the state of emergency to provide for two methods by which members of the public can be heard by others during meetings. Email sent to [economicdevelopment@troymi.gov](mailto:economicdevelopment@troymi.gov) and received by 9:00 am on the day of the meeting will be read during the public comment period of the meeting. Voicemail left at 248.524.3314 and received by 9:00 am on the day of the meeting will be played during the public comment period of the meeting. Both email and voicemail public comments will be limited to three minutes each.

Yeas: 4

Nays: 0

**ELECTION OF OFFICERS** (Chair, Vice Chair, Secretary/Treasurer)

Draft Minutes  
Joint Local Development Finance Authority Troy Subcommittee  
Annual Meeting of June 4, 2020

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Resolution # LDFA 2020-06-02

Moved by Hoef

Seconded by Baker

RESOLVED, that the following be elected:

Chair	Robin Beltramini
Vice Chair	Nickolas Vitale
Secretary/Treasurer	Glenn Lapin

Yeas: 4

Nays: 0

**REGULAR MEETING SCHEDULE FOR 2020**

The remaining regular meeting scheduled for 2020 is October 26, 2020 at 3:30 pm.

The October 26, 2020 meeting is scheduled to be a joint committee meeting with the Troy/Southfield Joint Local Development Finance Authority.

**APPROVAL OF MINUTES**

Resolution # LDFA 2020-06-03

Moved by Vitale

Seconded by Hoef

RESOLVED, that the LDFA approve the minutes of the October 21, 2019 regular meeting.

Yeas: 4

Nays: 0

**OLD BUSINESS**

None.

**NEW BUSINESS**

A. 2020/2021 Budget

Glenn Lapin provided an overview of the proposed 2020/2021 Budget. Chief Financial Officer Robert Maleszyk answered questions. County Representative Dan Hunter indicated that the millage rate listed for Oakland County may be out of date.

Draft Minutes  
Joint Local Development Finance Authority Troy Subcommittee  
Annual Meeting of June 4, 2020

---

Robert Maleszyk indicated that this would not impact the budget numbers, but the millage rate will be checked and corrected.

Resolution # LDFA 2020-06-04  
Moved by Vitale  
Seconded by Beltramini

RESOLVED, that the LDFA recommends approval of the 2020/2021 Budget.

Yeas: 4  
Nays: 0

**BOARD MEMBER COMMENT**

General discussion took place.

**PUBLIC COMMENT**

None

Meeting was adjourned at 3:51 p.m.

**The next scheduled meeting is October 26, 2020 – 3:30 p.m.**

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Chair	Date
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Secretary	Date
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An electronic public meeting of the Troy Downtown Development Authority was held on Thursday, June 11, 2020. Chair Alan Kiriluk called the meeting to order at 10:03 AM.

<b>Present:</b>	Kiriluk, Alan (Chair)	
	Blair, Tim (Vice Chair)	
	Baker, Mayor Ethan	
	Bostick, Dennis	
	Keisling, Larry	
	Knollenberg, Martin	
	MacLeish, Dan	
	Mioduszewski, Brian	
	Randol, Ward	
	Reschke, Ernest	
<b>Absent:</b>	Koza, Kenny	
	Schroeder, Douglas	
<b>Also Present:</b>	Miller, Mark F., <b><i>Executive Director</i></b>	
	Bluhm, Lori	
	Bovensiep, Kurt	
	Lapin, Glenn	
	Licari, Nino	
	Maleszyk, Robert, <b><i>Secretary/Treasurer</i></b>	
	Michalik, David	
	Savidant, Brent	

## Resolution to Conduct Electronic Meeting

### **Resolution: DDA-2020-06-01**

Moved by: MacLeish  
Seconded by: Blair

RESOLVED, that the Troy Downtown Development Authority hereby allows all members to participate in public meetings by electronic means during the state of emergency. Members participating electronically will be considered present and in attendance at the meeting and may participate in the meeting as if physically present. However, members must avoid using email, texting, instant messaging, and other such electronic forms of communication to make a decision or deliberate toward a decision.

RESOLVED, that the Troy Downtown Development Authority hereby establishes public participation rules during the state of emergency to provide for two methods by which members of the public can be heard by others during meetings. Email sent to [economicdevelopment@troymi.gov](mailto:economicdevelopment@troymi.gov) and received by 4:00 pm on the day preceding the meeting will be read during the public comment period of the meeting. Voicemail left at 248.524.3314 and received by 4:00 pm on the day preceding the meeting will be played during the public comment period of the meeting. Both email and voicemail public comments will be limited to three minutes each.

Yeas: 10  
Absent: 2

## Approval of Minutes – January 15, 2020

### **Resolution: DDA-2020-06-02**

Moved by: MacLeish  
Seconded by: Randol

RESOLVED, the Troy Downtown Development Authority approves meeting minutes from January 15, 2020 Meeting.

Yeas: 10  
Absent: 2

## Old Business – None

## New Business

- A. Approval of 2020-21 Budget (Presented by Mark F. Miller, Executive Director and Rob Maleszyk, Secretary/Treasurer)

**Resolution: DDA-2020-06-03**

Moved by: Bostick

Seconded by: Blair

RESOLVED, the Troy Downtown Development Authority approves the 2020-21 Budget as presented.

Yeas: 10

Absent: 2

- B. Somerset Collection North Parking Structure (Presented by Mark F. Miller, Executive Director)

**Resolution: DDA-2020-06-04**

Moved by: Knollenberg

Seconded by: Bostick

RESOLVED, the Troy Downtown Development Authority accepts the recusal and non-participation of Vice Chair Tim Blair regarding the Somerset Collection North Parking Structure agenda item.

Yeas: 9

Absent: 2

Recusal: 1 (Tim Blair)

Per the memo found in the agenda packet, the Troy Downtown Development Authority's (TDDA) first Tax Increment Financing Plan facilitated a reimbursement of the costs of construction of the parking structure at Somerset Collection North. This was accomplished through a complicated real estate transaction, where the TDDA leased the underlying property from the Developer (Frankel/Forbes-Cohen), but retained ownership of the parking structure until Developer or its successors paid the agreed upon purchase price. Legal documents required the Developer to assume responsibility for the operation and maintenance of the parking structure until the payment of the agreed upon purchase price.

The passage of 25 years after issuance of the parking structure bonds, June 7, 2020, is a triggering event for payment. Developer has agreed to proffer the agreed upon purchase price of \$4,035,171 to the TDDA at the earliest opportunity. This will require the drafting and execution of mutually acceptable legal documents, including but not



limited to a Quit Claim Deed for the parking structure, and a termination of many of the other legal agreements. The execution of these documents will occur at a mutually agreeable date.

**Resolution: DDA-2020-06-05**

Moved by: Knollenberg

Seconded by: MacLeish

RESOLVED, that the Executive Director or his Designee is hereby AUTHORIZED to execute all required documents to effectuate a transfer of the Somerset North Parking Structure to Developer upon payment of the purchase price, after the documents have been vetted and approved by legal counsel on behalf of the Troy Downtown Development Authority. These documents include, but are not limited to a Quit Claim Deed, a Bill of Sale, a Termination of the Ground Lease, a Termination of the Assignment and Assumption Agreement and Escrow Agreement.

BE IT FURTHER RESOLVED, that the Troy Downtown Development Authority hereby AFFIRMS that Developer's payment of the agreed upon purchase price for the parking structure at the earliest possible closing date after mutual approval of all necessary legal documents will not be construed as a default of the Ground Lease, even though this will occur after June 7, 2020.

Yeas: 9

Absent: 2

Recusal: 1 (Tim Blair)

C. Planning and Development Update - (Presented by Brent Savidant, Community Development Director and Glenn Lapin, Economic Development Specialist)

Community Development Director Savidant and Economic Development Specialist Lapin provided an overview of new and continuing development projects in the DDA district. Construction on many of the ongoing projects, including the Zen Apartments on Wilshire, have progressed during the pandemic.

Significant changes are occurring along Big Beaver Road as construction of the new divergent diamond interchange continues at I-75 and Big Beaver Road. Chair Kiriluk discussed the Big Beaver Road and I-75 interchange design concepts developed by the TDDA several years ago. Chair Kiriluk requested that these design concepts be shared with the TDDA once again to see if there might be elements that could be incorporated into the newly designed interchange currently under construction.

D. DDA Marketing Strategy – (Presented by Glenn Lapin, Economic Development Specialist)

Per the memo found in the agenda packet, Economic Development Specialist Glenn Lapin provided an overview of the topic. Discussions with DDA board member Kenny Koza, Troy Chamber President Tara Tomcsik-Husak and Troy Community Affairs Director Cindy Stewart have brought forth ideas for short and long term marketing strategies. Collaboration with the Troy Chamber of Commerce and others have resulted in the promotion of events like Troy Restaurant Week which helped gain media coverage for Troy restaurants. “Open for Business” messaging was used via social media along with City and Troy Chamber communication networks to coincide with the start of I-75 construction in March –prior to the pandemic shutdowns.

The pandemic has had a major impact on Troy businesses. Discussions with SMZ, a Troy-based marketing/advertising firm referred by DDA board member Kenny Koza, has led to several ideas to help get customers back into Troy restaurants and retail businesses as COVID-19 restrictions ease and I-75 construction continues toward completion in late 2020.

The scheduling of an in-person Special Troy Downtown Development Authority meeting, prior to the next scheduled TDDA meeting on October 21, 2020, was suggested. The agenda for the proposed Special Meeting would focus on TDDA marketing, an update on I-75 construction, and a review of previously completed design concepts for the Big Beaver Road and I-75 interchange.

### Public Comment

None.

### **Resolution: DDA-2020-06-06**

Moved by: MacLeish

Seconded by: Knollenberg

RESOLVED, that the Troy Downtown Development Authority adjourns the meeting at 10:46 AM.

Yeas: 10

Absent: 2

The next regular meeting of the TDDA is scheduled for Wednesday October 21, 2020 at 7:30 AM.

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Chair Alan Kiriluk

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Glenn Lapin, Economic Development Specialist



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

P-02a

## CITY COUNCIL AGENDA ITEM

Date: June 17, 2020

To: Honorable Troy City Council Members

From: Lori Grigg Bluhm, City Attorney

Subject: Campaign Finance Act Restrictions for Public Bodies and Officials

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The recent discussions about potential ballot options for library continuation provides a perfect opportunity to discuss MCL 169.257, which is part of the Campaign Finance Act. Under this statutory provision, public bodies and officials are prohibited from using or authorizing funds, personnel, office space, computer hardware or software, stationary, postage, vehicles, equipment, supplies or other public resources in support of or in opposition to a ballot question or candidate. Public officials are allowed to express their views on candidates or issues, as long as it is part of their official responsibilities, and are allowed to express personal opinions without using public resources.

Rather than completely reinventing the wheel, the attached Michigan Municipal League One Pager Plus provides a good synopsis of these restrictions, and some examples of prohibited and allowable conduct as it relates to election activity. Although it was created in 2017, this instructional piece is still viable today.

The attached One Pager Plus identifies that one portion of the State Statute, MCL 169.257 (3) cannot be enforced by the Secretary of State, as determined by U.S. District Court Judge John Corbett O'Meara in *Taylor v. Roseville*. The Michigan Legislature has not yet addressed this provision. As a result, although the express statutory language appears to prohibit municipalities from mailing impartial educational materials to its voters within sixty days of an election (after September 4 for the November 3, 2020 election), this is not currently valid or enforceable.

The Secretary of State enforces the Campaign Finance Act, and local resources cannot be used to defend any official from an alleged violation of this statute or any other election law (MCL 169.221a)

Please let me know if you have additional questions or concerns.

## Campaigning by Public Officials/PA 269 Dos and Don'ts

### Introduction

U.S. District Judge John Corbett O'Meara accepted an agreement between the Secretary of State's office and local governments and school groups, permanently keeping the Secretary of State from enforcing a law that prevented local officials from providing factual information on local ballot proposals. O'Meara's order, entered April 28, 2016, references his previous temporary injunction against enforcement of the law, saying that the local governments had "demonstrated a strong likelihood of success on the merits of their claim that (the law) is unconstitutionally vague and thus void." The gag order was part of a larger campaign finance bill that passed the Legislature with little debate in the final days of 2015's legislative session and was signed by Gov. Rick Snyder, becoming Public Act 269 of 2015.

Section 57 of the Michigan Campaign Finance Act limits how a public body can use public funds or property when it comes to campaigning for ballot questions or candidates.

### Campaign Finance Act—Permitted Activities

Generally, public officials can issue communications to voters using public dollars if the communications contain factual information regarding the election, the proposal, and what impact either its passage or defeat will have on the public body. Moreover, the prohibition on using public monies to support or defeat a ballot proposal does not prevent certain high level officers and employees from expressing their opinions. For example, nothing prevents a municipal official from standing up at a public meeting and telling the gathering that, in his or her opinion, the municipality needs to ask for a millage increase and the voters need to support it.

Although there are opportunities to carefully use public time and money to further educate the electorate on a proposal, public employees and officials should also keep the following additional guidelines in mind:

- 1) Non-policy making staff may not take "official" time (i.e., time during their regular jobs) to participate in campaign committee activities, as this would constitute an inappropriate expenditure of public funds. Nothing would restrict the ability of these individuals to work in any way on the campaign on their own time.
- 2) A public body may provide information to individuals and/or a campaign committee that is publicly available in the same manner as it would provide information to anyone else requesting the information.
- 3) Campaign committees may meet at public facilities only to the extent that, and on the same terms as, any other group is permitted to use the same facilities. If the public body incurs any expense in providing meeting space to the committee, the committee must reimburse the public for that expense.

### Campaign Finance Act Don'ts

- 1) Don't use city or village funds, municipal-owned office space, or other property to expressly advocate a vote for or against a candidate or ballot question. "Expressly advocate" means to state support for the passage or defeat of a ballot question or the election or defeat of a candidate—in other words, to say "Vote yes for" (or no) or "Support" (or defeat) a candidate or ballot question.
- 2) Don't put links on your municipal website to sites that expressly advocate only for or against one candidate, one slate of candidates, or one side of a ballot question.
- 3) A city or village council cannot authorize or use public resources for a payroll deduction plan to collect for a campaign committee.

## Appendices

### Appendix I USE OF PUBLIC FACILITIES, FUNDS, ETC. PROHIBITED

*An injunction issued on February 5, 2016 by U. S. District Judge John Corbett O'Meara, from the U.S. District Court in Ann Arbor prevents the enforcement of PA 269 of 2015 as it affects Section 57 of the MCFA only.*

*PA 269 of 2015 signed by the Governor in January of 2016 with immediate effect made changes to the Michigan Campaign Finance Act relative to the use of public funds for communications prior to the election. See PA 269 of 2015 for details.*

Section 57 of the Michigan Campaign Finance Act (MCFA) stipulates a public body or person acting for a public body **must not use or authorize the use of public funds or resources** to make a contribution or expenditure to further the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. The inclusion of Section 57 in the MCFA does not restrict the constitutionally protected right to associate or to engage in political speech. It is intended to prevent those who control public resources from using those resources to influence the outcome of an election. It is up to the people and not public bodies to decide elections. This means that a public body is prohibited in participating in elections for:

- State and Local Ballot Questions
- Federal Candidates
- State Candidates
- Local Candidates

This means that a public body cannot contribute to or make expenditures on behalf of committee's registered to support or oppose candidates and ballot questions. This prohibition includes Candidate Committees, Ballot Question Committees, PACs, SuperPACs and Political Party Committees.

#### A public body is:

- A state agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of state government.
- The legislature or an agency, board, commission or council in the legislative branch of state government.
- A county, city, township, village, intercounty, intercity, or regional board; a council, school district, special district, or municipal corporation; or a board, department, commission, or council or an agency of a board, department, commission, or council.
- Any other body that is created by state or local authority or is primarily funded by or through state or local authority, which body exercises governmental or proprietary authority or performs a government or proprietary function.

#### EXAMPLES OF PROHIBITED USES

The prohibition includes, but is not limited to the use of personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies, provide volunteer personal services or other public resources.

- A public body is prohibited from displaying political signs, brochures, pamphlets, etc in any governmental building or government property.
- Public officeholders and other public bodies are prohibited from using their office email and phones for campaign purposes.

#### Payroll Deduction Prohibition

The prohibition includes using or authorizing the use of public resources to establish or administer a payroll deduction plan to directly or indirectly collect or deliver a contribution to or make an expenditure for a committee. Advance payment or reimbursement to a public body does not cure a use of public resources.

#### EXEMPTIONS

The prohibition does not apply to any of the following:

- The expression of views by an elected or appointed public official who has policy-making responsibilities.
- The production or dissemination of factual information concerning issues relevant to the function of the public body.
- The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication. This exemption does not apply to the dissemination of an advertisement of a candidate.
- The use of a public facility owned or leased by or on behalf of a public body if any candidate or committee has an equal opportunity to use the public facility.
- The use of a public facility owned or leased by or on behalf of a public body if that facility is primarily used as a family dwelling and is not used to conduct a fund raising event.

On September 20, 2017, 2017 implements a num (MCFA). Click here to

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B1 - Filing Requirements

C - The Reporting Waiver

D - Electronic Filing of Campaign Statements (State Level Commit Only)

E - Late Filing Fees, Waivers and Reviews

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P - Special Primary, General and Recall Elections

Q - Individuals and the Michigan Campaign Finance Act (MCFA)

- An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

R - Incumbent Candidates
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T - Transfers
W - Dissolution of a Committee
X - Declaratory Rulings and Interpretive Statements
Y - The Complaint Process
Z - Reference Information

#### Special notes:

- The mere act of voting on a resolution that encompasses matters at a meeting does not constitute a misuse of public resources within the meaning of Section 57. A public body may record the resolution in the meeting minutes as required by the Open Meetings Act and may disseminate copies of those minutes in its regular course of publication.
- Public facilities that are rented to committees for use, may display the committee function on the facility marquee without violating section 57 as long as any candidate or committee has an equal opportunity to use the facility and the marquee is use equally for all events.
- Public facilities and resources can be used for public forums and public education on candidate elections and ballot questions provided the public resources are not used to influence the outcome of the election and views of all candidates and views of both supporters and opponents of a ballot question are treated equally.

#### Appendices:

☒ Include TOC

## PENALTIES

A person who knowingly violates this section is guilty of a misdemeanor punishable, if the person is an individual, by a fine of not more than \$1,000.00 or imprisonment for not more than 1 year, or both, or if the person is not an individual, by one of the following, whichever is greater: (a.) A fine of not more than \$20,000.00 or (b.) A fine equal to the amount of the improper contribution or expenditure.

## OTHER PROHIBITIONS OF THE MCFA

For a more complete listing of prohibitions covered under the MCFA see Appendix O; Prohibited Contributions.

## COMPLAINTS

If you believe a violation of any provision of the MCFA has occurred, the law provides for a specific process that can be followed to file a complaint. A Complaint Process Form has been created to assist you with filing a complaint.

## FAQs

### What is a public body? A public body is:

- A state agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of state government.
- The legislature or an agency, board, commission or council in the legislative branch of state government.
- A county, city, township, village, intercounty, intercity, or regional board; a council, school district, special district, or municipal corporation; or a board, department, commission, or council or an agency of a board, department, commission, or council.
- Any other body that is created by state or local authority or is primarily funded by or through state or local authority, which body exercises governmental or proprietary authority or performs a government or proprietary function.

**What activities are exempt from Section 57?** Section 57 is not intended to squash the constitutional right to free speech by public officials or public bodies, but rather ensure that public resources are not used to influence elections. That decision must be left to the voters. Therefore, the prohibition does not apply to any of the following:

- The expression of views by an elected or appointed public official who has policy-making responsibilities.
- The production or dissemination of factual information concerning issues relevant to the function of the public body.
- The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication. This exemption does not apply to the dissemination of an advertisement of a candidate.
- The use of a public facility owned or leased by or on behalf of a public body if any candidate or committee has an equal opportunity to use the public facility.
- The use of a public facility owned or leased by or on behalf of a public body if that facility is primarily used as a family dwelling and is not used to conduct a fund raising event.
- An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

**Can a public official use the office telephone for campaign purposes?** No. A public official should not use his public office telephone or any phone paid for with public funds to campaign or advertise it as a way of contacting the public official for campaign purposes. Any time spent answering campaign phone calls diverts attention for the ordinary business of the public body and is permanently lost. Additionally, any staff time answering and transferring campaign related phone calls also causes the loss of time to the county. Any of this activity would result in a prohibited expenditure of public resources.

**Can a public official use the office email for campaign purposes?** No. A public official should not use his public office email system paid for with public funds to campaign or advertise it as a way of contacting the public official for campaign purposes. Any time spent answering emails calls diverts attention for the ordinary business of the public body and is permanently lost. Additionally, any staff time reading, handling or transferring campaign related emails also causes the loss of time to the county. Any of this activity would result in a prohibited expenditure of public resources.

**Can a public official use pictures taken in the public office and/or wearing their official uniform?** Maybe. A public body violates the MCFA by expending its resources for prohibited campaign activity. The expenditure of public funds must have “ascertainable monetary value” in order to meet this threshold. There is no ascertainable monetary value in connection with a picture being taken in a public office. In addition, section 57 of the MCFA contains an exception that allows the use of a public facility if any candidate has the same opportunity to use that facility.

**Can a public official campaign in their uniform?** Maybe. A public body violates the MCFA by expending its resources for prohibited campaign activity. The expenditure of public funds must have “ascertainable monetary value” in order to meet this threshold. There is no ascertainable monetary value in connection with a public official wearing a uniform. In addition, some public officials are asked to purchase their own uniforms. In this case, no public resources are involved.

**Can a public official campaign using a publicly funded vehicle such as a patrol car?** No. A publicly funded vehicle such as a patrol car must not be used to campaign. The prohibition would extend to attending campaign events, transporting campaign materials or any other exclusively campaign related use.

**Can a public official campaign while on publicly paid time?** No. At no time can a public official campaign when being paid to work. A public official must use personal time or accrued leave time to campaign during working hours. Public officials that are on call, but not actively working and not being paid are considered to be on personal time unless and until they are called to duty.

**Can a public official use official letterhead for campaign purposes?** No. A public official cannot use official letterhead of the public body to campaign for himself/herself or any other candidate.

**Can a public official endorse another candidate?** Yes. An endorsement in and of itself has no value. However, the public official cannot use public resources to promote or advertise the endorsement of himself or any other candidate.

**Can a public official use public resources if the cost is reimbursed to the public body?** No. A violation of the MCFA occurs at the point that the resources are used and reimbursement to the public body does not cure the violation.

**Can campaign signs be placed on public property or displayed in public buildings?** No. Campaign signs should not be placed on public owned or leased property. This extends to placing brochures in a public building.

**I see signs on public property, can I take them down?** No. You do not have the authority to remove signs from any property that you do not own or do not have permission to remove the signs from by the owner.

**Can a public facility be used for a candidate meet and greet or ballot question informational meeting?** Yes. Public facilities and resources can be used for public forums and public education on candidate elections and ballot questions provided the public resources are not used to influence the outcome of the election and views of all candidates and views of both supporters and opponents of a ballot question are treated equally.

**I think a violation has occurred, can I file a complaint?** Yes. If you believe a violation of any provision of the MCFA has occurred, the law provides for a specific process that can be followed to file a complaint. A Complaint Process Form has been created to assist you with filing a complaint.

**Do I need evidence of the violation to file a complaint?** Yes, a complaint that is not substantiated with evidence will be dismissed. Evidence can be in the form of pictures, videos, receipts or vouchers or anything else that substantiates the allegations.





# CAMPAIGNING WITH A PURPOSE

Public Employees/  
Officials Support  
of Ballot Proposals

By Christopher Trebilcock

On August 5, 2014, Oakland County saw 45 ballot proposals, primarily for millage renewals or increases. Ten proposals failed to pass. Ingham County had ten ballot proposals. Two failed to pass, including the Fowlerville School Millage by one vote out of the reported 13 cast. In Kent County, voters cast ballots on 13 different proposals. All 13 proposals passed.

In general, ballot proposals are more likely to succeed if there is an

active campaign within the community voicing strong support for the measure. These campaigns typically include the traditional “yard sign” wars, direct mailers, and other direct voter contact. Often, leading public officials in the community who are supporting the proposal are asked or seek to take all steps necessary to ensure the passage of the proposal. When this happens, any public employee or official must proceed cautiously to ensure that he or she does not violate the Michigan Campaign Finance Act.

Until 1995, there were no statutes that expressly prohibited using public funds to support or oppose ballot proposals or candidates. Without statutory guidance, questions related to the use of public funds in election proposals were often referred to the attorney general of the state of Michigan. In 1987, the attorney general issued an opinion addressing a series of questions regarding the permissible interactions between a school district and independent political ballot or candidate committees relating to election proposals.<sup>1</sup> The following



year, the attorney general opined that a governmental unit “can expend public funds to inform their electors in a fair and objective manner of the facts surrounding an upcoming ballot proposal.”<sup>2</sup>

## LEGISLATURE ADDRESSES PUBLIC CAMPAIGNING

In 1995, the Michigan Legislature amended the Campaign Finance Act to prohibit a public body from using public funds or resources to make a contribution to an individual candidate or a ballot question campaign. In 1996, the statute was amended to clarify what is permissible under the law by adding a list of activities that can be done without violating the Campaign Finance Act.

In essence, these Campaign Finance Act amendments codified much of the content of the old attorney general opinions. Section 57 of the Campaign Finance Act prohibits public employees from using funds, personnel, office space, computers, or other public resources to make a contribution or expenditure for political purposes. This prohibition, however, explicitly exempts opinions of public employees with policy making duties, the production of factual information regarding city services and



“...public officials can generally issue communications to voters using public dollars if the communications contain factual information regarding the election, the proposal, and what impact either its passage or defeat will have on the public body.”

functions, the leasing or use of public space by candidates provided that all candidates are given equal treatment, and public employees who engage in political activities during his or her personal time. To encourage compliance, Section 57 imposes significant fines and criminal penalties to individuals and public bodies for violations.

At first blush, the language above suggests that public officials are virtually banned from most campaign activities. However, public officials seeking to advocate for a proposal can find solace in the fact that “specifically excluded from the definition of expenditure is any expenditure on a communication on a subject or issue if the communication does not support or oppose a ballot question by name or clear inference.” MCL 169.206(2)(b). The secretary of state has consistently reaffirmed that it is required to “apply the express advocacy test to communications financed by public bodies.” *Interpretive Statement to David Morley* (Oct. 31, 2005). Under this test, com-

munications are outside the reach of regulation by the secretary of state unless it urges votes to “vote yes,” “vote no,” “elect,” “defeat,” “support,” or “oppose” a ballot question. The secretary of state will look solely at the substance of the communication and not examine the broader context or implication of the communication.

## DOS AND DON'TS

Public officials can generally issue communications to voters using public dollars if the communications contain factual information regarding the election, the proposal, and what impact either its passage or defeat will have on the public body. Moreover, the prohibition on using public monies to support or defeat a ballot proposal does not prevent certain high level officers and employees from expressing their opinions. For example, nothing prevents a city council member or city manager from standing up at a public meeting and telling the gathering that, in his or her opinion, the city needs to ask for a




millage increase and the voters need to support it.

Although there are opportunities to carefully use public time and money to further educate the electorate on a proposal, public employees and officials should also keep the following additional guidelines in mind:

- A** Non-policy making staff may not take “official” time (i.e., time away from their regular jobs) to participate in campaign committee activities, as this would constitute an inappropriate expenditure of public funds. Nothing would restrict the ability of these individuals to work in any way on the campaign on their own time.
- B** The public body may provide information to individuals and/or a campaign committee which is publicly available in the same manner as it would

provide information to anyone else requesting the information.

- C** The campaign committees may meet at public facilities only to the extent that and on the same terms as any other group could use the same facilities. If the public body incurs any expense in providing meeting space to the committee, the committee must reimburse the public for that expense.
- D** The public body should not place links to campaign-related websites on its website. 

*Christopher Trebilcock is a principal attorney with Miller Canfield. You may contact him at 313-496-7647 or [trebilcock@millercanfield.com](mailto:trebilcock@millercanfield.com).*

- 1 OAG Opinion No. 6423 (February 24, 1987).
- 2 OAG Opinion No. 6531 (August 8, 1988).



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P-02b

## FROM THE OFFICE OF THE CITY MANAGER

Date: June 18, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Lisa Burnham, Accounting Manager

Subject: 2020 Forecast – COVID-19 Impact

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### **Background**

The Finance team has added additional procedures and analysis because of the uncertainty caused by COVID-19. This includes additional analytical procedures during the month of June to forecast the General Fund financial outlook for the fiscal year-end 2020. We want to get City leadership the most up-to-date information so that they are informed and can understand the impact of the pandemic as it relates to the financial well-being of the City.

### **Budget Impact**

The City of Troy currently has an amended budget for fiscal year 2020 in the General Fund that has a "Use of Fund Balance" of \$3,079,783. This differs from the 2021 Budget that was passed last month because of the \$100,000 budget amendment Council approved for the Nature Center and Historic Village.

The 2020 forecasted numbers show an improvement of \$1.2 million. The City will likely only have a "Use of Fund Balance" of \$1,859,972 for Fiscal Year 2020. Revenues will be approximately \$3.1 million below budget. Below are the revenue declines directly related to COVID-19:

Recreation	\$ 1,305,700
Building Permits	491,070
Rent	263,000
Engineering Fees	250,000
State Shared Rev	160,000
Fines	105,500
	<u>\$ 2,575,270</u>

Thus, you can see that COVID-19 has materially impacted our revenues. The hardest hit area has been the Charges for Services part of our operation. During the past three months, our team processed several refunds for memberships at the community center, classes, activities, rentals, etc. We believe that Building Permits and Engineering fees will remain strong into the next fiscal year and we will recoup some of that revenue lost in this fiscal year. State Shared Revenue was budgeted conservatively and was ahead of budget through February minimizing the impact on the budget.



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## FROM THE OFFICE OF THE CITY MANAGER

Those revenue losses are more than offset by our savings in expenditures for the full fiscal year. This is a combination of conservative budgeting, reduced employees because of COVID-19, and excellent overall financial discipline.

However, even though we should be favorable to budget overall, our forecast is approximately \$620,000 worse than what we had estimated in the 2021 Budget for Fiscal Year 2020.

The Fund Balance is still very strong and within our Budget Reserve Policies for unassigned fund balance of 20% to 30%.

Below is the analysis of fiscal 2020 compared to budget:

<b>General Fund</b>				
		2020 Amended	2020 Forecast	Change from
		Budget	as of 5/31/20	Budget
Revenues		62,970,500	59,838,241	(3,132,259)
Expenditures		66,050,283	61,698,213	4,352,070
Use of Fund Balance		(3,079,783)	(1,859,972)	1,219,811
Beginning Fund Balance		32,785,530	32,785,530	
Ending Fund Balance		29,705,747	30,925,558	

### **Next Steps**

As the future still has many unknowns, we will continue to update City Council as soon as it is possible. As we discussed during the Budget process, we will be coming to City Council with budget amendments during the year when we have conclusive numbers from the impact of COVID-19 for Fiscal Year 2021.





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P-02c

## CITY COUNCIL AGENDA ITEM

Date: June 22, 2020

To: Mark F. Miller, City Manager

From: Frank A. Nastasi, Chief of Police

Subject: Police Department Training and Community Outreach Report

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Please see the below points I have outlined showcasing the efforts our agency makes to provide professional, competent, and compassionate policing to our community and guests of our community:

### Community Policing Policy & Efforts

The Troy Police Department employs a community policing, problem solving approach in both enforcement and prevention efforts. This includes the following components:

- **Relationships** – The Troy Police Department routinely works with a variety of community organizations such as Troy Interfaith Group, Troy Area Alliance Against Hate Crimes/KYND, Troy Community Coalition, houses of worship, school-based groups, neighborhood associations, and more. These relationships allow us to identify and address community issues proactively as well as build long-term trust.
- **Transparency** – The Troy Police Department maintains a transparent relationship with the community through frequent and robust media relations. In addition, TPD communicates information directly to residents via social media and email.
- **Community Relations** – The Troy Police Department hosts over 200 events and programs per year ranging from large events for kids like the Halloween Safety Bash to Coffee with a Cop events. In recent years, more than 30,000 people have attended these events. Some events are for the community at large, while others are tailored for specific segments such as houses of worship.
- **Social Media** – The Troy Police Department maintains an approachable and “human” presence on social media in order to facilitate open communication. Our social media has a very high engagement level and routinely reaches more than 750K people per month.
- **“Area” Assignments** – The Troy Police Department has long used an area assignment system for road patrol officers. Officers patrol the same areas of the city and build relationships with residents and business owners in those areas.
- **Problem Solving Approach** – Road patrol officers work with other units, such as Community Services and Directed Patrol, to address problems holistically and prevent reoccurrence. Example: a road patrol officer may be called frequently to deal with the



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## CITY COUNCIL AGENDA ITEM

same juvenile. The officer may engage the Community Services Section to locate resources for the family and the School Resource Officer to work with the juvenile.

As for working for other agencies related to community relations, the Troy Police Department does this when it benefits the citizens of Troy. We share information, ideas and resources when appropriate.

### **Fair and Impartial Policing Training**

Every employee at the Troy Police Department (sworn personnel and civilian) has a thorough attended Fair and Impartial Policing course. This training course is the top provider of implicit-bias-awareness training for law enforcement. This class helps officers recognize our own conscious implicit bias, how to implement “controlled” (unbiased) behavioral responses, and provides de-escalation techniques.

Within the past week, a bill for mandatory police de-escalation training was introduced to the Michigan Senate. This training is currently not required by the Michigan Commission on Law Enforcement Standards (MCOLES). Troy PD recognized a need for this training and took the initiative to provide this course to our staff almost five years ago.

MCOLES issued a policy of Law Enforcement response to Persons with Mental Orders in 2017. TPD training records show that we have provided instruction for this since 2011, and continue to update our staff with training for proper response to mental illness and autism awareness.

### **Force Continuum & Policy**

Troy PD follows the State of Michigan’s “force continuum” model as dictated by the Michigan Commission on Law Enforcement Standards (MCOLES) and also adheres to the standards set forth in Graham vs. Connor. The “force continuum” standards state what counts as appropriate use of force in various situations.

When reviewing Use of Force reports involving TPD personnel, in virtually every case, the tactics that were used are less than what would have been legally justified. Every single instance where force was used to make an arrest is reviewed through the chain of command, with the Chief of Police personally reviewing the investigation of each case.

When reviewing the tragic incident resulting in the death of George Floyd, there are some tactics observed that are not taught or used by Troy PD sworn personnel. TPD has a Training Bulletin policy regarding positional asphyxia that is issued to each officer, and the topic is routinely discussed and reviewed during ongoing defensive tactics instruction.

### **Background Investigations**

The Troy Police Department is a Civil Service department and must follow the rules of Act 78 to hire new sworn police officers, which helps ensure that candidates are treated fairly and equitably. Troy PD uses Empco, a private company located in Troy, to administer the written test and oral interviews





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## CITY COUNCIL AGENDA ITEM

in establishing a hiring list. Empco has been providing testing for TPD since the 1990s, and has a stellar reputation within the Police and Fire communities for their testing practices. Once a hiring list has been established and certified by the Troy Act 78 Board, a group comprised of local community members, we begin taking names from the list and performing background investigations on the top candidates.

The background investigations are performed by TPD employees who have attended a Michigan Commission on Law Enforcement Standards (MCOLES) certified Background Investigators training class.

Our background investigators are very seasoned and have many years of background investigation experience, completing backgrounds on not only sworn police officers, but service aides, clerical personnel, and other city employees.

The background investigations are extremely thorough and can take up to several months to complete. The candidates fill out a lengthy Personal History Statement (PHS) that includes a full history of jobs, residences lived, driving history, and complete picture of their lives before they applied to work at the City of Troy. The background investigators use that PHS to complete the background investigations that include:

- Education histories, including any discipline while attending schools and colleges
- Work history of any job, including volunteer positions; the investigators personally speak to past employers and inquire about any discipline or biased issues
- Credit history and financial checks
- Driving history
- Personal references and neighborhood checks, where investigators follow up with neighbors of candidates at their current and former residences
- Criminal backgrounds including contacting police departments in any city the candidate has lived, worked, or gone to school to see if there any police contacts

Southeast Michigan employs CLEMIS (Courts and Law Enforcement Management Information System) which is a very powerful database. CLEMIS is used for police reporting in a vast majority of police agencies in Southeast Michigan and around the State of Michigan. Whenever an individual has contact with the police for any reason in a CLEMIS agency and the contact is documented, the incident is populated in the CLEMIS database. This information can then be searched by any CLEMIS agency to see if a candidate has any police contact, positive or negative.

The major factor that the investigators are looking for is consistencies and honesty. Most of the time when candidates fail our process, the reason is they omit prior employment information where they may have been fired or disciplined, or they fail to report negative police contacts.

The investigators speak to many references, former employers, co-workers, and associates to get a complete picture of the candidate's work ethic, personality, social life, and any history of biases or integrity issues.



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## **CITY COUNCIL AGENDA ITEM**

Any candidate that does not meet the standards set by the City of Troy does not continue in the hiring process. The TPD background is stringent and there are many candidates that do not pass our background process. This occurs for a variety of reasons, and has included current police officers from other departments.

The entire background package is reviewed by several Police Administrators and approved by the Chief before it is sent to Human Resources for recommendation for hiring.

### **Psychological Screenings**

All Troy Police officers must undergo and pass a thorough psychological examination prior to hire. The examination consists of several tests as well as an interview portion with a licensed clinical psychologist. Officers must again undergo a psychological screening prior to promotions and upon assignment to certain special units, such as our Tactical Support Team.

The Troy Police Department is known as one that provides a good work life balance to employees. While the job can be stressful, the culture of Troy PD is one that officers can seek help without stigma. Through an Employee Assistance Plan, low or no cost mental health services are available.

### **Field Training**

Once the new officer is hired, they attend a two week in-house training put on by the TPD training officers. This preliminary training includes getting the applicant familiar with TPD report forms, computer programs and software, firearms qualifications, required instruction on non-lethal tools carried by officers, i.e., pepper spray and Tasers, as well as obtaining all required uniforms and equipment.

Each new officer, regardless of prior police experience must complete a 16 week Field Training Officer program (FTO).

FTOs are veteran officers. Each FTO must attend and pass an MCOLES certified FTO school and learn how to train, evaluate and grade newly hired officers.

The rookie officers spend four weeks with three different FTOs usually on three different shifts. The officers are graded and scored each day in 31 different categories ranging from report writing to communication skills to handling stressful situations. The FTOs score the new officers on a scale from 1-7 and must score at least a 4 to be considered passing that category. The FTO reviews the score categories, known as the Daily Observation Report (DOR) each day with recruits and discusses the positive and negatives of the day.

The FTOs, FTO supervisors, and administrators of TPD meet every two weeks in a FTO Cadre to discuss the progress of each new officer. If the recruit is having deficiencies in any categories, the cadre discuss ways to address those issues and obtain more training or experience.

The recruits are expected to show steady improvement as they proceed through the FTO program. The program is designed to have the new officer handle a higher percentage of the work load as they advance through the program.





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## CITY COUNCIL AGENDA ITEM

If it appears a recruit is struggling, they are given opportunities to be retrained and put on Performance Improvement Plans. The new officers also have regular meetings with FTO supervisors who keep them informed of their progress and answer questions and concerns.

Usually in the third phase of the FTO program, approximately 10 weeks into the program, the Training Section puts on a scenario day, where the recruits experience 8-10 scenarios of possible real world situations in a controlled environment at the Training Center. Veteran officers, usually ones from our specialized and undercover units with whom the recruits are not familiar, act as role players. The scenarios include intoxicated drivers, unruly neighbor complaints, and other real world situations that the recruit is highly likely to encounter while on patrol.

After each scenario, the recruit is given feedback by the training officers and the role players as to their performance. The recruits usually enjoy the scenarios and give the FTOs feedback on how the role plays went. The Training Sergeant completes a synopsis on how the recruit performed during the scenarios.

If the recruit does not show progress and continually scores below 4 in DOR categories, they may be extended in the program and given additional training. If the recruit does not respond to the additional training they are put on notice by the FTO supervisors and given an opportunity to withdraw from the program.

We have had several recruits in the last few years who have withdrawn from the program. Once the recruits train with three different FTOs for four weeks each and continually get passing scores on the DORs, the recruits are recommended to move to the Shadow Phase. During this phase, the recruits are with a FTO, but the FTO just acts as an evaluator and is not supposed to assist the recruit on calls for service, unless there is an emergency. The recruits are required to handle 100% of the work load and perform as if they were on their own.

The recruits are still scored in each category and must get passing scores to complete the FTO program and move to solo patrol. The FTO Cadre reviews all of the DORs, scenario synopsis and information from the FTOs, and makes a final recommendation on the recruit's suitability for solo patrol. If the recruit is approved for solo patrol, they are on probation for one year, and the supervisors are required to make monthly reports on their progress.

The TPD FTO program is well established and follows the nationally recognized San Jose model, which is the standard for FTO programs around the country.

The program is continually being evaluated and updated with the latest information and training techniques. FTOs also regularly attend Field Training update classes.

### **Complaints**

All complaints are investigated by a supervisor and reviewed through the chain of command. Every complaint investigation is reviewed by the Chief of Police. This means that a complaint generated by an officer is reviewed by at least four superior officers.



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The Troy Police Department uses a system called Guardian Tracking to track complaints, performance issues as well as commendations and positive performance records. This system ensures that an officer cannot rack up complaints without appropriate intervention. Once an officer has obtained a certain number of complaints or performance issues, the officer is “flagged” for intervention by this system.

The Troy Police Department uses a progressive discipline model. This means that the number of and the nature of previous complaints are taken into account when determining discipline. Should an offense be an egregious enough, a single infraction could result in termination.

Anyone can file a complaint with the Troy Police Department by contacting the on duty supervisor at 248.524.3477, visiting the police station or emailing troypolice@troymi.gov.

### **Ongoing In-Service Training & Use of Technology**

TPD has a history of being very proactive in training personnel and takes pride keeping the officers and all personnel updated on the latest training methods and relevant policies, procedures, and laws relevant to their jobs.

The training section puts all police officers thru different types of training on a quarterly basis. These trainings include a variety of topics including first aid, safe driving techniques, legal updates, and firearm qualifications. Some of these are required by MCOLES on an annual basis. TPD has always tried to be progressive and provide training in current topics before they are mandated.

Some of these trainings include Fair and Impartial Training. This class helps officers recognize our own conscious implicit bias, how to implement “controlled” (unbiased) behavioral responses, and provides de-escalation techniques.

TPD also schedules staff from the Oakland County Community Mental Health Department to speak with officers on how to better handle encounters with those mentally and emotionally challenged. TPD and all law enforcement have seen a huge increase in these types of encounters and TPD recognized the need to better prepare officers for these situations.

While police officers are mandated to be trained in firearms and other less than lethal weapons, TPD training officers teach, and stress the need for good communication and “verbal judo” in an attempt to calm the situation and provide de-escalation prior to any type of weapon or force.

In addition to formal training coordinated by the TPD training staff, employees attend numerous hours of in-service training in variety of topics including: criminal investigations, latest crime and fraud trends, accident investigations and reconstruction, identifying new and trendy drugs, computer forensics, dealing with unruly and intoxicated individuals, and many other topics.

These classes are taught by outside instructors at the TPD/TFD Training Center as well as officers attending classes at outside agencies and police academies. A premium emphasis on training exists at TPD to ensure all personnel are well informed and prepared to perform their jobs.





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## **CITY COUNCIL AGENDA ITEM**

In the field, TPD currently utilizes high-end video and audio recording systems in all of our patrol vehicles with a strong policy that mandates recordings of citizen contacts. In addition, our officer's video and audio recordings are routinely audited for policy compliance. We strive to provide our officers with the best, most reliable, and current technology to help them serve the community.

Regarding body worn cameras, technology has improved in recent years. Even prior to recent events, we have been researching implementation in our department. While this change will likely incur a significant cost, TPD is confident that it can move towards a portable body worn camera system in the future.

We pride ourselves in being an organization that is responsive to the needs and expectations of our community. We seek self-improvement when it is necessary, and we use our existing partnerships within our community to seek out and cultivate new ones. Our world is constantly evolving, and the expectations that this change places on our organization requires us to be forward thinking, professionally and morally sound, and at all times humble as we carry out our duties.



## CITY COUNCIL AGENDA ITEM

Date: June 17, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Cathleen A. Russ, Library Director

Subject: Library Space Needs Assessment and Facility Study

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### **Background**

- On March 19, 2007, City Council approved Resolution #2007-03-101(F8), directing staff to obtain requests for qualifications from appropriate consultants to perform a scope of study for a space needs analysis on the Troy Public Library.
- On May 10, 2007, the Library Advisory Board unanimously approved Resolution LB-2007-05-05 to hire a consultant to further study the various options regarding the library expansion.
- City officials and the Library Advisory Board determined that a study should be done to assess the existing facility, as well as determine current and future space needs.
- Funds were allocated in the FY 2007-2008 budget to pay for this study.
- On October 1, 2007, City Council approved Resolution # 2007-10-284-E-4d, awarding the contract to conduct the Needs Assessment study to Fanning/Howey Associates, Inc.
- The study began on October 4, 2007, and was completed on January 31, 2008.
- On February 4, 2008, Jim Mumby, Principal Architect for Fanning/Howey Associates and George Lawson, George Lawson Consulting provided a presentation regarding the Library Needs Assessment Study to City Council.

Voters approved a five-year, 0.7 mills dedicated library millage on August 2, 2011 and again on November 3, 2015. The current library millage will fund the Troy Public Library through the fiscal year that ends on June 30, 2021. Voters must renew or replace the library millage in order for the City to continue operating and maintaining the Library beyond June 30, 2021.

City Council must determine the library millage rate and duration to be presented at the November general election by August 11, 2020, the deadline to approve ballot wording for November 2020. On June 8, 2020, City Council held a special meeting to discuss library funding. During that meeting, the 2008 Space Needs Assessment and Facility Study referenced above was requested. A copy of the Study and presentation are attached for your reference.

As previously noted, the current library building opened in 1971 and expanded in 1984. A facility of this age requires significant reinvestment. While it is not feasible to provide a more comprehensive report regarding the potential cost of renovating or replacing the building, much of the information in the 2008 Study is still relevant today.





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## CITY COUNCIL AGENDA ITEM

The 2008 Study evaluated three options. The options were all comparable in quantitative aspects of program and parking, but each varied in the quality of the library created and the cost. The 2008 Study included the following Opinions of Probable Costs:

Option	Probable Cost	Sq. Ft.	\$/Sq. Ft.
Option A	\$37,438,351	116,190	\$322
Option B	\$37,196,747	116,190	\$320
Option C	\$36,838,262	111,750	\$330

Costs have escalated significantly since then. Steel prices and masonry costs have increased construction costs. It is difficult to estimate current costs without more information, but a range of \$450 to \$500 per square foot helps approximate what a similar project might cost today.

Option	Sq. Ft.	\$/Sq. Ft.	Probable Cost
2008 Option C (low)	111,750	\$450	\$50,287,500
2008 Option A or B (low)	116,190	\$450	\$52,285,500
2008 Option C (high)	111,750	\$500	\$55,875,000
2008 Option A or B (high)	116,190	\$500	\$58,095,000

The attached Schedule of Debt Service Requirements illustrate the cost of borrowing money by issuing unlimited tax general obligation bond backed by the full faith and commitment of the City. The scenarios include borrowing \$15 million for 10 years and 15 years; \$20 million for 10 years and 15 years; \$40 million for 10 years and 15 years; \$50 million for 10 years and 15 years. They assume a 3.00% annual interest rate and 3.00% annual increase in Taxable Value. These are provided for illustrative purposes only.



## CITY COUNCIL REPORT

Date: January 31, 2008

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance  
Cathleen A. Russ, Library Director

SUBJECT: Library Needs Assessment Study

### Background:

- On March 19, 2007, City Council approved Resolution #2007-03-101(F8), directing staff to obtain requests for qualifications from appropriate consultants to perform a scope of study for a space-needs analysis on the Troy Public Library.
- On May 10, 2007, the Library Advisory Board unanimously approved Resolution LB-2007-05-05 to hire a consultant to further study the various options regarding the library expansion.
- City officials and the Library Advisory Board determined that a study should be done to assess the existing facility, as well as determine current and future space needs.
- Funds were allocated in the FY 2007-2008 budget to pay for this study.
- On October 1, 2007, City Council approved Resolution # 2007-10-284-E-4d, awarding the contract to conduct the Needs Assessment study to Fanning/Howey Associates, Inc.
- The study began on October 4, 2007, and was completed on January 31, 2008.

### Financial Considerations:

- There are no financial considerations at this time. Depending on City Council's decision, a plan will be put into place.

### Legal Considerations:

- There are no legal considerations associated with this item.

### Policy Considerations:

- The outcome of the study addresses the following goals:
- Goal I: Enhance the livability and safety of the community
- Goal V: Maintain relevance of public infrastructure to meet changing public needs



January 31, 2008

To: Phillip L. Nelson, City Manager  
Re: Library Needs Assessment Study

Options:

- City management recommends that the results of the Needs Assessment Study be presented to City Council, so that Council may review the information and ask questions of the consultants who performed the study, and agree to the next course of action.



— **TROY PUBLIC LIBRARY** +  
Space Needs Assessment  
and Facility Study



January 2008



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## **EXECUTIVE SUMMARY**

## EXECUTIVE SUMMARY

The Space Needs Assessment and Facility Study for the City of Troy Library was started on November 3, 2007, and was completed on schedule on January 31, 2008. The team was led by the library design firm of Fanning/Howey Associates Inc., in association with George Lawson Library Planning, Grissim Metz Andriese for landscape architecture, and EAM Associates for mechanical and electrical engineering. The depth and breadth of the team's experience provided local, national, and international perspectives into the complex challenges associated with future-proofing a library. Extensive experience allowed the team to comprehend resident expectations, embrace its diversity, then benchmark it to comparable communities nationally. The outcomes of the study are consistent with embracing cultural diversity, enhancing cultural arts, enriching a knowledge-based community, and reinforcing the strong commitment to family.

There are five overarching themes that resonated throughout discussions. We believe that these themes best characterize the relationship between the library and the community.

- The library is an important gathering place for the community, a place where residents come together for learning and enriching diversions, as well as social interaction and the sharing of ideas.
- The library will continue and strengthen its strong commitment to customer service.
- The library will be positioned to keep pace with the most current developments in its role as the community's access point to technology applications and instruction.

- The Troy Public Library exists in a context of regional library service.
- Staffing and operational cost consciousness is imperative in configuring the facility. Additionally needed is identification of effective ways to enhance productivity.

## COMMUNITY INPUT

The planning process started with a series of public meetings held over the course of five days. Approximately 60 individuals, representing all age groups, spoke with members of the planning team. On average, these interviews lasted forty-five minutes, and allowed participants to give their thoughts on the future of the library.

Throughout the interviews, the team heard a very consistent message: whatever is done should be done right and with fiscal responsibility. The issue of the extent that nonresidents use the library is another recurring theme.

The following are additional critical public issues:

- The library should remain a part of the Civic Center Complex
- There is a shortage of parking that needs to be addressed
- The existing building is overcrowded
- A drive-up book return needs to be provided
- Facilities that will support the cultural arts need to be provided
- There is a lack of quiet study and computer spaces
- The Friends Book Shop is in a poor location
- A more relevant youth environment needs to be incorporated
- A funding mechanism must be established



## EXECUTIVE SUMMARY

### THE NEEDS ASSESSMENT

The needs assessment quantified library space by confirming the needs of the community, library staff, community organizations, and city representatives. Criteria for sizing the project was established by benchmarking comparable communities nationally for each of the sizing criteria outlined.

### THE SIZING PROCESS

- **Planning for the Future** - A planning horizon of 2030 was established for use in the planning process. The City's Planning Department provided a 2030 municipal population projection of 85,000 reflecting modest growth from the 2000 Census figure of 80,959.
- The projected building size was developed using two different methods:
  1. An initial, preliminary estimate was developed using a methodology created by the Wisconsin State Library. This broad-stroke process identified a need for as much as 123,670 square feet.
  2. The second process used a sharper pencil – more detailed information, significant staff and community input, and a more rigorous fine-tuning process. This programming process identified a need for 116,190 square feet – the size used to make the recommendations found in this document.

### SIZING CRITERIA

- **Collection** - Troy's current per capita holdings rate is 3.16 items, well below the target 4.15 items per capita or the 82.5 percentile of holdings for comparable libraries. This would increase the current collection from 255,928 items to 352,750 items, the target collection size used in our planning.
- **Public Technology Stations** - Using a common estimating rubric that suggests allowing one computer for every 10 to 20 daily customers, we see that Troy will need between 124 and 248 public computer workstations. This study recommends planning space for 75% of that range - 217 public computers.
- **Seating** - Customer use patterns at the Troy Public Library reflect a community that prefers to come to the library to stay and accomplish real work. There is also a strong need for collaborative study spaces that will also increase the need for seating. This pattern, and a sliding scale from the Wisconsin process, supports planning for a minimum of 400 seats.
- **Program and Meeting Spaces** - The library has an active schedule of library sponsored programs. There were 667 children's programs in Fiscal Year 2006/2007 with 19,348 participants. For the same period, there were 492 programs for adults and young adults with 11,400 participants. To provide for existing and future community participation in library programs, six program venues are needed.

- **Staff Work Space** - Work space is a productivity issue, not a luxury. Staff work space includes both public service areas, such as the check-out desk, and workroom space where staff completes its on-going responsibilities, including cataloging materials, physically processing the items for the shelf, and processing interlibrary loans. Work space is currently badly undersized. The proposal creates more efficient work space and more successful public service desks.

#### CRITICAL DISCOVERIES ABOUT TROY'S PUBLIC LIBRARY

- **The Collection is Stressed** – Troy's turnover rate, or the average number of circulations per item, was 5.51 for FY2005/2006. Most public libraries have a turnover rate of between 2.5 and 3.0. A turnover rate of 3.5 is extremely strong and a rate of 5.51 is actually on the far side of the curve.
- **People Stay and Study** - Residents use the Adult Services portion of the library very much like the "learning-commons" model most academic libraries are trying very hard to develop. Secondary and even primary students come and stay to work individually and collaboratively, significantly beyond what is seen in most other public libraries.
- **An Inquiring Public** - The percent of Troy Public Library's collections out on loan at any given time is extremely strong. By example, only 85% of the adult nonfiction collection was on the shelf when recently measured in a "snapshot" data analysis.

Most public libraries like Troy have 95 to 97 percent of their adult nonfiction collection on the shelf at any given time. This high in-use rate holds for all of Troy's collections.

- **This is Troy's Library** - In FY 2006/2007 nonresident borrowers accounted for 7.52% (98,262 items) of the library's total loans (1,306,766 items). This is a relatively low rate of nonresident use for a metropolitan area. In other metropolitan areas, such as Milwaukee or Chicago, nonresident borrower usage often runs between 15% and 25%, two to three times Troy's rate. Troy Public Library primarily serves Troy residents.

#### FACILITY ASSESSMENT

The site and building were evaluated by landscape and building architects, structural, mechanical and electrical engineers, and technology and library planning specialists. Team members reviewed existing drawings, interviewed staff, and conducted on-site observations. In general, the building is in good condition, well maintained and has had recent mechanical and toilet room upgrades. There are portions of building infrastructure that are at capacity, exterior components which will require preventive maintenance and building codes, and ADA concerns that will need to be addressed.



## EXECUTIVE SUMMARY

### SITE

The placement of the facility within the Civic Center Complex is desirable, but there is the lack of an appropriate visual identity. The existing landscape hides the building, and an understated entrance identity allows the library to be lost in the context of the Civic Center Complex. The parking lot is confusing and lacks proper pedestrian circulation. The drop-off area has long walking distances and does not have sufficient quantity of parking spaces. There is also a need for a drive-up book return due to the high circulation rate of materials, but this would be extremely difficult to provide with the existing conditions.

### BUILDING

The library has been well maintained over the years and has had recent upgrades to mechanical systems and public restrooms. Building codes and ADA compliance issues have evolved since the last library expansion, and will need to be addressed in any significant renovation. There currently are some code violations that will need to be addressed in the near future.

The original library building has a few significant limitations for incorporation in an expanded facility. The original building does not have a fire protection system or humidification, and the exterior walls are an energy liability. When humidification is added to this portion of the building, the dew point will migrate to the center of the wall. The result will be accelerated deterioration of the wall, creating the potential for mold growth within the wall.

The building has been well-used and is showing its age. The acoustical performance of youth and adult areas are poor and detract from the functionality of the spaces. The library as a whole is overcrowded and the staff spaces are substandard and inefficient.

The building electrical infrastructure is at maximum capacity. The structural integrity of the building is sound and was not designed to accommodate vertical expansion. The mechanical systems appear to be adequate, but do not provide complete building humidification. All existing building systems have little or no potential for adaptation in the proposed expansion and renovation options. The majority of interior finishes and walls have little potential for reuse due to location and cost effectiveness.

### LIBRARY PLANNING

The public service areas of the building are acoustically and environmentally poor. Neither the youth area nor adult area provide a supportive environment for learning, socialization, or casual reading. The configuration of these spaces generates excessive amounts of unsupervised spaces and additional staffed service points.

The cultural arts and programming appear to be an essential component of the community. The youth program rooms are inadequate in size and lack appropriate amenities. The community room's size, location, and support amenities do not appear to meet community need.

The Friends of the Library Gift Shop and Book Shop are vital to the library. The gift shop has adequate exposure to the public while the Book Shop area does not. Both areas lack adequate space and suitable environments to reach their full potential. The physical limitations of both areas contribute to increased use of volunteer time. Gallery space is available and well positioned, but lacking in quantity and a supportive environment.

The library building's poor configuration increases staffing costs because it restricts the effective processing of materials, increases service points, and complicates providing library programs. The location of the circulation desk creates confusion upon entering and the lobby in general presents an inappropriate first impression. Staff areas are inadequate in size, lack adaptability, inhibit efficiency, and are substandard work environments. There is a real concern for staff safety due to the lack of proper separation between the public and staff work areas.

Future adaptation of the existing building will require complete reorganization due to incremental increases in departmental sizes and the inherent building inefficiency.

## OPTIONS

Four options were evaluated, but only three warranted additional development. The fourth option, which retained all of the existing building, was dismissed due to building and site constraints. The three options included are all comparable in quantitative aspects of program and parking, but each varies in the quality of the library created and the cost. All parking is anticipated to be provided without the use of parking structures.

- **Option A.** This option includes removing the least adaptable portion of the existing building and renovating and expanding the remaining building. It would require relocation of library services and preparation of temporary facilities. The Opinion of Probable Cost was based on leasing 25,000 square feet, 15,000 square feet less than existing, which would require a reduction in library services for approximately two years.
- **Option B.** This option includes utilizing the most adaptable portion of the existing library and renovating and expanding the existing building. It is the most efficient and cost-effective way to adapt portions of the library. This approach allows the building to remain operational throughout construction. The site design maximizes green space and improves distribution of parking within the Civic Center Complex.
- **Option C.** This is a replacement building that would be located on property currently owned by the city. It is intended as a three-story structure and will require less total square feet of building to meet the program. There appears to be two potential locations within the Civic Center Complex.



## EXECUTIVE SUMMARY

### COST AND SCHEDULE

The Opinions of Probable Costs are based on voter approval in November 2008, programming and design starting February 2009, bidding during the first quarter of 2010, and completion in the first quarter of 2012. The schedule allows for additional community input and would be classified as conservative in duration.

The Opinions of Probable Costs are based on a quality level that will result in a simple, elegant, energy-efficient, and future-proof building design. It will allow for the incorporation of sustainable design practices. The dollars allocated are adequate, but will require fiscal discipline by all participants throughout the process.

### OPINIONS OF PROBABLE COSTS

Option A - \$37,438,351

Option B - \$37,196,747

Option C - \$36,838,262

### OPERATIONAL IMPACT

The assessment of the impact of an expanded library building on operational costs is not intended to be a part of this study, but will need to be addressed. There are some general observations that the team has that will start to establish a reference point for discussion:

- Doubling the size of the building will not increase energy consumption by twice the current levels. Energy conservation practices and a more efficient building envelope will reduce the cost per square foot energy consumption.
- Circulation of materials is at a very high level, and we anticipate 20% increase in circulation. The investment in RFID technology and basic material handling will handle this increase without additional staff. The cost per item for material handling will be reduced.
- The building configuration has created inefficient staff areas and additional service points. It would be reasonable to expect only a modest increase in staff and a reduction in the cost per square foot for staffing.
- Improved Friends of the Library spaces should allow for increased marketing exposure and opportunities for sustained or increased revenues.

## SUMMATION

The City of Troy has two options that are distinctively superior: Option B and Option C. Both retain the library in the context of a Civic Center Complex, efficiently use resources, meet programmatic needs, and result in a future-proof library building. Which is the most appropriate solution depends on parameters external to this report and revolve around the central issue of the replacement library. If a replacement library was the solution, is there a viable use for the existing library? If there is a replacement library, will the impact on green space and athletic fields be acceptable? Based on our discussions, whether the existing library remains intact, is altered, or is removed entirely, does not appear to be an issue.

In closing, we believe that the City of Troy has two approaches to solving their library needs. Both will be highly successful and will contribute greatly to overall master plan. We believe the community is ready to be engaged in a dialogue about the future of their library. Your community loves its library!

This report would not have been possible without the efforts and support of the following individuals, groups, and corporations:

Troy Public Library Director	Fanning/Howey Associates, Inc.
City Administration	George Lawson Library Planning
Friends of the Library	EAM Engineers, Inc.
Library Advisory Board	Grissim Metz Andriese Associates
Library Staff	
Community Members	



## **FOCUS GROUP SUMMARY**

## FOCUS GROUP SUMMARY

### PROCESS

Focus Group meetings were held at the library on October 2nd, 3rd, 4th and November 13th and 14th, 2007. Meetings convened various times throughout the day starting with library opening and ending at library closing. The October sessions were conducted by George Lawson, library planning consultant and James Mumby, library architect. November meetings were managed by Mr. Mumby. The library director did not participate in meetings for any extended period time in an effort to encourage participants freedom to express their opinions.

Concern about possible limited public participation in the October sessions led to scheduling a second set of meetings in November. ***The consultants were available five days for a total of 25 hours.*** Public announcements were also made in the library on a regular basis throughout each day sessions were held, encouraging user participation. Approximately 55 persons from middle school to seniors talked with the consultants for an average of 45 minutes per person. Size of groups ranged from one to seven with the average being three.

The overall approach proved to be unique and effective. Typically a design team conducts one or two public meetings where attendance averages between 25 to 50 persons, but only a small percentage of attendees speak. These larger groups can produce less effective input. ***The strength of the Troy approach was a more personal environment*** where ideas could be explored in more detail. It provided the team with more opportunity to better understand the community.

Surprisingly, most individuals who participated wanted to know when and where the new library was being built. Once the design team explained the process and how public input would be utilized, information flowed. The teams believe that once the report is complete and direction established, there will be even more public participation. Email addresses of the design team and director were made available to participants. All were encouraged to email additional information either to the team, the director, or leave written material at the circulation desk. Focus group participant comments were documented in meeting minutes.

The following are the highlights of the focus group meetings and represent items expressed by a number of different individuals and/or seemed particularly relevant.

### COMMUNITY IDENTITY

Throughout, participants were asked to express their opinions about the personality, identity, or character of the community. Participants described the community as multicultural, highly educated, with above average income levels. ***The cultural arts are important, as is commitment to learning,*** and the community values education. Several individuals referenced student performances and quality of education found in the Troy Public Schools. Many attributed the high quality of the school system, reinforcing the City of Troy as a family-oriented community.



Several individuals indicated that Troy was a "city without a heart," because there is no clearly defined downtown; which is why many felt the *library should stay in proximity to other central city services*. A few individuals reinforced the master plan concept of Troy continuing its evolution as a knowledge-based community. Many felt the library has a role to play in this evolution.

#### THE MOST FREQUENTLY HEARD RESPONSES:

Troy is a...

- *culturally diverse community*
- *community that values education, learning, and knowledge*
- *city without a heart or downtown*

#### SITE ISSUES

*There is a shortage of parking, particularly on Sundays.*

This concern was expressed by nearly every participant.

The second most frequent comment was a *request for a drive-up window to return materials*. A number of people felt parking was too remote from the front door and walking distances too great. Many found the parking lot configuration confusing and the drop-off area poor. Several senior library users and young parents noted getting from the car to the front door was difficult and unsafe. Individuals with physical limitations recommended that access through parking areas and into the building be free from obstructions and properly illuminated.

Strong sentiment was expressed in keeping the library associated with the Civic Center Complex. If the existing library location proves impractical, many were comfortable relocating to the site adjacent to the Community Center. A few did not like the idea of placing the library on the play fields unless the fields were replaced.

There was general appreciation for the landscaping and garden areas. Several individuals suggested benches be placed more frequently along sidewalks leading to the entrance.

#### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

- *Shortage of parking*
- *Lack of drive-up book return*
- *Association of Library with the Civic Center*

#### GENERAL BUILDING ISSUES

*The vast majority of people interviewed love the library.* At times it was difficult for them to talk about issues they would like to see changed. People want the "homey" character of the library retained, but also wanted the library enlarged. A number of people acknowledged the building was a bit dated. They would like to see more windows and natural light inside the library. The consistent message was - "whatever is done, do it right, but do not be extravagant." Many felt the community desired and would support a library suitable for the 21st century. There did not seem to be an overriding commitment to saving the existing building.

## FOCUS GROUP SUMMARY

Investment in sustainable design elements that made sense was encouraged. It was suggested that analysis be done to validate the return on investment for sustainable design features.

There was an overriding consensus that the **building was too crowded** and a lack of quiet study rooms and study spaces is a problem. In general, the library was considered noisy with too much congestion and confusion near the circulation desk and entrance. There was also consistent comment about the **number of non-residents utilizing the library**, and concern this will become more pronounced after improvements.

### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

- **Overcrowding of library and lack of adequate quiet study spaces**
- **Need for a project that is done right but not too extravagantly**
- **Environmentally conscious building design**

### COST CONCERNS

**There were consistent concerns about the cost of the project and how it would be financed.** A few individuals suggested providing naming rights for a major donor, and some even offered names. Participants suggested the community might support a project that was logical, responsible, and not too grandiose. The issue on non-resident use and Troy citizens carrying the financial burden was recurring. This concern encompassed not just funding construction, but also costs for staff, processing materials, and maintenance of the physical plant.

Two individuals suggested validation via research whether library improvements have a positive financial return on investment for a community. Another suggestion encouraged dialogue between local higher education institutions and the library, to explore for the benefits for both entities.

### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

- **The cost of nonresident usage**
- **A logical and cost-effective solution**
- **Financial implications for Troy residents**

### YOUTH AREA

Most interviewed believe **youth services are essential** to the community. Children are considered the building blocks of the future community, which illustrates the value this community places on family. Many expressed concern that the **existing youth area lacked appropriate personality** and should provide a more engaging environment. The current area was considered excessively noisy. There was a desire for an area that can be closed to contain noise and more space provided for group study rooms and tutoring.

There is support for the new special collections areas and many would like to see it enlarged. Middle school-age children interviewed wanted a group projects area as well as a more focused study environment. They would like to have an area designed and furnished to meet their expectations.



Some parents of young children suggested space be provided for them to gather, have a conversation, and still monitor their children. Improved story time space was also mentioned for consideration in future plans.

#### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

- *Value the community places on youth services*
- *Need for more personality in the youth area*
- *Provision of quiet space and study rooms*

#### ADULT AREA

Requests by the adult readers seemed to focus more on the collections and computers than building related issues. Users want greater depth and breadth provided in the collections, and desire more public computers. The absence of study rooms and quiet study space needs to be addressed. The existing magazine area, which lacks comfortable seating, is considered confusing, but the number of magazine titles offered seems adequate. There is dislike for how back issues of magazines are placed and stored. There is concern expressed about availability of public computers, how usage is monitored, and amount of nonresidents use.

There is conflicting commentary on the adequacy of the collections. Some individuals felt the subject matter and quantity of materials were adequate. Others believed the collections were being weeded too aggressively and valuable materials discarded. Users do not like the long wait periods due to demand associated with popular

materials. This appears to reflect the intensity of the strong reading habits of community. If there was a book that everyone was reading, no one wanted to be left out!

#### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

There was a...

- *lack of quiet study space*
- *shortage of public computers*
- *shortage of study rooms*

#### PROGRAMMING SPACES

The community expressed strong support for the cultural arts and provision of facilities to enhance this library service. They would like larger and more diverse meeting rooms. There was frequent discussion about providing a stepped-floor presentation/performance space. The space should properly accommodate small musical groups, a featured lecture, video presentation, or a distinguished speaker. Meeting rooms should also support business community needs and might be a source of library revenue. It was clear that new spaces should not duplicate rooms currently found in the Community Center.

Up-to-date technology is an issue. It is important these rooms be furnished with "21st century" technology. It is also considered important to provide proper support space for these facilities and make them accessible to the community independent of library hours.

## FOCUS GROUP SUMMARY

### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE TO:

- *Provide additional spaces to support the cultural arts*
- *Provide diversity in the types of meeting spaces*
- *Equip with 21st century technology*

### FRIENDS OF THE LIBRARY

There is strong support for both the Friends Gift Shop and Book Shop. However, all felt that the book store in the basement is a problem and should be located on the main floor near the entrance. There is a consistent message that both the Friends Gift Shop and Book Shop areas are too small and could use qualitative improvements. There is significant support for the benefits the Friends of the Library bring to community and desire for the Friends of the Library Gift Shop and Book Shop to have properly designed spaces.

### THE MOST FREQUENTLY IDENTIFIED ITEMS WERE:

- *Poorly located book sales areas*
- *Additional space need for Friends of the Library Gift Shop and Book Shop*
- *Location of both areas on main floor near the entrance*

### CAFÉ

The café is considered a *valuable part of the library*. There are consistent concerns about the quality of service and price structure. One suggestion offered is to provide additional space for vending to give people an alternative. Another idea is to create more of a coffee shop/bookstore feel. Consideration should be given to provide space that could attract a specialized vendor.



## **NEEDS ASSESSMENT**

## NEEDS ASSESSMENT

### INTRODUCTION

It is a real pleasure to help plan for the future of the Troy Public Library. The library is absolutely abuzz with use and clearly is a vital part of the community. The library reflects Troy's cultural diversity, but it is also diverse in its customer's age, interests, and use patterns. The library does a wonderful job in serving many different types of customers: young children and their parents; seniors pursuing independent interests; primary, secondary, and nontraditional students; and business people accessing a critical resource.

In researching this study some of the observations and data were both surprising and exciting:

- Troy's turnover rate, or the average number of circulations per item, was 5.51 for FY2005/2006. Most public libraries have a turnover rate of between 2.5 and 3.0. ***A turnover rate of 3.5 is extremely strong, and a rate of 5.51 is actually past good*** and on the down side of the curve to suggest that customers are often unable to find the materials they need.
- Residents use the Adult Services portion of the library very much ***like the "learning commons" model most academic libraries*** are trying very hard to develop. Secondary and even primary students come and stay to work individually and collaboratively, significantly beyond what is seen in most other public libraries.

- The percent of Troy Public Library's ***collections out on loan at any given time is extremely strong***. By example, only 85% of the adult nonfiction collection was on the shelf when recently measured in a "snapshot" data analysis. Most public libraries like Troy have 95 to 97 per cent of their adult nonfiction collection on the shelf at any given time. This high in-use rate holds for all of Troy's collections.
- ***In FY 2006/2007 nonresident borrowers accounted for 7.52%*** (98,262 items) of the library's total loans (1,306,766 items). This is a relatively low rate of nonresident use for a metropolitan area. In other metropolitan areas, such as Milwaukee or Chicago, nonresident borrower usage often runs between 15% and 25%, two to three times Troy's rate. Troy Public Library primarily serves Troy residents.
- The library has a ***very active schedule of sponsored programs*** with 19,348 children's program participants and 11,502 participants in adult and young adult programs last Fiscal Year.

Listening to community residents, library staff, Friends of the Library, Library Board, and city staff, many excellent ideas were shared. Some of the key, overarching concepts identified include:

- The library is an important gathering place for the community, a place where residents come together for learning and enriching diversions, as well as social interaction and the sharing of ideas.



- The library will continue and strengthen its strong commitment to customer service.
- The library will be positioned to keep pace with the most current developments in its role as the community's access point to technology applications and instruction.
- The Troy Public Library exists in a context of regional library service.
- Staffing and operational cost consciousness is imperative in configuring the facility. Additionally needed is identification of effective ways to enhance productivity.

The Space Needs Assessment and Facility Study takes these and other findings into consideration on how large the Troy Public Library should be to serve Troy residents through the year 2030.

The space needs assessment develops rationales for the projected service population, collection holdings, public technology stations, program / meeting room spaces, and staff work stations. It uses these rationales to broadly estimate the space requirements for those overarching library system categories. The space needs assessment process suggests 123,670 gross square feet will be needed to serve Troy's library service needs through the year 2030.

The second portion of the study, the building program outline, considers the space requirements in a more detailed fashion, estimating the space needed for each functional area of the library. Functional areas reflect how we traditionally think about library space: the children's department, adult services department, media

services, and the business center. The building program process references the space needs assessments' rationales, but also applies on-the-ground observations in describing Troy's library space requirements. The building program outline, using a sharper pencil than the space needs assessment, prescribes a need for **116,190 gross square feet through the year 2030.**

### SPACE NEEDS ASSESSMENT

The space needs process provides a preliminary estimate of a community's library space requirements for a 20 to 25 year planning horizon. ***This space needs assessment will use a 2030 planning horizon.*** The space needs assessment provides rationales for sizing the library's collections, seating, and public technology stations. Space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas.

The methodology is based on a space needs assessment process developed, revised, and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant. The Wisconsin process focuses on seven types of space utilization commonly found in public libraries:

- ***Collection Space***
- ***User Seating***
- ***Work Space***
- ***Program or Meeting Space***
- ***Public Computing Space***
- ***Special Use Space***
- ***Structure/Support Space***

## NEEDS ASSESSMENT

### SERVICE POPULATION

The service population the Troy Public Library can expect to serve in 2030 is one important element in developing an accurate space needs assessment. The service population includes both the projected municipal population and the projected number of other borrowers who also use the Troy Public Library.

### TROY MUNICIPAL POPULATION

The City of Troy has experienced regular growth over recent decades. A 2003 study prepared by the Southeast Michigan Council of Governments (SEMCOG) suggests Troy will experience a stabilization and, ultimately, a slight decline in municipal population. *City of Troy Planning Department data suggests that a more appropriate 2030 population projection is 85,000* based on more recent data regarding the number of households than the data used by SEMCOG. This study will use 85,000 as the projected municipal population.

### TOTAL SERVICE POPULATION

The service population of the Troy Public Library is more inclusive than the municipal population. The library also provides service to nonresident borrowers from the metropolitan and residents of other Michigan communities.

An estimate for the number of nonresident borrowers to be served in 2030 can be based on the percentage of total circulation to those borrowers. In FY 2006/2007 *nonresident borrowers accounted for 7.52% (98,262 items)* of the library's total loans (1,306,766 items). Given the 2030 planning population of 85,000, this level of

nonresident loans would result in a total service population of 91,912, including 6,912 nonresident borrowers who use the Troy Public Library as their primary library. *This is a relatively low rate of nonresident use* for a metropolitan area. In other metropolitan areas, such as Milwaukee or Chicago, nonresident borrower usage often runs between 15% and 25%, two to three times Troy's rate. Troy Public Library primarily serves Troy residents.

### COLLECTION SIZE

Troy's current collection per capita holdings rate is 3.16 items, well below the target range of 3.66 to 4.64 items per capita. The *target range is the 75th and 90th percentile range of comparable libraries* reporting to the national Public Library Data Service (PLDS), libraries with a single building and serving communities with populations of between 75,000 to 85,000.

To provide a collection at the midpoint of the target range, Troy needs to plan for a holdings rate of 4.15 items per capita. This would increase the current collection from 255,928 items to 352,750 items for the 2030 projected municipal population of 85,000.

Another key indicator of the need for a larger collection is Troy's turnover rate or the average number of circulations per item. *Troy Public Library had a 5.51 turnover rate* for FY2005/2006. Most public libraries have a turnover rate of between 2.5 and 3.0. A turnover rate of 3.5 is extremely strong and a rate of 5.51 is actually past good and on the down side of the curve to suggest that customers are often unable to find the materials they need.



#### MUNICIPAL POPULATION - HISTORIC AND PROJECTED

History - Census Bureau		Estimates - Census Bureau	
Year	Population	Year	Population
1980	67,102	2001	81,034
1990	72,884	2002	81,028
2000	80,959	2003	81,116
		2004	81,313
		2005	81,140
		2006	81,118
Projections - SEMCOG 2030 Regional Development Forecast (2003)			
Year	Population		
2030	77,046		
Projections - Planning Department, City of Troy			
Year	Population		
2030	85,000		

#### PERCENTAGE OF CIRCULATION

<i>Circulation</i>	<i>FY 2005</i>	<i>Percentage</i>
Municipal Circulation	1,208,504	92.48%
Nonresident Circulation	98,262	7.52%
<b>Total Circulation</b>	<b>1,306,766</b>	<b>100.0%</b>
TOTAL SERVICE POPULATION		
<i>Service Population</i>	<i>FY 2030</i>	<i>Percentage</i>
Municipal population	85,000	92.48%
Nonresident population	6,912	7.52%
<b>Total Service Population</b>	<b>91,912</b>	<b>100.0%</b>

## NEEDS ASSESSMENT

Planning for a library's periodical holdings has been more volatile nationally in the recent years and communities very much chart their own course in determining appropriate holdings. There has been a strong push-pull between increased subscription rates, a trend towards niche publishing, and uncertainty regarding the effect of digital publishing. Troy Public Library currently receives 537 titles including professional journals. ***This study will plan for that level to remain unchanged.*** Retention of hard copy back issues has reduced significantly in most libraries. The needs assessment will allow for an average of 1 year plus the current year.

### PUBLIC COMPUTING

The digital format has become the preferred form for many customers seeking specific pieces of information, accessing digital information sources, and for preparing information to be shared with others. On-line databases, Web access, and sophisticated on-line catalogs are all important components of today's library service program.

Public libraries are the technology access point for many in the community. Even with the falling cost of technology, the public library will continue to be the one source for data applications for many residents. For those with their own equipment and access to technology, the public library will continue to be the provider of electronic services not easily or cost-effectively accessed by individuals.

A recognized method for estimating the number of computer stations and public access catalog stations (PACS) that are needed is to provide one station for every 10 to 20 persons who enter the library daily. In Fiscal Year 2006/2007 an average of 227 customers entered the library hourly or a ***daily average of 2,487 customers*** (Monday - Thursday).

Currently the library has 80 public computers, 73 general purpose computer stations, and seven public access catalog stations. That is often not enough to meet demand. Allowing one computer for every 10 to 20 customers entering the building daily suggests a need through the year 2030 to provide between 124 and 248 public computer workstations. This study will recommend ***planning space for 75% of that range, 217 public computers.*** A common space allocation of per computer station is 40 square feet.

It should be understood that using the current daily door count in projecting for the future is inherently conservative. Library use typically increases permanently between 20% and 50% when libraries build a new building or renovate and expand their existing building. Troy Public Library's use is already so high the permanent increase Troy can expect is likely at the lower end of that range but Troy can still expect about a 20% permanent increase in usage.



## TROY PUBLIC LIBRARY COLLECTION HOLDINGS, CURRENT AND PROJECTED

<i><b>Collections</b></i>	<i><b>Actual Holdings</b></i>	<i><b>Estimated Holdings *</b></i>
<b>Adult Collections</b>		
Nonfiction, International	83,721	111,780
Biography, Fiction, Genre, International, Large Print, Rental	41,371	58,564
Reference	7,032	5,905
Business Reference	1,552	1,795
Teen	6,759	8,872
Media	35,841	56,805
<b>Subtotal</b>	<b>176,276</b>	<b>243,721</b>
<b>Youth Collections</b>		
Print	69,386	87,975
Media	10,266	21,054
<b>Subtotal</b>	<b>79,652</b>	<b>109,029</b>
<b>Grand Total</b>	<b>255,928</b> 3.16 per capita	<b>352,750</b> 4.15 per capita
<b>Periodicals</b>		
Adult	452 Titles	452 Titles
Youth	55 Titles	55 Titles
Professional Collection	30 Titles	30 Titles
<b>Total</b>	<b>537 Titles</b> 6.63 per 1,000 residents	<b>537 Titles</b> 6.32 per 1,000 residents

\* Note: projections of individual collection sizes are based on existing and projected use patterns.

NEEDS ASSESSMENT

PROGRAM SPACES

Public libraries commonly provide spaces to support the library's programming for children, adults, and other needs of the community. The library currently has four program or meeting venues: one large meeting room that seats about 100, one conference room that seats about ten, a children's storytelling room and a children's craft room, each seating about 30.

*The library has an active schedule of library sponsored programs.*

There were 667 children's programs in Fiscal Year 2006/2007 with 19,348 participants. For the same period there were 492 programs for adults and young adults with 11,400 participants. Community groups also make heavy use of the existing meeting and conference room. Six program venues are needed to provide for existing and future community participation in library programs.

- A large program room to seat 200 with sloped floor and fixed seats.
- A general purpose program room to seat 100.
- A 25-seat seminar room.
- A conference room to seat 12 at a conference table with six side chairs.
- Two children's rooms, a program and a craft room, to seat 30 and 50, respectively.

GENERAL USER SEATING

General user seating refers to study and casual seats for library patrons. It does not include seating in meeting rooms, seating for computers or other technology stations, and seats at reference index tables. Projected general user seating calculations are based on a sliding scale of seats per thousand population. A rough estimate of seating can be developed using a scale developed by the state of Wisconsin following studies of actual public libraries and their use by patrons.

Using this Wisconsin scale and the projected service population of 91,912 persons suggests that 2.37 seats be allocated for every 1,000 residents or 218 seats.

WISCONSIN SCALE

Population	Seats per 1,000 Population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25
250,000	1.50
500,000	1.00

## 2030 MINIMUM SPACE NEEDS CALCULATIONS

Space Use Category	Space Requirement	
<b>COLLECTION SPACE</b> 352,750 book and media items x .10 = 35,275 sf 537 current periodicals x 1.3 = 698 sf 537 back issue periodicals x 1 year average x .66 = 354 sf	36,327 sf	
<b>GENERAL USER SEATING</b> 400 seats x 30 sf/seat	12,000 sf	
<b>PUBLIC COMPUTER STATIONS</b> 217 computers x 40 sf/station	8,680 sf	
<b>STAFF WORK SPACE</b> 78 workstations x 125 sf	9,750 sf	
<b>PROGRAM SPACE</b>  <i><b>Pre-Assembly / Gallery Area: 940 sf</b></i>  <i><b>Large Program Room: 3,000 sf total</b></i> 200 seats x 12 sf = 2,400 sf and raised presentation area 600  <i><b>General Purpose Program Room: 1,500 sf total</b></i> 100 seats x 12 sf = 1,200sf and presenter space and amenities 300  <i><b>Seminar Room: 620 sf total</b></i> 25 seats x 20 = 500 sf and presenter space = 120 sf  <i><b>Conference Room: 360 sf total</b></i> 18 seats x 20 = 360 sf  <i><b>Common Spaces: 600 sf</b></i> kitchen, table/chair storage, coat storage  <i><b>Children's Program Areas / Storytelling: 380 sf</b></i> 30 participants x 10 sf = 300 sf and presenter = 80 sf  <i><b>Crafts: 720 sf</b></i> 50 participants x 12 sf = 600 sf and presenter, counter, sinks = 120 sf  <i><b>Common Spaces: 400 sf</b></i> Storage for crafts, props, tables, chairs	8,520 sf	
<b>SPECIAL USE SPACE</b> 15% of subtotal of above (75,277)	11,292 sf	
<i>Net Subtotal</i>	<i>86,569 sf</i>	
<b>STRUCTURE/SUPPORT SPACE</b> At 30% of gross space requirement	37,101 sf	
<b>Total Gross Space Requirement</b>	<b>123,670 sf</b>	



NEEDS ASSESSMENT

The library currently has 290 general user seats, which is considered inadequate in both the adult and children's portions of the library. Customer use patterns at the Troy Public Library reflect a community that prefers to come to the library to stay and accomplish real work. There is also a strong need for collaborative study spaces that also pushes the need for seating. This pattern supports a more generous seating allocation. *Planning should allow for a minimum of 400 seats.*

Library seating is typically offered in a wide variety of formats such as study chairs, task chairs, stools, and lounge chairs to reflect the different types of library users and their seating preferences. Each of those seating types has a different space requirement. In the needs assessment, an average space requirement of 30 square feet per seat is used.

STAFF WORK SPACES

*Staff work space is critical to an effective and efficient public library.* Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the checkout desk and workroom space where staff completes its on-going responsibilities such as cataloging materials, physically processing the items for the shelf, and processing interlibrary loans. The number of workstations is not in a one-to-one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff. For example, while there may be only one person using a wood shop, there are many workstations: table saw, workbench, lathe, and drill press, each with a specific, dedicated purpose.

Location	Existing Workstations	Projected Workstations
Circulation Desk and Workroom	11	13
Young People's Desk and Workroom	13	13
Adult Services Desk and Workroom	15	17
Technology Services Desk and Workroom	7	11
Technical Services Workrooms	12	14
Outreach Services	1	2
Administration, Business Office and Programming	9	10
Total	66	78

SPECIAL USE SPACE

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories. Examples of *special use space include cafés, Friends shops, copiers, displays, and storage space.* The specific space requirements for these uses should be detailed in the building program document. For the purpose of the space needs assessment, special use space may be expressed as 15% of the preceding spatial needs.

STRUCTURE AND SUPPORT SPACE

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general

aisle space throughout the building, stairs, elevators, mechanical systems, chases, digital systems distribution closets, and even walls and partitions.

An all new, single-story library typically requires between 25% and 30% of the gross building area for structure and support space. To provide for a multi-story solution or an addition/renovation of the existing building the space needs assessment will need to allocate 30% of the gross building size for structure and support space uses.

#### **BUILDING PROGRAM OUTLINE**

The building program is a more detailed approach to describe the space needed for library services and operations than the space needs assessment. While the space needs assessment estimates space requirements by broad category of library space use, the building program examines each functional space of the library to describe the required space. The space needs assessment asks how much space is needed for all the shelving in the library and the building program analyzes the space requirements for all of the individual departments and areas within the library.

The estimated space requirements of the building program outlines the overall space needs for each area of the library. The preparation of schematic plans including furnishing layouts will refine the specific requirements of each area for the building. It is likely that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces.

The building program outline reflects extensive conversations with library customers, the Library Director, Library staff, and city management. Additional planning will be required, however, following project funding to completely detail the programmatic requirements of each functional area.

#### **PARKING**

The existing library has 224 parking spaces immediately adjacent to the building.

A common planning convention for library parking is to allow three customer parking spaces for every 1,000 square feet of building. Excluding meeting or program space, the proposed Troy Public Library of about 116,190 gross square feet would suggest 348 customer spaces. Staff would require 60 spaces. The proposed library also has a significant component of meeting spaces with a combined seating capacity of 415 seats. Allowing one space for every three seats, the rate used for places of assembly such as churches, results in a need for another 135 spaces. ***Combined, these requirements would suggest a total of 543 spaces.***

## NEEDS ASSESSMENT

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### ENTRY AREA

- Reconfigure the pedestrian flow to eliminate the cross-traffic and congestion found in the existing building.
- Declutter the entry and lobby experience, providing space and fixtures for displays, storage of mobility aids, brochures, and community information.
- Provide a driver's-side, drive-up return.
- Material return slots that go into the building must deposit materials into a fire-rated room.

Space Use	Net Square Feet	Notes
Lobby	1,200	
Public Restrooms	800	
Exterior Book Return - Walk-up	80	May be conveyed to automated check-in / sort location.
Exterior Book Return - Drive-up	80	May be conveyed to automated check-in / sort location.
<b>Total</b>	<b>2,160</b>	

### PROGRAM ROOMS AND GALLERY

- Additional program venues will help meet requests for library program space which now exceeds demand.
- Different types of program spaces, auditorium, general purpose, conference room, and seminar, will each help provide the right space for the right use.
- The pre-assembly space will take the program rooms traffic flow out of the lobby as well as provide a quality venue for the library's popular community art gallery program.

Space Use	Net Square Feet	Notes
Pre-Assembly Space / Art Gallery	940	Space for persons to gather prior to and during breaks in the programs. This space also provides gallery functions for the display of temporary artistic displays.
Large Program Room	3,000	200 fixed seats, raised presentation area
General Purpose Program Room	1,500	100 seats, comfortable environment for book groups
Seminar Room	620	25 seats at seminar tables with presenter space
Conference Room	360	12 seat table and 6 guest seats
Shared Features	600	Media closets, table/chair storage, coat storage, refreshment prep/service area
<b>Total</b>	<b>7,020</b>	



What follows are *observations* and *recommendations* for improving customer service and increasing operational efficiencies.

CAFÉ

- An updating of finishes and furnishings will create a more contemporary and welcoming environment.

Space Use	Net Square Feet	Notes
Prep Area/Counter/Sales/Storage/Support	500	
Customer Seating	1,000	40 customer seats
Total	1,500	

FRIENDS GIFT SHOP

- A dedicated shop space will increase volunteer productivity.
- Effective display and marketing fixtures will help increase the return on the Friends' investment.
- A shop space will reduce the congestion immediately in front of the circulation stations.

Space Use	Net Square Feet	Notes
Counter and merchandise display	400	A room with retail ambiance and glass walls for display in a visible, accessible location.
Storage / Support	300	Support space for shop that permits productivity and security.
Total	700	

FRIENDS BOOK SHOP

- A more accessible and visible location is needed for this high demand feature.
- A more secure, less isolated location will reassure the volunteers.

Space Use	Net Square Feet	Notes
Merchandise Display and Sales Counter	1,300	This is an increase of about 45% in sales space.
Workroom and Storage / Support	600	A location and space for collecting donations is included elsewhere in the Circulation Desk Area section.
Total	1,900	

## NEEDS ASSESSMENT

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### CIRCULATION AREA

- Concurrent with the building project the library should implement a Radio Frequency Identification system to support efficient materials handling.
- Implementation of an automated check-in system with a 3 to 6 bin sort capability will increase productivity and speed the return of materials for customer availability.
- Implementation of direct customer access to reserves and self-check check-out stations will speed customer transactions for those who find these methods helpful.
- Creation of a dedicated home for customer donations to the Friends book sale will improve the library ambiance and assist donors in their efforts.
- Items checked-in and awaiting reshelving will be located in a public space so that customers may select directly from these highly sought-after materials.
- An interactive building directory will be provided to help customer wayfinding.
- An appropriately sized and equipped staff workroom will support effective and efficient work.

Space Use	Net Square Feet	Notes
Directory	80	
Interior Book Return	60	Deposits into check-in / reshelving workroom
Desk and Customer Queue	1,050	3 express-check stations and 4 staffed stations
Book Sale Donation Alcove	140	8 sections of industrial shelves, open floor space, and wagon
Customer Service Center	310	Copier, side table, bulletin board, brochure racks, mobility aid storage (Amigo, walker, wheelchair)
Self-Serve Reserves	192	16 shelving sections
Recently Returned	115	15 carts
Staff Workroom	595	three workstations, telephone station, dept. head office, 1 work table, counter / sink, lost & found cabinet, 2 supply cabinets, 2 shelving sections for snags
Check-in /Reshelving Workroom	600	Allowance for automated check-in / sort or 3 check-in stations, space for delivery bins
<b>Total</b>	<b>3,142</b>	

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

#### NEW BOOKS / DISPLAY

- Improved marketing display and acquisitions focus for new and topical materials will respond to customer's high interest in the latest fiction, nonfiction, and areas of current interest.
- Strong adjacencies with media and teen collections will help build a popular materials center concept.

Space Use	Net Square Feet	Notes
New Books	288	Low density display shelving affects space required. Plan for 24 single-face sections of shelving
Topical Display	140	Allowance
Seating	60	Browser benches
Catalog Stations	80	2 stations
<b>Total</b>	<b>568</b>	

#### MEDIA CENTER

- Expanded capacity and display fixtures will support use of these high demand collections.
- Adjacencies with new book and teen collections will help build a popular materials center.

Space Use	Net Square Feet	Notes
Media Collections	3,860	56,805 items
Seating	60	Browser benches
Catalog Stations	80	2 stations
<b>Total</b>	<b>4,000</b>	



## NEEDS ASSESSMENT

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### YA/TEEN SERVICES

- Adding computer stations, magazines, and a more defined space will leverage the success of the teen area.
- Let the location and architectural treatment of this space provide a measure of separation from adult library users while maintaining integration and visibility.
- Provide power at study tables for customer laptops and other technologies.
- Select furnishings and interior treatments to reflect the customers' preferences.
- Increase collection shelving capacities.

Space Use	Net Square Feet	Notes
Public Service Desk	80	1 place station
Seating	1,030	30 study seats and 8 casual seats
Collections	715	8,872 items
Public Computer / Catalog Stations	640	16 stations
Other	120	Allowance for feature element
<b>Total</b>	<b>2,585</b>	

### TECHNOLOGY CENTER AND LIBRARY TECHNOLOGY STAFF WORKROOM

- Increase the number of public computing stations to respond to customer demand and changes in information sources.
- Provide a public digital training lab to meet resident needs and allow use of that space for general computing to ensure higher utilization of those resources.
- Create individual computer rooms for activities that require the use of sound and customer interaction.

Space Use	Net Square Feet	Notes
Public Service Desk	600	
General Public Computing	5,400	
Language and Small Group Computing Rooms	200	
Computer Instruction Lab	840	
Staff Workroom	720	
Server Room	180	
<b>Total</b>	<b>7,940</b>	

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### BUSINESS CENTER

- Increase collection shelving capacities.
- Enhance the use of the successful business center by including computer stations to access online business resources.
- Relocate general interest periodicals to the general adult collections area to reflect the center's targeted focus.
- Provide power at study tables for customer laptops and other technologies.
- Strong adjacencies with media and teen collections will help build a popular materials center concept.

Space Use	Net Square Feet	Notes
Seating	510	12 study seats and 6 casual seats
Collections	227	1,710 items and 30 journals
Public Computer/Catalog Stations	160	4 stations
Support Furnishings	280	2 index tables
<b>Total</b>	<b>1,177</b>	

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### OUTREACH SERVICES

- Create more effective work space to support current and projected community service activities.
- Service for a growing senior population.

Space Use	Net Square Feet	Notes
Staff Workroom	320	2 staff stations, work table, shelving/cabinets/printer, and 6 book carts
<b>Total</b>	<b>320</b>	

## NEEDS ASSESSMENT

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### ADULT SERVICES

- Use an increased proportion of two-place study tables for higher seating utilization.
- Create collaborative study spaces to support team projects and study groups.
- Break-up the seating areas into less congested groupings to provide customers a greater sense of personal space.
- Increase collection shelving capacities.
- Provide higher visibility for the International Collection and other special collections.
- Develop the periodical collection as a destination within the adult library with a special aesthetic.
- Look to "Learning Commons" model from academic libraries to support Troy's secondary and independent learners.
- Provide power at study tables for customer laptops and other technologies.
- Provide an appropriately sized and equipped staff workroom that is organized to support effective and efficient work.

Space Use	Net Square Feet	Notes
Reference Desk	450	3 staff stations
Book Collections	14,740	176,249 items
Periodicals	886	404 titles and 1 year plus current year + newspapers
Special Feature	160	Public art, fireplace, or other attraction
Catalog Stations	240	6 stations
Microforms	200	2 reader printers and microform cabinets
Support Furnishings	160	copiers, atlas stands, and dictionary stands
General Seating	5,250	126 study seats and 60 casual seats
Study Rooms	1,360	6 two-place rooms and 8 eight-place rooms
Staff Workroom	1,550	15 staff workstations, dept. head office, 2 work tables, 2 four-drawer files, 6 sections shelving, 3 cabinets, printer, 6 cart corral, 2 files, and 3 sections for book discussion groups
<b>Total</b>	<b>24,996</b>	



What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

## YOUTH SERVICES

- Fashion engaging, unique service environments for young children, early elementary students, and tweens reflecting their specialized interests and preferences.
- Provide additional seating in each area to support the children's learning activities.
- Provide collaborative study rooms for team projects and study groups.
- Provide power at study tables for customer laptops and other technologies.
- Increase collection shelving capacities.
- Create appropriate locations for special collections such as the special needs collection.
- Create more responsive storytelling and craft spaces.
- Provide express-check stations for enhanced customer convenience.
- Integrate customer service functions to develop a more effective public service desk.
- Provide additional computer stations in response to high demand for these resources.
- Provide an appropriately sized and equipped staff workroom that is organized to support effective and efficient work.

Space Use	Net Square Feet	Notes
Service Desk	450	3 staff stations (includes circulation)
Express Check	80	2 express check stations
Catalog Stations	200	5 catalog stations
Technology Support Station	80	1 staff station
Public Computer Stations	1,280	26 general purpose computers and 6 game computers
New Books and Topical Displays	205	12 single-face shelving sections and display fixtures
Book Collections	6,404	87,975 items
Periodical Collections	110	55 titles
Media Collections	1,262	21,054 items
Seating	3,080	28 casual seats and 84 study seats
Study Rooms	480	3 six-place study rooms
Emergent Literacy / Playscape Area	300	Puppet theater, castle, house, and manipulative learning toys
Special Features	120	Allowance for public art or other attraction
Storytelling Room	380	30 seats with space for the presenter and wireless computer lab capabilities
Craft Room	720	50 seats for participants
Store Room	400	Supplies to support both the storytelling and craft rooms
Staff Workroom	870	Dept Head office, 8 staff stations, work table, and shelving/cabinets/printer
Children's Restrooms/Nursing Area	180	2 single occupant and nursing room
<b>Total</b>	<b>16,601</b>	

## NEEDS ASSESSMENT

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

### CITY OF TROY IT SERVICES

- Continue to provide the space and needed for these important activities.

Space Use	Net Square Feet	Notes
Computer Instruction Lab	840	16 participant stations, instructor station, and storage cabinet
Staff Workroom	120	1 staff station, work table, and shelving/cabinets
<b>Total</b>	<b>960</b>	

### TECHNICAL SERVICES

- Provide the space, furnishings, and infrastructure needed for this critical support activity.
- Configure the space to allow effective workflow in processing all new acquisitions and materials requiring repair or re-cataloging.
- Maintain and improve the adjacency and workflow between Technical Services and the Receiving Area described in the Back-of-House section.

Space Use	Net Square Feet	Notes
Cataloging workroom / office	730	5 staff workstations, 1 intern workstation, 1 dept. head office, cart corral for 20 carts, 2 four-drawer files, and 1 LAN printer
Processing workroom	690	5 staff workstations, 1 mending station, and 1 media workstation, 1 receiving workstation, cart corral for 15 carts, and 1 LAN printer, 2 free-standing supply cabinets.
<b>Total</b>	<b>1,420</b>	

What follows are **observations** and **recommendations** for improving customer service and increasing operational efficiencies.

#### ADMINISTRATION, BUSINESS OFFICE, AND PROGRAMMING

- Maintain accessibility for customers.
- Create an efficient copy / supply / mail center to serve all staff.
- Provide work spaces to reflect reconfigured staff and responsibilities.

Space Use	Net Square Feet	Notes
Offices and workstations	840	Director's office, Administrative Assistant and outer office Special Services Coordinator, Business Manager and assistant's office, and Programming workstations (2)
Staff / Board Conference Room	280	8 place table with common amenities
Media Production / Mail / File Room	340	Staff copiers, laminator, paper cutter, and layout table, 6 four-drawer files, mail station and staff mail boxes,
Office Supply Room	130	8 sections industrial shelving and 2 cabinets
<b>Total</b>	<b>1,590</b>	

#### BACK-OF-HOUSE

- Create adjacencies between these services and functions to maximize effective operations.
- Provide security entry at the receiving room for deliveries and staff and at all staff workrooms.

Space Use	Net Square Feet	Notes
Data Distribution Closets	240	3 closets @ 80 square feet each
Staff Room and Coat/Locker Area	1,065	24 table seats, 10 comfortable chairs, 2 microwaves, 2 refrigerators, 3 vending machines, and ample storage
Staff Restrooms	400	allowance
Receiving	185	Exterior: Raised dock platform, dumpster and recycling bins, designated smoking area, Interior: Receiving room with two and four-wheel carts and space to accept large deliveries
Supply / Storage	750	Building supplies, equipment and furnishings parts, cleaning supplies, and seasonal decorations
Janitor's Closet	120	4 closets
<b>Total</b>	<b>2,760</b>	



## NEEDS ASSESSMENT

### SPACE REQUIREMENT SUMMARY

Functional Area	Net Square Feet	Unassigned Space	Gross Square Feet
Entry Area	2,160	308	2,468
Program Rooms / Art Gallery	7,020	1,002	8,022
Circulation Area	3,142	448	3,590
Café	1,500	214	1,714
Friends Gift Shop	700	100	800
Friends Book Shop	1,900	271	2,171
New Books / Display	568	81	649
Media Center	4,000	571	4,571
YA / Teen Services	2,585	369	2,954
Business Center	1,177	168	1,345
Technology Center	7,940	1,134	9,074
Adult Services	24,996	3,570	28,566
Youth Services	16,601	2,371	18,972
Outreach Services	320	45	365
City of Troy IT Services	960	137	1,097
Technical Services	1,420	203	1,623
Administration / Business / Programming	1,590	227	1,817
Back-of-House	2,760	394	3,154
<b>Subtotal</b>	<b>81,339</b>	<b>11,613</b>	<b>92,952</b>
Mechanical, electrical, and plumbing systems and chases; walls; general circulation(20% of Total Gross)	0	23,238	23,238
<b>Total</b>	<b>81,339</b>	<b>34,851</b>	<b>116,190</b>

Total unassigned space = 30% of gross

Unassigned space per functional area = 12.5 % of functional area gross

## COLLECTION PROJECTION SUMMARY

Collection	Actual Holdings October, 2007	Projected Holdings Program Outline	% INCREASE	% of Collection to Shelf	% of Collection To Shelf
<b>Adult Collections</b>					
Nonfiction, International	83,721	111,780	+ 33.5	85.81	95,918
Biography, Fiction, Genre, International, Large Print, Rental	41,371	58,564	+ 41.5	81.24	45,577
Reference	7,032	5,905	- 16.0	100.00	5,905
Business Reference	1,552	1,795	+ 15.6	100.00	1,795
Teen	6,759	8,872	+ 31.3	80.32	7,126
Media	35,841	56,805	+ 58.5	67.94	38,593
<b>Subtotal</b>	<b>176,276</b>	<b>243,721</b>	<b>+ 38.3</b>		<b>194,914</b>
<b>Youth Collections</b>					
Book	69,386	87,975	+ 26.8	72.79	64,037
Media	10,266	21,054	+ 105.1	59.91	12,613
<b>Subtotal</b>	<b>79,652</b>	<b>109,029</b>	<b>+ 36.9</b>		<b>76,650</b>
<b>Grand Total</b>	<b>255,928</b>	<b>352,750</b>	<b>+ 37.8</b>		<b>271,564</b>
<b>Periodicals</b>					
Adult	452 Titles	452 Titles		100	452 Titles
Youth	55 Titles	55 Titles		100	55 Titles
Professional Collection	30 Titles	30 Titles		100	30 Titles

## NEEDS ASSESSMENT

### SPATIAL RELATIONSHIP SUMMARY

The following core relationships are provided as a guide to their schematic location.

Building Area	Primary Relationship	Secondary Relationship
Entry Area	Program Rooms / Art Gallery Circulation Area	Café Friends Gift Shop
Program Rooms / Art Gallery	Entry Area	Café
Circulation Area	Entry Area	Youth Services New Books / Display Media Center
Café	Entry Area Program Rooms / Art Gallery	
Friends Gift Shop	Entry Area Program Rooms / Art Gallery	
Friends Book Shop		
New Books / Display	Circulation Area	
Media Center	Circulation Area	New Books / Display YA / Teen Services
YA / Teen Services	Circulation Area Technology Center	Media Center
Business Center	Adult Services	Technology Center
Technology Center	YA / Teen Services	Media Center
Adult Services	Business Center	YA / Teen Services
Youth Services	Circulation Area	Program Rooms / Art Gallery
Outreach Services	Back-of-House	Adult Services
City of Troy IT Services		
Technical Services	Back-of-House	Circulation Area
Administration / Accounting	Circulation Area	Back-of-House
Back-of-House	Technical Services Outreach Services	

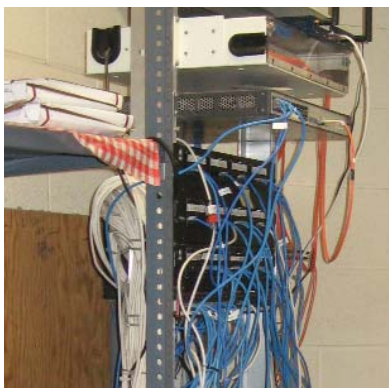


## SEATING AND PUBLIC TECHNOLOGY SUMMARY

	CUSTOMER SEATING			PUBLIC TECHNOLOGY STATIONS (INCLUDES CATALOG STATIONS)		
Functional Area	Existing	Space Needs	Building Program	Existing	Space Needs	Building Program
New Books				0		2
Media				0		2
Teen	21		30	5		16
Tech Center	0		0	52		146
Business Center	28		18	0		6
Adult	162		262	4		6
Children's	76		112	19		37
<b>Total</b>	<b>290</b>	<b>400</b>	<b>422</b>	<b>80</b>	<b>217</b>	<b>215</b>
Other						
City IT Lab	0		0	16		16

## **TECHNOLOGY NEEDS ASSESSMENT**

## TECHNOLOGY NEEDS ASSESSMENT



### CABLING INFRASTRUCTURE FOR VOICE, VIDEO, AND DATA

The cabling infrastructure will include all of the necessary cabling for the voice, video, and data network.

The **voice system** shall consist of 85 Category

6A, plenum rated, 4 pair, unshielded twisted pair (UTP) horizontal cable from the Telecommunications Room to each Administrative or Public area within the building. Additional multi-pair (25, 50, or 100 pair) Category 3 copper cable shall be installed from the Main Cross Connect/Equipment Room to each of the three Telecommunication Rooms.

The **data system** shall consist of 325 Category 6A, plenum rated, 4 pair, unshielded twisted pair horizontal (UTP) from the Telecommunication Room to each Administrative or Public area within the building. An additional 12 strand fiber optic backbone cable shall be installed from the Main Cross Connect/Equipment Room to each of the Telecommunication Rooms. Ethernet connections will be provided to accommodate the mechanical system. This will allow monitoring of building systems via the network.

The **video network** shall consist of 87 RG-6 plenum-rated coaxial cable installed from the Telecommunications Room to each Administrative or Patron area within the building. Additional coaxial backbone cable, RG-11 or 1/2" hardline plenum rated coaxial cable, shall be installed from the Main Cross Connect/Equipment Room to each Telecommunication Room.

The computer spaces will have data drops at each computer floor box. Administration areas will have two data and one phone at each outlet location, wireless access devices though out the building, and coaxial connections to each of the video displays or LCD locations. The computer learning lab will have a minimum of 24 data drops located in the area. Video projectors with audio systems will be included within labs, meeting rooms, conference rooms, and the community rooms.

### VIDEO DISTRIBUTION SYSTEM/AUDIO SYSTEM

The **Video Distribution System** includes all of the LCD, VCR/DVD, and video distribution head-end equipment with 10 cable channels, video projectors and sound reinforcement systems, bi-directional video amplifiers, and modulators. Additional items like video cameras, document cameras, remote video conferencing equipment, and mobile televisions on carts will also be included. Common spaces will have LCD units with local input. The screens will also act as an information bulletin board. Group study rooms will have local video inputs. The large meeting room supporting 250 seats, small meeting room supporting 50 seats, the two conference



rooms, and the two children's program rooms will have fixed video projectors with full audio systems in the spaces. The system will be controlled with a hard-wired control system in the space so remotes do not have to be used. Due to code requirement, assisted hearing must be provided in the large meeting room to accommodate the ADA requirements in a space holding more than 100 occupants.

#### **DIGITAL TELEPHONE SYSTEM**

The **Telephone System** will be an extension of the (city's) phone system. VOIP phones, receptionist console, and the voicemail system will be centralized at the (city's) location. Phones will be installed in all administration offices, staff rooms, and conferences rooms. Standard 10-button, digital display speakerphones will be provided for most administrative offices. The circulation desk and other service points will have 20-button phones installed. The reception area will have 20-button, digital display speakerphones with direct station select console. The plan will be to install a remote phone cabinet to support the library phones. This will allow the phone to continue to work if the connection between the city and the library is broken.

#### **BUILDING ACCESS/SECURITY SYSTEM**

The building will have a **security system** installed. Several doors will have access controls to allow staff to enter with the use of a card or other device. The Technology rooms will be locked with limited access. The security system will allow both the intercom and site to be monitored simultaneously in an emergency.

#### **COMPUTER NETWORK ELECTRONICS**

The **Computer Network Electronics** will include the network electronic switches in each Telecommunication Room and the Main Cross Connect/Equipment room. Each Telecommunication Room will have 24 powered switches and 48 port 10/100/1000 Ethernet switches installed. Every 96 ports shall have a Gigabit Ethernet connection to the Main Cross Connect/Equipment room. The Main Cross Connect/Equipment room will have an Ethernet core switch installed. The core switch will be either a chassis or stackable. The building will have 100 percent of the data connections active to allow the most flexibility in the building. The building will offer a filtering system, which will control public filtering based on age, as needed.

#### **COMPUTERS & PRINTERS**

Each full-time staff member will have a computer with a 17-inch flat screen monitor. In addition, there will be 165 public computers for public use. The computer lab/learning lab will have 24 connections, although the building program will only have 16-18 computers. There will be a high end copier/printer located in the work room that can be shared for high volume printing. The public areas will have network printers that will allow public printing. A print recover system will be installed to allow the library to recover the printing cost from patrons. There will be several local laser printers for staff members in each work space. In the Work Rooms there will be a large format plotter as well as a color/black and white printer.

## TECHNOLOGY NEEDS ASSESSMENT

### WIRELESS CONNECTIONS

The building will have **wireless connections** both inside the building as well as outside the building for Public/Staff use. The staff will also have wireless connections to all the staff resources. The staff must log into the wireless access points for authentication in order to get their necessary resources.

### FILE SERVERS/BACKUP

The **file servers** will be updated throughout the building. The project timeline is to assure the new servers are brought on line as needed. In addition, this will allow the equipment to be the most current when needed. The project will not only include the cost of the staff servers, but the ILS server. As networks are used more and more, it is essential to have a backup solution as part of the plan. This will also be included in the technology plan.

### RFID SYSTEM/SELF CHECK

The plan is to roll out a **RFID system** for the library to be done as part of the bond project. The manufacturer has not yet been determined. Before the final decision is made, an evaluation of the different manufacturers must be made.

### BUILDING PAGING – WHITE/PINK NOISE

The building will have a general overhead **paging system**. The system will have different zones within the building. As part of the design, the building will have a white/pink noise system. This system masks the ambient noise in the building.

### BOOK SECURITY SYSTEM AND GATES

The main entrances will have a **materials security system** installed to help deter collection theft. This system will be determined at the same time the RFID system is investigated.

### BOOK HANDLING SYSTEM

Based on the number of collections handled in the library, the plan would be to include a **book sorting system** to handle the general sorting. This is only a placeholder for cost. The system will need to be investigated to determine which manufacturer has the best fit. At this time, based on the number of volumes being processed, the system should be at a minimum a six bin sorting system.

### STAFF TRAINING

Due to all the new technology, phones, and equipment planned for the building, it is essential that training be a key component and a part of the plan. **Training** will be provided to all staff members for the use of the new equipment, as well as how to maintain the systems. To ensure the staff is familiar with the system, the training will be recorded. This will allow the staff members to refer to the training as needed at any time for convenience or further reference. The training will be based on all levels of expertise starting from the end user training or general training, working its way up to the local support staff supporting the network. The goal is to ensure all staff members have adequate training and will use the equipment and technology as tools to provide the best patron service for the library.

## **FACILITY ASSESSMENT – FUNCTIONAL ISSUES**



## FACILITY ASSESSMENT – FUNCTIONAL ISSUES

### LIBRARY PLANNING ISSUES

The purpose of this section is to identify areas of the existing library that support or inhibit the ability to deliver library services in an efficient and cost-effective manner. It has been our experience that building configurations can evolve into the “ways things are always done” approach and not necessarily reflect best practices. The Troy Library has not been immune to this condition. Review of the library has identified the following issues that impact the library experience.



### BUILDING ENTRY

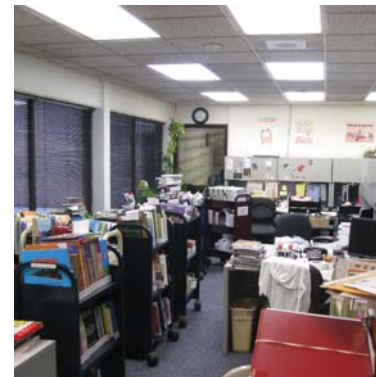
Of first concern is the location of the circulation desk. Although clearly visible upon entry, it is in the wrong place. The preferred placement is on the right side of the lobby when exiting, out of the line of traffic. Such an arrangement will eliminate

the current exiting issues. The existing situation is problematic because people using the youth area, friends book sale, café, or rest rooms must pass through the line instead of by-passing. This is particularly dysfunctional after a large community event. Access to the adult collection and Administrative Office are not affected by the current configuration.

Access to the café is a concern. The café does not have a separate entrance that can be operated independently; this compromises the library. Opening the building to the public before scheduled library opening hours creates an undue burden on library operations.

The Friends Gift Shop is in a different situation. It actually benefits from the placement of the queuing line. People standing in line are positioned directly adjacent to display cases, which encourages spontaneous purchases.

***The lobby in general presents a poor first impression.*** It is cluttered with overflow book carts from the circulation workroom and boxes of used books for the Friends Book Shop. The storage for the Friends Book Shop is not only unsightly, but also a fire and safety issue. It is ill-advised to store flammable materials in the means of fire egress, particularly in vestibules.



### GENERAL STAFF AREA ISSUES

The library's mission is to deliver quality library service and properly designed staff work spaces are essential to that purpose.

Poorly organized, unpleasant, and inefficient staff work environments

absorb financial resources that should benefit the public. ***The staff work areas in the Troy Library are substandard.*** It is remarkable that such high volume use and quality programming can be provided with these facilities.

The following observations highlight deficiencies common to all staff work areas in the library. Staff areas are undersized and have physical environments that inhibit flexible plan layouts and efficient work flow. Individual staff work stations are too small, particularly in the circulation and technical services area which process massive amounts of materials. Due to space constraints, materials are moved multiple times, which increases the cost per item to handle. There is a lack of cart storage, counter space, general storage, and volunteer work areas.

***Security is highly compromised in the majority of staff areas*** because there is no distinct separation from the public. Because the elevator to access the Friends Book Shop area is located within staff areas, the public is allowed to enter, which compromises staff's safety. Compounding the issue is the lack of visibility between staff areas and closed offices. It is possible for an intruder to access staff areas undetected.

In almost all instances the size of the ***individual workstations are inadequate for the task.*** Many staff members have advanced degrees and high level skills, but are required to work in closet-size spaces incompatible to their work requirements. There are also issues with acoustical performance and privacy. Some tasks in the library are very detail oriented and require "quiet, study-like" spaces.

Privacy between offices protects human resources needs and patron confidentiality.



#### **CIRCULATION SERVICES**

The circulation work room is located directly behind the circulation desk. The work room is poorly situated because the circulation desk is located in the center of the building and remote from materials return and technical service. Good library planning incorporates

the materials return function directly into the circulation work room to minimize material handling. The ***current situation creates additional work***, requiring them to move material through the lobby from the remote location.

The circulation work room has good proximity to the circulation desk, but the configuration of the space is inefficient. Two conditions, the triangular shape and three entrances and exits, are the cause. The multiple entrances generate excess internal circulation and the room shape restricts efficient space use. Two entrances which have direct public access do not clearly define public from staff spaces, which can compromise staff security. The present location of this work area also precludes exterior windows and accessibility to natural light.

## FACILITY ASSESSMENT – FUNCTIONAL ISSUES



### FRIENDS' FACILITY

The *Friends Gift Shop and Book Shop* plays a vital role in bringing the cultural arts to the community. The store and book sales generate a significant amount of revenue that supports library programs, but both are located in woefully inadequate spaces.

The store has adequate visibility, but the book sales area does not.

Each day the Friends Store has to be set up and taken down, consuming valuable volunteer time. The store needs high visibility and convenient opening and closing operations. The book store's location in the basement is a material handling nightmare. Materials are collected in the lobby, sorted and delivered via elevator to the basement, the epitome of inefficiency. The book sale area lacks storage and proper display space. It is not a comfortable retail environment. This area also represents a safety issue to the volunteers due to its lack of visibility and remoteness.

### MATERIAL RETURNS

After-hours material return slots empty material into the conference room off the lobby. This location is remote from the circulation work room and requires staff to move materials through

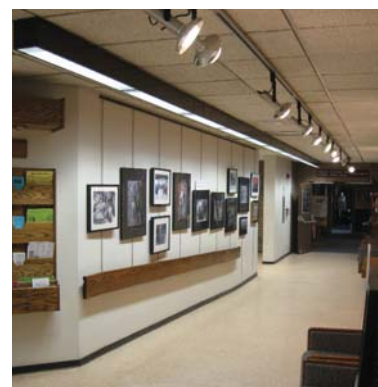


the lobby. There are also fire safety and security concerns that need to be addressed. Book return slots should be located in a fire-rated area to protect the building against vandalism. The existing situation poses a health and safety concern and is inefficient for material handling.

### CAFÉ

The café provides a valuable service to library users as a refreshment station, social gathering center, and supplemental study space.

*The café is in an excellent location at the midpoint* of the building and is easily accessible from the lobby. It was observed that due to its location, the café does function as surge space before and after programs. The lack of direct exterior access, allowing separate hours of operation from that of the library, is a difficult problem.



### CULTURAL DISPLAY SPACE

The configuration of the building does have one positive effect. The multiple floor levels and entrances have increased the amount for floor area dedicated to circulation, creating ample amount of wall space for art displays. The *displays are nicely positioned, very*

*accessible for viewing*, and are points of interest for the community. In an expanded facility, additional display cases and lighting enhancements should be provided.





### RECEIVING

The original site and building was designed to receive shipments via step van and semi trucks. The current receiving dock is in **need of repair** and due to changes in recycling practices, does not accommodate the library's current needs.

Receiving facilities within the library are inadequate. It is common practice for materials to be staged in the vestibule and corridor system, creating safety concerns. There is inadequate space to receive and hold materials in a secure environment prior to process. This is particularly acute for computer equipment. Inter-library loan delivery, a well used service, lacks proper staging, receiving, and a processing area.



### YOUTH SERVICES

Youth Services is critical to developing and inspiring the community's youth, but the current area presents many challenges towards supporting this goal. The quality of the existing youth environment is lacking in aesthetics and

acoustical performance. ***The youth area, well used over the years, is outdated by today's standards.*** The space lacks a culturally-relevant environment that is age appropriate and fulfills recreational and study needs for different age groups.



Interior architectural design features present several limitations that will need to be addressed. The acoustical performance of the space is poor, creating a loud and disruptive study environment. The long narrow configuration of the space limits flexibility and results in areas that cannot

be supervised easily. On the east side of the area, remnants of the original building entrance causes planning inefficiency and child security issues. The vestibule takes up valuable floor area, generates additional internal circulation, and provides easy access for persons with criminal intentions.

Programming and story-time spaces are highly utilized and showing the effects of usage. The operable wall that separates the two rooms is essentially nonfunctional. Clerestory windows, which provide natural light, are not equipped with room darkening devices. The configuration of the rooms, their size, and lack of storage make this facility inadequate to meet future needs.

## FACILITY ASSESSMENT – FUNCTIONAL ISSUES

Youth Services staff areas suffer the issues identified earlier in this section; lack of space, lack of proper workstations, inefficient work environment, acoustical issues, and an overall challenging aesthetic atmosphere.



### TECHNICAL SERVICES

The Technical Services location near receiving is desirable, but it has a poor relationship to the circulation workroom. Each area has different functions, but an adjacency allows for shared amenities which improve operational

efficiencies. Technical Services currently has adequate natural light and an appropriately quiet environment. However, the irregular configuration of the room and inadequacy in size make this an inefficient work area. In addition to undersized workstations and shortage of workspace, basic amenities such as counter space for material handling and repair, and a sink are missing.

This is one of two areas in the building that is the most vulnerable security-wise due to the lack of clear separation from the public. It would be quite easy for someone to access this area unnoticed and compromise staff security.

### ADMINISTRATION AREA

The administration area consists of the director's office, administrative assistant, and other office spaces. It is in a good location. It has convenient access from the lobby and an appropriate level of accessibility to the public. Placement of some office space on the exterior wall provides natural light into these spaces, but precludes it reaching the interior work area.

The administration area is the executive component of a library and should project a more corporate image. The existing administrative area lacks an appropriate image, waiting area, reception area, supporting work space, and confidential filing space. As a result, the office space appears cluttered, over-crowded, and inconsistent with the image of a major municipal library. Additionally, the Friends materials stored in the lobby create a poor first impression and backdrop from within the office.

### ADULT SERVICES AREA

The staff area for the adult area is undersized and overcrowded. The irregular shape of the room makes efficient space planning and workflow difficult. Location on an exterior wall does provide an adequate amount of natural light.



### ADULT SERVICES AND COMPUTER LAB

The magazines are located in the far corner of the adult collections. The space allocated for this collection is inadequate in size and does not provide the proper variety of seats typically provided in current library designs. The space does have a character that is consistent with casual reading and study.

There are three separate service desks located within approximately 60' of each other. This is an unusually high number of service points for a collection of this size and results in an unnecessary increase in operational costs.

The arrangement of shelving and seating in the adult area results in a large number of spaces that cannot be properly supervised. Seating areas located around the perimeter of the building provide excellent views to the outdoors but become hidden from view.

The tall shelving located around the perimeter of the building in the lower ceiling areas is nonconforming to current fire codes. Current fire codes require a minimum of 18" from the top of shelving to the ceiling in locations where a fire suppression system is required. The current condition has a clearance of 13" to 14", which will need to be corrected in an expansion.

The business collection has excellent visibility and adequate space dedicated to this function. The overall impression of adult collection is one of being overcrowded and disorganized. The quantity of materials has forced the library into compressing shelving and seating areas into configurations that are too tight and lack an appropriate feel and character.





## **FACILITY ASSESSMENT – BUILDING COMPONENTS**

## FACILITY ASSESSMENT – BUILDING COMPONENTS

The current Troy Public Library building was constructed in 1969 – 1970 and is located on the municipal city campus. An addition to the library in 1983 more than doubled the size of the library. Smaller renovations within the library added office space as needed. These additions comprised the original plan and have created operational problems within the library. The library is approximately 48,400 square feet on two levels.

The general appearance of the building indicates it has been well maintained with some exceptions as noted later in this report. The building has been updated in some locations. The toilet rooms, for example, have been renovated. Other areas that have not undergone renovation have a “dated” and “tired” appearance.

### SITE

The identity of the library is weak from a visibility and building recognition standpoint. The identity problem is mostly derived from the library’s location within the Civic Center Campus, low building profile, and landscaping.

Pedestrian circulation is connected to the Civic Center Campus primarily from the west. Pedestrian access to the library is limited from Civic Center Drive due to grade change. There is limited area at the main entrance for pedestrian use. Space is used primarily for circulation with minimal seating opportunities.

The ‘Peace Garden’ is adjacent to the library building; however, access is so limited from the building that it does not feel like part of the library. No outdoor pedestrian spaces are immediately accessible from library building for patron use.



Site vehicular circulation access is from interior campus roads only. There is no clear route to the building entrance (or book return); access is through the parking lot drive aisles. ***The existing site configuration precludes providing a drive-up book return.***



The parking lot configuration limits the number of parking spaces located within close proximity to the building entrance because the site narrows near the entrance, creating a “wedge shape” or restricted layout. ‘Overflow’ parking south of the library is not clearly identifiable and is a long walking distance from the building entrance. ***The parking lot location and layout detracts from clear identification of the building entrance.*** The parking lot design and configuration creates excessive pedestrian and vehicular conflicts.



Primarily, the landscape consists of lawn areas with many species of trees ranging from small to mature. The trees and lawn create a 'park-like' setting for the library and overall civic campus. **Views to the building are limited by the placement** of several trees, as well as grade change

from Civic Center Drive to the parking lot. Due to the parking and service area configurations, green space is minimal adjacent to the building where people enter and exit the building. The service area and receiving dock is not properly screened and creates a poor image.

Site furnishings such as benches, trash receptacles, and bike racks are worn and antiqued. Outdoor seating is limited to a few scattered benches.

Site lighting is provided by a design based on the city center overall approach. This approach provides excellent illumination of the roadway, but inadequate light levels for the library parking lot and walkway system. All light fixtures are in need of upgrading to improve performance and appearance.



The exterior receiving area is in generally poor condition due to vehicle damage to vertical surfaces over the years of use. This damage has allowed water infiltration into the masonry finishes, with freeze and thaw cycles causing deterioration to the walls. The exterior mechanical yard has a loose

stone base and there does not appear to be adequate yard drains to remove ground water. This could be creating some of the problems in the receiving area and contributing to the water infiltration problem in the lower level exterior stairwell. Additional comments are included later in the report.

## STRUCTURAL

The main floor is constructed using spread footing and concrete slab on grade. The drawings indicate the concrete slab has perimeter insulation installed at both the original building and additions. There is an approximate 1,300-square-foot basement area that uses hollow core precast plank with concrete topping for the first floor construction.



## FACILITY ASSESSMENT – BUILDING COMPONENTS

The roof structure is steel joist and metal deck framing on masonry bearing walls. All of these structural elements appear to be in good condition and no problems were reported. Precast decorative panel supported by steel angle frames are used to screen the rooftop mechanical units. The angle frames, though rusting, are in good condition, but will require preventative maintenance. The existing building foundations and structural steel is not designed for vertical expansion.

### BUILDING ENVELOPE

The original building is constructed using non-insulated masonry cavity walls and non-insulated precast concrete. The addition uses an insulated cavity wall construction and interior insulated pre-cast concrete wall construction.

The non-insulated cavity wall will be problematic in a renovated project. The humidity levels required in a library will create mildew in the interior of the wall.

Two other areas of concern were noted in the masonry construction. There is moderate to severe corrosion to the steel lintels supporting the face brick over the windows in the original building. This is likely the result of water infiltration at the roof base flashing into the cavity wall along the perimeter walls, and the lack of flashing installed above the lintels.



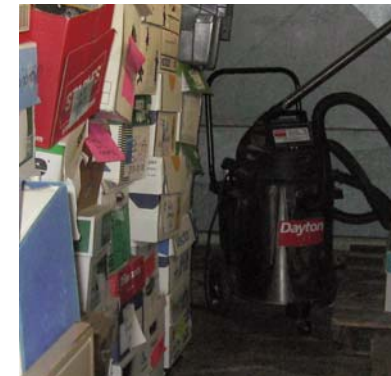
The second concern is at the projecting masonry wall of the original building. These projections are constructed with face brick caps where the joint has allowed water to infiltrate to the interior. This has resulted in efflorescence (leaching of natural salts contained

in the face bricks) to appear on the interior of the building.

Although the efflorescence is an appearance issue, the continued infiltration of water will result in eventual deterioration of the wall. The masonry projections used for the addition utilized a concrete cap to lessen the number of joints and possibility of water infiltration.

There is a serious problem with water entering the building at the lower level from the exterior stairwell. The library has to use pallets to elevate material stored in the adjacent storage room to prevent water damage. This area is also used as an areaway for air intake for the mechanical system.

This areaway is approximately four feet by ten feet and drained by a single floor drain. Because of the areaway being used for both



the mechanical system and as an exit way, solutions to correct the problem are very limited. Both the manner in which this area is drained, and the amount of water that is allowed to enter the area, is contributing to the problem.

Joint sealant appears to be in reasonably good condition with less than five percent indicating adhesion or deterioration problems. The masonry mortar joints are showing some cracking, indicating the need of some masonry restoration. Minimal cracked bricks were noted.

The windows in the original building are generally single glazed in aluminum frame, except where upgrades or remodeling occurred. The windows in the addition are insulated double panes in aluminum framing. The windows use an adjustable horizontal blind to control sunlight. A number of perimeter sloped skylights are used on both the original building and the addition. The original building uses a butt glass installation and the addition uses an aluminum framed system. Caulking of the butt joint glass system has recently been repaired. There are eight large domed skylights used in the adult service area of the addition. The owner did not report any leaks or problems with these skylights.

Automatic entrance doors exist at the main library entrance. The doors appear to be operating properly and repel if an obstruction is encountered. The entrance “feels” somewhat awkward due to the alignment of the wall and the door at a forty-five degree angle. The door opening does not allow patrons to enter and exit at the same time. A manual single door opening is adjacent to the automatic doors.

The roof, base flashing, and metal flashing were reported to have been replaced four years ago. The replacement roof is a coal tar roof system.

Horizontal finned aluminum louvers are used for the ventilation system and located in the exterior stairwell to the lower level. The louvers appear in good shape; however, they are located close to the bottom of the areaway floor and contribute to the water infiltration problem to the lower level.

## **INTERIOR**

The interior stairs to the lower lever are constructed such that would not conform to current design standards. The handrails do not meet existing code, as they do not extend beyond the last riser. A ramp that meets code is located adjacent to the stairs leading to the adult service area.

## **INTERIOR FINISHES**

### ***Adult Services***

The majority of the ceiling consists of two-by-four lay-in acoustic tiles. The tile and grid are in good condition; however, they are dirty from age, especially adjacent to air diffusers. The central area of the adult service ceiling is acoustical plaster and is in generally good condition. However, due to the comments of acoustical concerns, it is assumed that the ceiling has been painted with material that has degraded the performance. Walls are face brick and drywall and in generally good condition. There are locations where minor effervescence is apparent. The floors are carpeted and showing wear conditions in traffic areas, particularly at adult services. The space lacks “freshness” and does not create an interesting environment.

## FACILITY ASSESSMENT – BUILDING COMPONENTS

### Youth Area

The majority of the ceiling area is acoustical plaster and again, based on comment of acoustical concerns, it is assumed the ceiling has been painted with material that has degraded the performance. Walls are face brick and drywall and in average condition with the effervescence discussed elsewhere in this report more prevalent. The floor utilizes the same carpet as the adult services area, except there are “rugs” used to create the youth “sensation.” The adjacent Craft and Story rooms are lay-in ceilings. The movable partition that separates the two program rooms is in poor operating condition and will require replacement. The space lacks “freshness” and does not create a stimulating environment.

### Staff and Office Areas

Ceilings are lay-in acoustical tile and generally in good condition. Walls are drywall and in generally good condition. Floors use the same carpet as the adult services and youth area.

### Toilet Rooms

As indicated earlier in this report, the toilet room finishes have been completely refurbished to “freshen” the appearance.

## CODE ISSUES

Codes used in assessing this building are based on the 2003 Michigan Building Code incorporating 2003 IBC and ANSI A117.1 1998 for accessibility. Both of the codes are expected to be revised in spring of 2008. Changes to the codes may affect other items in the library that we are not aware of until codes are published. The library building would fall under the “grandfather” provision - “Existing Conditions.” We have based our comments as if the building were to be updated to meet current code requirements.

Current construction classification is IIB. This construction classification is a type using noncombustible materials and is appropriate for expansion.

Libraries fall into Use Group A-3. Current code requires that buildings of Use Group A-3 with an occupancy load of over 300 be fully sprinklered. The original building does not have a fire protection system, but the later addition is fully sprinklered. The separation between sprinklered and nonsprinklered areas should be separated with a fire-rated wall and door. One area of the building has a wall that meets the required separation. The door is equipped with a label stating it was built to fire rated requirements, but that because of size, it does not have the required fire label. ***Any renovation or expansion of library would require the entire building to be sprinklered.***

The adult services area ***does not have proper space between the tall shelving and the ceiling*** around the perimeter of the building based on current fire codes.

The emergency exit stair from the basement exits into the mechanical equipment area near receiving. There is no emergency exit from this area. This is a code violation.

Not all storage rooms have rated walls or doors as required by code. Areas in nonsprinklered areas would be of primary concern.

***None of the toilet rooms within the Library meet current accessibility requirements.*** The public toilet rooms adjacent to the main circulation desk appear to have sufficient space within to alter them to current requirements. However, renovation would require



the loss of one fixture in both the men's and women's rooms. The staff toilet rooms lack sufficient space to be remodeled to meet accessibility requirements. Toilet rooms at the youth area may have sufficient space to remodel and make accessible, but this would require changes to the entrances. They lack the required clearances at the latch side of the doors. The loss of one fixture in both rooms would also be necessary. A plumbing fixture count was not reviewed.

The library has an adequate number of sinks, urinals, and water closets based on current code requirements. Any expansion of the library would require additional toilet rooms.

Drinking fountains protrude into the walking spaces more than the allowed 4 inches.

***Many doors within the library lack the required clearances on*** either the push or pull side of the doors. In some instances, it is possible to relocate furniture to provide the necessary clearances. In the youth area, doors to the Craft Room and program room would require cutting back shelving units on the latch side of the door to provide the required clearances. Other doors within the library would require re-working entrances and changing walls to provide required maneuvering clearances at swinging doors.

The rear vestibule at the staff area does not have the required distance between doors.

***The clear maneuvering areas at doors for exiting do not meet current codes for accessibility.*** This is primarily in the staff areas where offices and corridors have been added.

The glass adjacent to the doors requires safety glass within 18 inches of the floor, and where walking surfaces are within 36 inches horizontally of the plan of the glazing. While safety glass is provided in the doors, it does not appear to be in the glass adjacent to the doors.

The ***elevator does not meet current accessibility*** requirements because of its size.

The ramp to Adult Services is carpeted and the carpet does not meet the required slip resistance for ramps.

***Books and other combustible materials are stored in exit access corridors, which is a code violation.***

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Guardrails are required where stairs are located 30 inches or more above the floor below. The existing stairs have required handrails, but not guardrails. This is a code violation.

Audible and visual fire alarms are now required by code. Both appear to be lacking in the library.

The book return is in the lobby. Code requires that the book return should be enclosed in a one hour fire-rated room.

## **MECHANICAL**

HVAC in the original building is provided by a multi-zone air handler installed in the lower level. The air handler uses hot water coils for heating and chilled water coils for cooling. Hot water is provided by a natural gas-fired boiler installed in the lower level, and chilled water is provided by an air-cooled chiller installed outside.

## FACILITY ASSESSMENT – BUILDING COMPONENTS

***Humidification was not provided for this system.*** The air handler, boiler, chiller, and most of the piping was replaced in 2005.

HVAC for the addition is provided by rooftop units with DX cooling and natural gas heating. Steam humidifiers were provided with these systems. All of the ***original rooftop units have been replaced over the last six years and are in good condition.***

Several small cooling units have been installed to provide additional cooling in specific areas. Both ducted furnaces with remote condensers and unducted units with remote condensers have been used.

Toilet rooms include automatic flush valves, sensor-operated faucets, and wall-hung water closets. The Toilet Rooms have been completely remodeled, including new fixtures, over the last year.

The addition is fully fire-suppressed using wet sprinklers. The original building is not sprinklered.

The mechanical systems appear to be well maintained and have been upgraded as older equipment wore out. The systems are maintaining acceptable levels of comfort in the library; however, they are not designed for expansion and would need to be supplemented to service additional space.

### ELECTRICAL

The main electrical service for the original building is in the lower level of the building on the southeast side. This ***equipment is 30+ years old and has limited capacity for renovation or expansion.***

The electrical service equipment for the addition is also on the lower level of the building, north of the original equipment. It is located on an outside wall, but the room is not suitable for additional equipment. It backfeeds the original library's electrical service.

The general power throughout both footprints is distributed to specific lighting and power panels. Lighting is controlled by operating the local breakers in these panels, not by conventional wall switches or motion sensors.

The ***fire alarm system has been utilized to its maximum capacity*** and is not suitable for an upgrade to provide audio and visual alarms as required by today's standards. The existing building has audio (horns) only. It was also noted that the beam detectors in the stack area are not operating.

The facility has been updated with T8 electronic ballast for linear fluorescent and compact fluorescent lighting, replacing all incandescent lamps. The older section has foot candle readings in the 30 fc range while the newer section has 50 fc at the desks and 20-30 fc at the skylight areas. These ***values are within the acceptable range for library usage.***

The library is on a primary electrical service rate, which is controlled and monitored thru a "Building Management System" (BMS). The utility bill is prorated monthly.

***The site needs upgraded lighting.*** The parking lot has common parking with the other facilities, and patrons that park farther away from the building need additional lighting.

## TECHNOLOGY

Existing technology closets are located within a storage room/electrical closet. There are several concerns with this arrangement: the equipment is not protected in the space; the data racks are not grounded properly; power is not dedicated in the closets; and the space is shared with power panels which may be causing EMI across the data system. The space is not cooled, therefore, heat builds up in the room. ***This reduces the lifetime of the equipment.*** The file server is located within an office cubicle, sitting on the floor. This causes dust and debris to be pulled into the system. The system is not in a secure location. The building needs to have a main server room which will allow the servers, network, phone system, and video systems to be in a controlled environment. When new computers are being installed, the IT staff does not have a location for staging the systems before they are installed.

***There are several code concerns relating to the existing technology cabling.*** The existing voice and data cabling penetration are not fire-stopped, which violates code requirements for fire-rated wall construction. The existing cabling is not supported above the ceilings. Cable must be supported every five feet in accordance with the national electrical code. The above ceilings have existing old cabling. According to the national electrical code, all unused cables must be removed from the ceiling spaces unless it is tagged at both ends and identified for future use. Old cabling is considered to be a fuel source in the above ceiling space and must be removed. The existing phone system is a city-wide system which is in good condition. The library may want to add a remote node to assure if the connection or system has a failure between the library and the city, it will provide the library with a working system.

Computer lab locations are configured via wireless. It would be our recommendation to ***hardwire the labs to provide the most bandwidth possible.*** The building does have wireless, but it is totally open. It would be our recommendation to secure the wireless network.

Printing is done at the reference desk and circulation desk. Currently, the patron must go to the desk to pay for the print job, and then the staff will provide the sent print job. It would be our recommendation to look at a print management system, which is self supported to recover printing costs.

Updating of equipment should be considered. The meeting rooms have older video/audio equipment. It is an option to upgrade to allow more functions and better quality of sound. The network switches are out-of-date and do not provide the capabilities of creating different V-Lans. Computers/printers are in need of an upgrade within the timing of the project. It was requested by the staff to have the capability to be mobile and support the patrons. The mobile request was for phones, computers, or tablets to help support the patrons in the stacks area.



## **OPTIONS**

## OPTIONS

### INTRODUCTION

Design options range from minimal disruption of the existing library to creating a replacement library. The option that precluded demolition of any portion of the library appeared unrealistic for three significant reasons:

- Expansion of the building to the east would require relocation of the existing boulevard.
- The east half of the library is inefficient and reuse would exaggerate this condition throughout the whole project. The results would be a long-term increase in operational costs.
- Utilization of the existing east half of the library would increase the gross building area needed for meeting the library space needs.

Essential consideration in the expansion and renovation to an existing library is ***maintaining quality library service, the community's well being, and library staff's health and safety.***

Projects involving multiple construction phases and numerous staff relocations create undue hardship on everyone. The team's strong recommendation based on experience was to develop options predicated on ***optimizing the community's well being and library staff's health and safety.***

The goal of quality of library design and building infrastructure are consistent for all three options. If concerns about library performance or building infrastructure did develop, it will be noted. All three options require that at least 60,000 square feet of the library to be located in new library space that is three floors in height. This amount does vary with Option A, providing the least new floor area and Option C the most.

OPTION A

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Option A





## OPTION A

***Option A attempts to retain as much of the existing building as is reasonable.*** The portion of the building to be removed is everything east of the corridor that leads to the youth room. This area contains: meeting room, café, Friends Store, staff work areas, shipping and receiving, rest rooms, and basement. The premise behind this approach is to make the existing youth area more functional by expanding eastward, thus creating a larger, more correctly portioned library space. The current adult collection area would be renovated and new library space would be constructed to the east. This new space would be approximately 60,000 square feet distributed between three floors.

Unfortunately, the portion of the library that requires demolition contains the essential library services and building infrastructure. ***Therefore, relocating the library to a temporary location for the duration of construction is recommended.***

From a library planning design and operational perspective, this approach retains the most significant ***negative aspect of the existing building-three different floor elevations.*** This single element would create planning and architectural design issues that would telegraph throughout all aspects of the new library. The exact nature and cost implications will involve more detailed analysis.

In terms of site development, ***this is the least user-friendly of all three options*** because it requires all parking be consolidated north of the library. The consequence is that a significant amount of parking is located greater walking distances from the main entrance, which was a concern identified during the focus groups. A portion

of existing parking south of the library, near City Hall, would be removed, displacing valuable parking.

Another significant disadvantage of this option is relocation to temporary space; requiring additional cost for leasing space, lease space improvements, and two moves of the library. The amount of temporary space leased would be dependent on availability and the cost for improvements would vary by location. Due to weight, tall library shelving typically cannot be located on standard office space above ground floor level.

### **Advantages of Option A include:**

Retaining the majority of the existing building  
Removing residents and staff from construction zones  
Relocation for efficient execution of construction  
Maintaining library as back drop for Peace Garden  
Ease of locating affordable lease space in current economy

### **Disadvantages of Option A include:**

Moving the library twice  
Facing challenges posed regarding multiple floor elevations  
Planning and operational shortcoming due to existing conditions  
Reducing parking spaces near city hall  
Moving larger quantity parking farther from entrance  
Affording leasing space  
Affording improvements for lease space  
Spending time locating lease space  
Losing a potential two years of some library services  
Removing library from City Center for two years  
Retaining portion of existing building that requires exterior corrections

OPTION B

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Option B



## OPTION B

The premise of **Option B is to salvage only the best part of the building** most suited for addressing library needs and expand the existing facilities. The existing adult services area is quality library space that can be effectively reutilized, most likely as a youth library due to size, scale, and location. By retaining this section of the **building the limitations associated with three different floor elevations are eliminated.**

This approach allows the library to remain in place and retain full operations. First, the new construction would be executed in the current parking lot, with the main entrance closed. New parking would be constructed and the west library entrance would remain open. There would be some expenditures for temporary sidewalks, temporary construction separations, and temporary fire exits in selected locations.

In Option B, the library moves north into the existing parking lot, creating additional parking south of the building, near City Hall. This building configuration provides entrances on the south, west, and east building facades without compromising library security. This approach enables relocation and consolidation of parking which benefits all elements of the Civic Center Complex. Though the parking lot expands parking to 430 cars, **no parking space will be farther away from an entrance than in the current configuration.** Once the youth library is removed, the Peace Garden will need some consideration.

One of the primary benefits of this option is the existing library can remain in place with no loss in library services. There is only one move for the majority of library functions, but two moves for the youth library. It does require demolishing 50% of the existing building, but enhances Civic Center Complex parking distribution.

### **Advantages of Option B include:**

- Operating existing library without interruption
- Distributing parking effectively
- Leasing space is not necessary
- Improving temporary lease space is not necessary
- Retaining best part of existing library
- Effectively integrating existing library into the expansion
- Relocating majority of library space in a single move
- Limiting unforeseen existing conditions by utilizing most adaptable portion of existing building
- Eliminating portion of building requiring exterior wall corrections

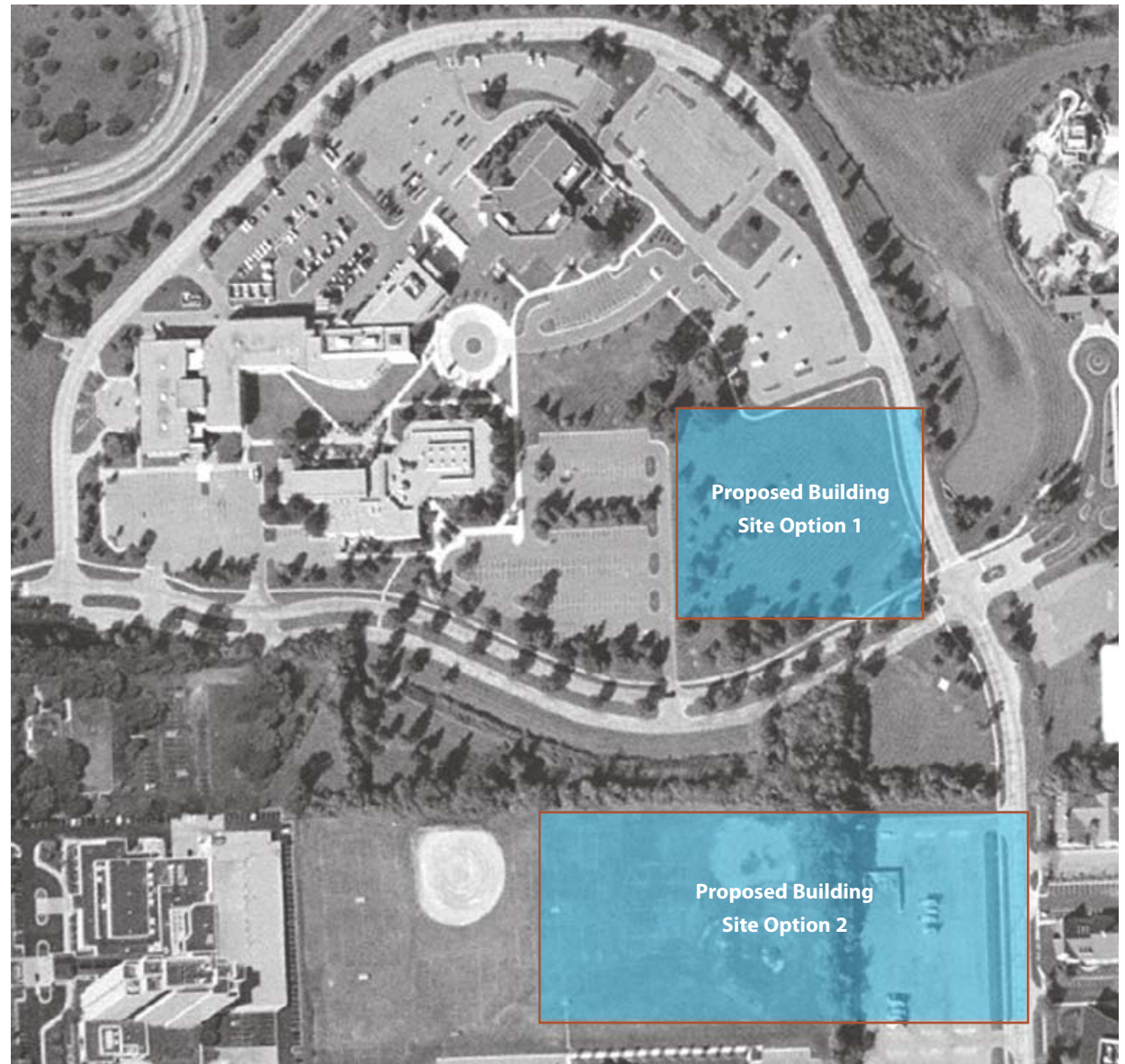
### **Disadvantages of Option B include:**

- Demolishing 50% of the building
- Budgeting for some phasing and temporary construction costs
- Facing design restrictions due to existing conditions
- Increasing walking distances for library users during construction



OPTION C

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### OPTION C

Option C proposes a replacement library located on city property between the Civic Center Complex and the Community Center. The relocation of playfields, which was a concern raised in the focus group, would need to be addressed and is not a part of this study. Placement of the new library would require that it retains its own identity, and not detract from the Community Center.

A replacement library, since not impacted by existing conditions, will be more efficient to plan, **requiring less square feet of building** to accomplish same library program. Experience shows a reduction of 3% to 5% in square feet of building. For the purposes of the study, a 4% reduction in space was used, or approximately 5,000 fewer square feet. The construction contingency can be reduced by 1% without having to utilize portions of the existing building.

In Option C, the existing library remains in operation, services continue as usual, and library users avoid the construction site. There would be only one library move. There would be no temporary lease improvements, no lease costs and no phasing costs. There is a higher percentage of new construction, which is more costly than renovation.

A consequence of this approach is that the **existing library will be vacated**. If there are unmet space needs within city facilities, this could be an asset. Retaining the existing building will increase operational costs for the city and relocation of playfields will require land and capital improvements.

### Advantages of Option C include:

- Limiting library users and staff's exposure to construction site
- Precluding temporary facilities and phasing costs
- Requiring less square feet of building
- Providing best opportunities for library planning and design
- Providing best opportunity for effective site design
- Reducing parking impact within the Civi Center Complex
- Providing greatest opportunity for new identity
- Retaining the existing library for other purposes

### Disadvantages of Option C include:

- Requiring additional property and cost for playfield relocation
- Dissipating use for existing building
- Maintaining existing building costs
- Facilitating adaptive reuse of existing building at additional cost

## SCHEDULE

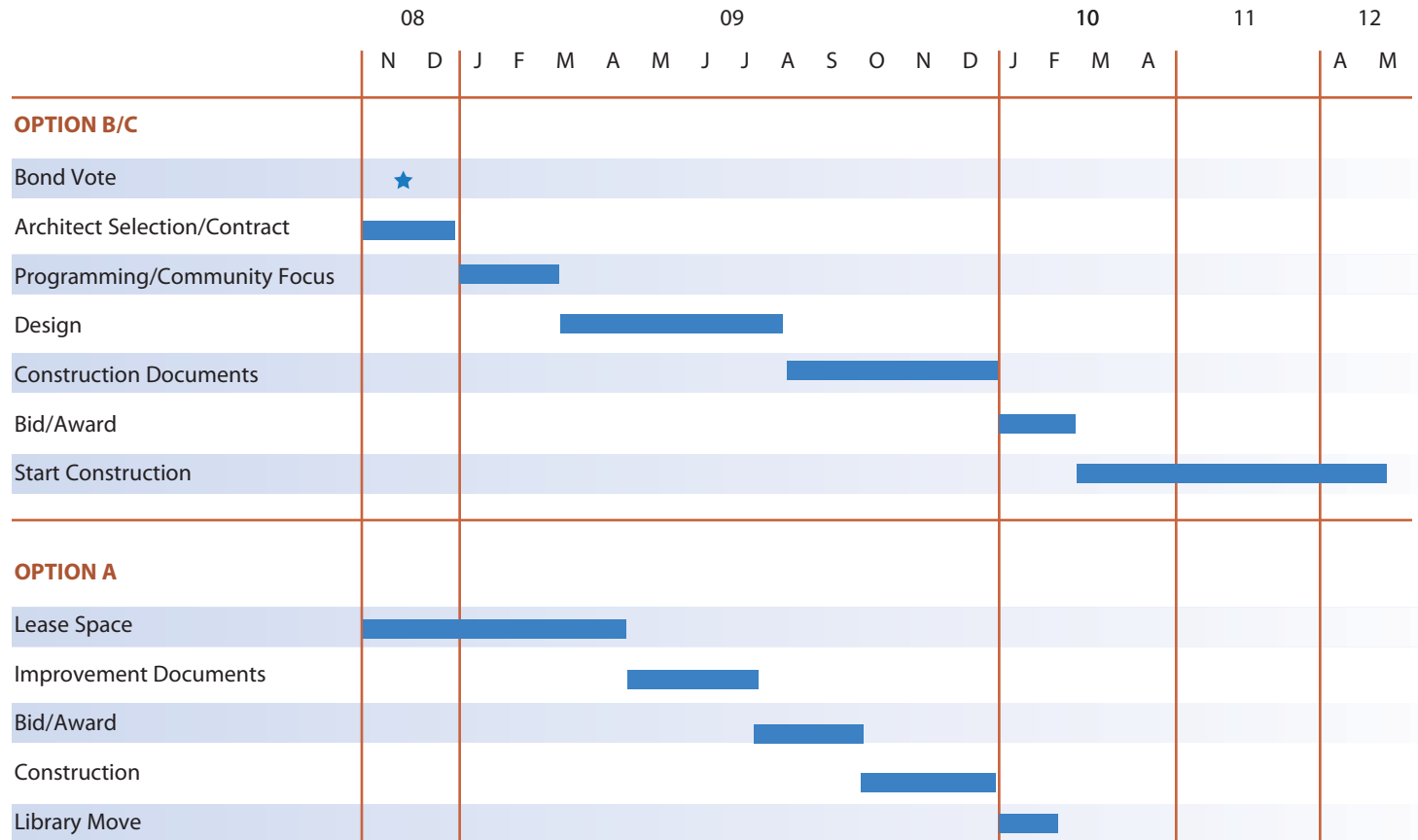


## SCHEDULE

The schedule outlined is conservative and should establish the longest duration that could be expected. Key determinates are: a successful bond vote in November of 2008; architect's selection to be completed by January 2009; construction bids by January 2010; and construction start by spring 2010. It has been our experience that a bid process starting in January offers the most competitive climate and allows preferred construction start sequence. The schedule reflects a traditional design and construction process. The construction delivery method of either general contractor or construction manager does not effect the construction duration.

In discussions with focus groups, library staff, and city representatives, ***it is apparent that the community wants a voice. Therefore, we suggest an extended programming period to accommodate additional community input.*** The Troy Library has the potential to be one of the most significant library projects ever done in Michigan. Therefore, take the time to do it right! That is in line with what the community wants. The suggested schedule provides for extending the design and construction documentation period, but the additional time will not increase design and engineering fees.

The construction period of twenty-four months is conservative and does apply to all three options. There will likely be slight variations between options and a more detailed schedule should be developed after November 2008. The longest schedule will likely be Option B and the shortest Option C.



## **OPINIONS OF PROBABLE COSTS**



## OPINIONS OF PROBABLE COSTS

Opinions of Probable Costs are based on set quality and quantity factors which require definition. The quantity of building is net program area increased by a grossing factor. The grossing factor accounts for stairs, circulation, mechanical, electrical, structure, toilet rooms, walls, etc. In Option A and B, the net program area was increased by 30% due to inefficiency of expansion and renovation. In Option C, the replacement building, the program area was increased by 26% due to efficiency of new construction.

**Projects costs are based on a November 2008 bond** passage, with start of construction in the second quarter of 2009. Schedule is based on 36 months from start of planning to substantial completion. Schedule delays will result in cost adjustments due to inflation.

A consistent message heard in meetings with the community focus groups, City personnel, Friends of the Library, Library Advisory Board, and Library staff is **do it right, but use some restraint**. The budget numbers provided represent this sentiment, **illustrating a quality project that will require financial discipline** by those involved.

The site costs provide for 430 cars of new parking with site area set aside for future parking. The intent is to provide parking that satisfies the majority of library situations without overbuilding and to utilize existing parking when possible. The landscape budget includes plaza developments at entries, planted parking lot islands, and landscape integration into the Civic Center site design. Lawn areas and planting beds will contain irrigation. A detailed courtyard execution between city hall, library, and police would be left for future projects.

The building design will **allow disciplined incorporation of green technologies and practices**. A best practices approach that embraces good resource management and energy practices has been accounted for. The building design is **budgeted to be creative, simple, elegant, and constructed of durable materials**. There are adequate dollars to accentuate specialty areas with increased ceiling height, quality materials, and additional natural light. In staff areas, behind-the-scene spaces, and collection areas, the budget expects more modest architecture. The budget should support durable materials with lower maintenance and good life cycle costs, but yet be attractive.

Investment in **infrastructure that allows future adaptability and reduces energy consumption** is important. Budget numbers provide for mechanical and electrical systems that conform to both sustainable and library design best practices. Electrical and technology systems are budgeted so every public seat has an appropriate work environment. Building infrastructure will be designed in a manner that reconfiguration of spaces should be easily accommodated. The **technology budget provides for hard-wired and wireless environments, and meeting rooms, which will be equipped to enable more sophisticated presentations**.

There are two significant costs that will be required to complete the project, but should not be included in the bond amount; these are computers and collection costs. It was clear from community focus groups and city staff that computers and items that have a short life expectancy should not be bonded for twenty years. The cost of the opening day collection, RFID tagging of the collection, and computers are not included in the bond costs.

**OPTION A: RENOVATION AND EXPANSION**

<b>Site Work</b>	
New Work	\$2,150,000
<b>Demolition</b>	
Site and Building	\$250,000
<b>Renovation of Existing Library</b>	
31,600 sq. ft. @ \$130 / sq. ft.	\$3,792,000
<b>New Construction</b>	
84,590 sq. ft. @ \$200/ sq. ft.	\$16,960,000
<b>Technology Infrastructure</b>	
116,190 sq. ft. @ \$18/ sq. ft.	\$2,095,200
<b>Construction Contingency</b>	
8% of construction	\$2,019,776
<b>Furniture and Furnishings</b>	
116,190 sq. ft. @ \$23/ sq. ft.	\$2,677,200
<b>Subtotal</b>	<b>\$29,944,176</b>

<b>Architectural/Engineering/CM Fees</b>	
@ 10%	\$2,994,418
<b>Bond Issue Expenses</b>	
@ 1.8%	\$538,995
<b>Testing/Reproduction/Permits</b>	
@ 1.5%	\$449,163
<b>Moving</b>	
Allowance	\$80,000
<b>Temporary Facility Improvements</b>	
25,000 sq. ft. @ \$25/sq. ft.	\$625,000
<b>Phasing</b>	
No phasing needed	\$0
<b>Subtotal</b>	<b>\$34,631,751</b>

<b>Lease Expenses</b>	
25,000 sq. ft. @ \$20/sq. ft. for 2 years	\$1,000,000
<b>Opening Day Collection</b>	
30,000 items @ \$35 per item	\$1,050,000
<b>Technology Hardware</b>	
116,190 sq. ft @ \$6.50 / sq. ft.	\$756,600

<b>Total Project Cost</b>	<b>\$37,438,351</b>
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**OPTION B: RENOVATION AND EXPANSION**

<b>Site Work</b>	
New Work	\$2,150,000
<b>Demolition</b>	
Site and Building	\$300,000
<b>Renovation of Existing Library</b>	
19,000 square feet @ \$130/ sq. ft.	\$2,280,000
<b>New Construction</b>	
97,190 square feet @ \$200/ sq. ft.	\$19,480,000
<b>Technology Infrastructure</b>	
116,190 sq. ft. @ \$17.50 / sq. ft.	\$2,037,000
<b>Construction Contingency</b>	
8% of construction	\$2,099,760
<b>Furniture and Furnishings</b>	
116,190 sq. ft. @ \$23/ sq. ft.	\$2,677,200
<b>Subtotal</b>	<b>\$31,023,960</b>

<b>Architectural/Engineering/CM Fees</b>	
@ 10%	\$3,102,396
<b>Bond Issue Expenses</b>	
@ 1.8%	\$558,431
<b>Testing/Reproduction/Permits</b>	
@ 1.5%	\$465,359
<b>Moving</b>	
Allowance	\$40,000
<b>Temporary Facility Improvements</b>	
No temporary facility improvements needed	\$0
<b>Phasing</b>	
Allowance	\$200,000
<b>Subtotal</b>	<b>\$35,390,147</b>

<b>Lease Expenses</b>	
No lease expenses	\$0
<b>Opening Day Collection</b>	
30,000 items @ \$35 per item	\$1,050,000
<b>Technology Hardware</b>	
116,190 sq. ft @ \$6.50/ sq. ft.	\$756,600

<b>Total Project Cost</b>	<b>\$37,196,747</b>
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**OPTION C: RENOVATION AND EXPANSION**

<b>Site Work</b>	
New Work	\$2,150,000
<b>Demolition</b>	
Site and Building	\$0
<b>Renovation of Existing Library</b>	
No renovations needed	\$0
<b>New Construction</b>	
111,750 square feet @ \$200/ sq. ft.	\$22,350,000
<b>Technology Infrastructure</b>	
111, 750 square feet @ \$17.50/ sq. ft.	\$1,955,625
<b>Construction Contingency</b>	
7% of construction	\$1,851,894
<b>Furniture and Furnishings</b>	
111,750 sq. ft. @ \$23/ sq. ft.	\$2,570,250
<b>Subtotal</b>	<b>\$30,877,769</b>

<b>Architectural/Engineering/CM Fees</b>	
@ 10%	\$3,087,777
<b>Bond Issue Expenses</b>	
@ 1.8%	\$555,800
<b>Testing/Reproduction/Permits</b>	
@ 1.5%	\$463,167
<b>Moving</b>	
Allowance	\$40,000
<b>Temporary Facility Improvements</b>	
No temporary facility improvements needed	\$0
<b>Phasing</b>	
No phasing needed	\$0
<b>Subtotal</b>	<b>\$35,024,512</b>

<b>Lease Expenses</b>	
No lease expenses	\$0
<b>Opening Day Collection</b>	
30,000 items @ \$35 per item	\$1,050,000
<b>Technology Hardware</b>	
111,750 sq. ft @ 6.50/ sq. ft.	\$763,750

<b>Total Project Cost</b>	<b>\$36,838,262</b>
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## TERMINOLOGY

**Site Development Cost:** Includes parking lots, walkways, landscaping, site lighting, storm water management, utilities, outdoor reading areas, and entry plazas. Amount of new work is consistent between all options.

**Site and Building Demolition:** Removal of parking lots, walkways, landscaping, and abandoning utilities. Building demolition is selective and varies between Option A and B.

**Renovation:** Quality level is consistent between schemes. This includes retaining the building superstructure, replacement of building infrastructure, and new interiors.

**New Construction:** New library space inclusive of all finishes and building systems.

**Technology Infrastructure:** Cabling, meeting room technology, phone system, public address system, fire alarm system; library security system, and self-check.

**Furniture and Furnishings:** New furniture for entire library and youth features. Existing shelving to be used in staff areas.

**Construction Contingencies:** Money allocated for unforeseen site, building, and construction conditions. Options A & B are at 8%, Option C is at 7%.

**Phasing Cost:** Option B only. Includes costs for temporary fire exits, walks, building separations, and phased parking lot construction.

**Architecture/Engineering/Construction Management Fees:** Includes fees from programming through certificate of occupancy and percentage of site, building, technology, furniture, and contingency costs.

**Permits/Reproduction/Testing:** Includes building permit, tap fees, printing of bid documents, and third-party testing by owner consultants.

**Relocation Cost:** Cost of moving collections, library resources, and staff.

**Temporary Facility Improvements:** Cost of upgrading existing space for temporary library.

**Lease Expense:** Based on leasing a space for 24 months.

**Bond Issue Expense:** Legal fees and expenses for selling bonds.

**Opening Day Collection:** New materials needed to supplement existing collections (not included in bond amount).

**Technology Equipment:** Computers, software, RFID tagging of collections (not included in bond amount).





## **TROY PUBLIC LIBRARY** +

Space Needs Assessment  
and Facility Study



**Monday, February 4, 2008**

# Project Approach

- Objective analysis
- Defensible information
- No surprises!



## Community Input

- Five different days
- From open to close
- 60 persons of all ages
- Small group interaction
- 45 minutes per person
- 25 hours of meeting time





## Your Community Thinks...

- important gathering place for learning, enrichment, social interaction
- commitment to customer service
- relevant technology - library is a critical access point
- library as regional center
- cost consciousness



**Your  
community  
loves its  
library.**



## Identity

- Culturally diverse community
- Community that values education, learning, and knowledge
- City without a heart or downtown





## Site

- Shortage of parking
- Lack of drive-up book return
- Association of Library with the Civic Center



## Building

- Overcrowding of library and lack of adequate quiet study spaces
- Need for a project that is done right but not too extravagantly
- Environmentally conscious building design



## Cost

- The cost of nonresident usage
- A logical and cost-effective solution
- Financial implications for Troy residents





# Youth

- Value the community places on youth services
- Need for more personality in the youth area
- Provision of quiet space and study rooms



## Adult Area

- Lack of quiet study space
- Shortage of public computers
- Shortage of study rooms



## Programming Spaces

- Provide additional spaces to support the cultural arts
- Provide diversity of meeting spaces
- Equip with 21<sup>st</sup> century technology





## Friends of the Library

- Poorly located book sales areas
- Additional space need for Friends of the Library Gift Shop and Book Shop
- Location of both areas on main floor near the entrance



# Needs Assessment

- Confirm Needs
  - Community
  - Library staff
  - Organization
  - City representatives

# Benchmarking

- National comparative communities



## Sizing–Planning for the Future

- Planning horizon 2030
- 2030 population – 85,000 per planning department
- Southeast Michigan Council of Governments (SEMCOG)





## Two Sizing Methods

- Wisconsin State Library Methodology  
123,670 square feet
- Detailed process  
116,190 square feet



## Sizing Criteria

- Collections
  - Current holding per capita 3.16 items
  - 82.5 percentile for comparable libraries
  - Existing collection 255,928 items
  - Target collection 352,750 items



## Sizing Criteria

- Public Technology Status
  - 1 public computer per 10 to 20 customers
  - Range 124 to 248 public computers
  - 75% of mean range
  - Benchmark: 217 public computers





# Sizing Criteria

- Seating
  - Customer Pattern – sit and stay
  - Customer Need – collaborative space
  - High end of range
  - Benchmark: 400 seats



## Critical Discoveries

- Program and Meeting Spaces
  - Active program schedule
  - Cultural arts as critical piece
  - 2006/2007
    - 667 children programs  
19,348 participants
    - 492 adult and young adult programs  
11,400 participants



## Critical Discoveries

- Staff Spaces
  - Productivity issue – not a luxury
  - Work space currently under-sized

Benchmark: More efficient work spaces and more successful service points





## Critical Discoveries

- Collection is stressed
  - Current turnover rate 5.57 items
  - Comparable turnover rate 2.5 to 3.0 items
  - Troy turnover rate at extreme high side

Consequence: diminished service



## Critical Discoveries

- People Stay & Study
  - Adult area serves as 'learning commons' model
  - Similar to academic model
  - Preferred study location for students

Consequence: Study/collaboration significantly higher than comparables



## Critical Discoveries

- An Inquiring Public
  - Extremely strong circulation
  - Snapshot data - 15% collection in circulation
  - Comparable - 3% to 5% in circulation

Consequence: High usage rate





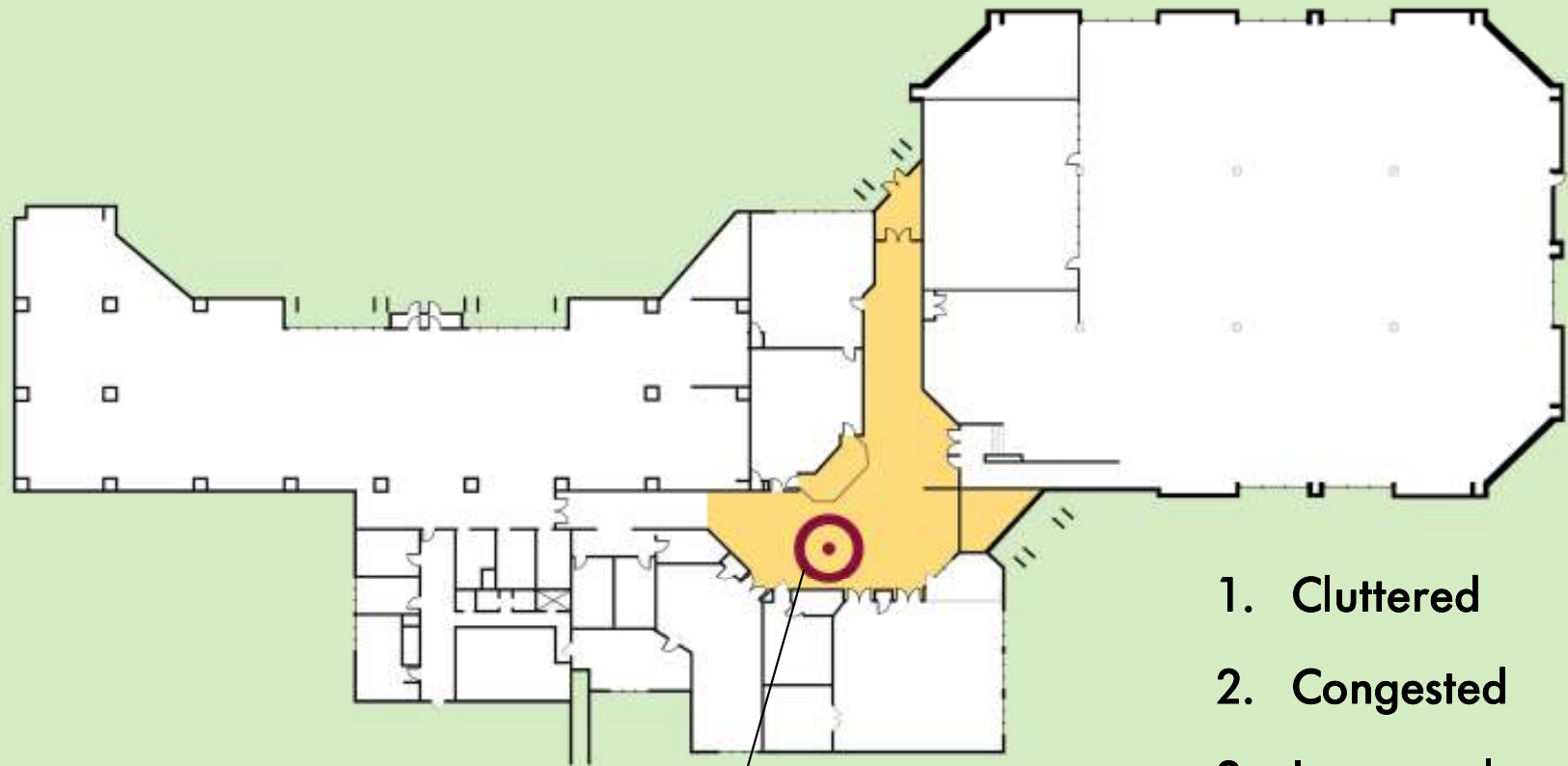
## Critical Discoveries

- Current Troy Library
  - Public perception – high nonresident use
  - 7.52% of nonresident circulation
  - Comparable: 15% to 25% nonresident

Consequence: Low nonresident use



# Building Entry

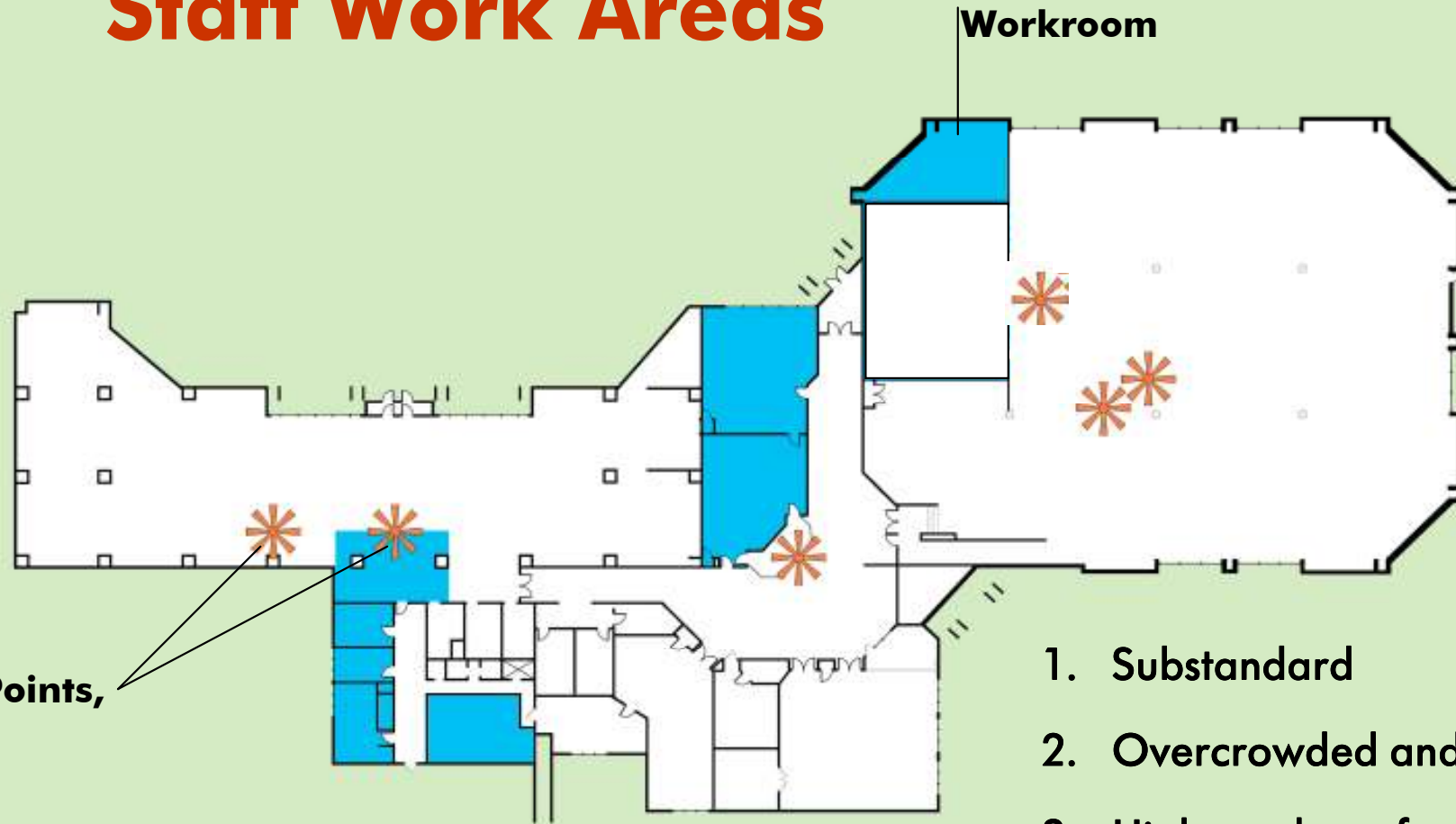


**Conflict Queuing**

1. Cluttered
2. Congested
3. Improperly organized



# Staff Work Areas

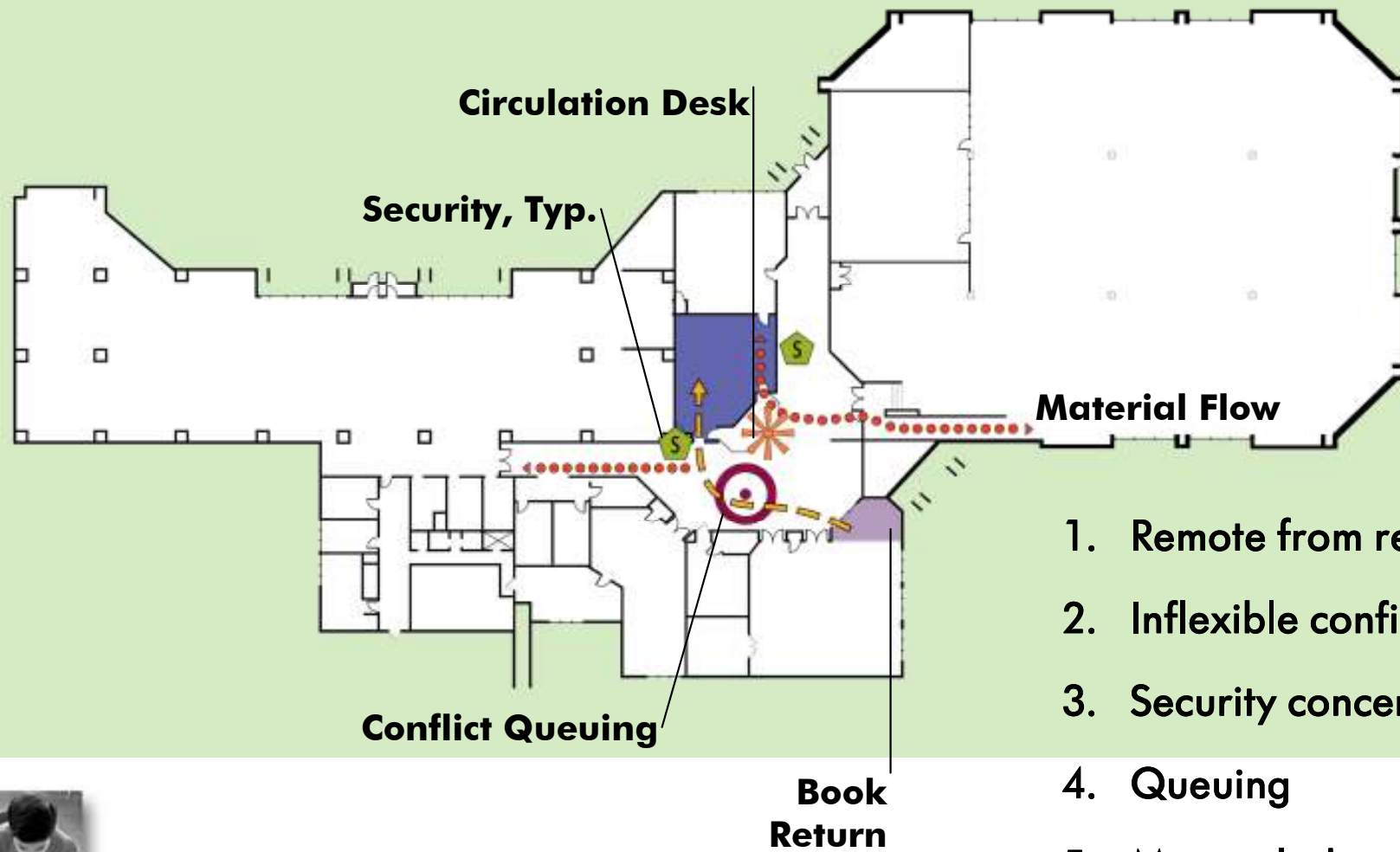


1. Substandard
2. Overcrowded and inefficient
3. High number of service points
4. Security risk
5. Low space allocation





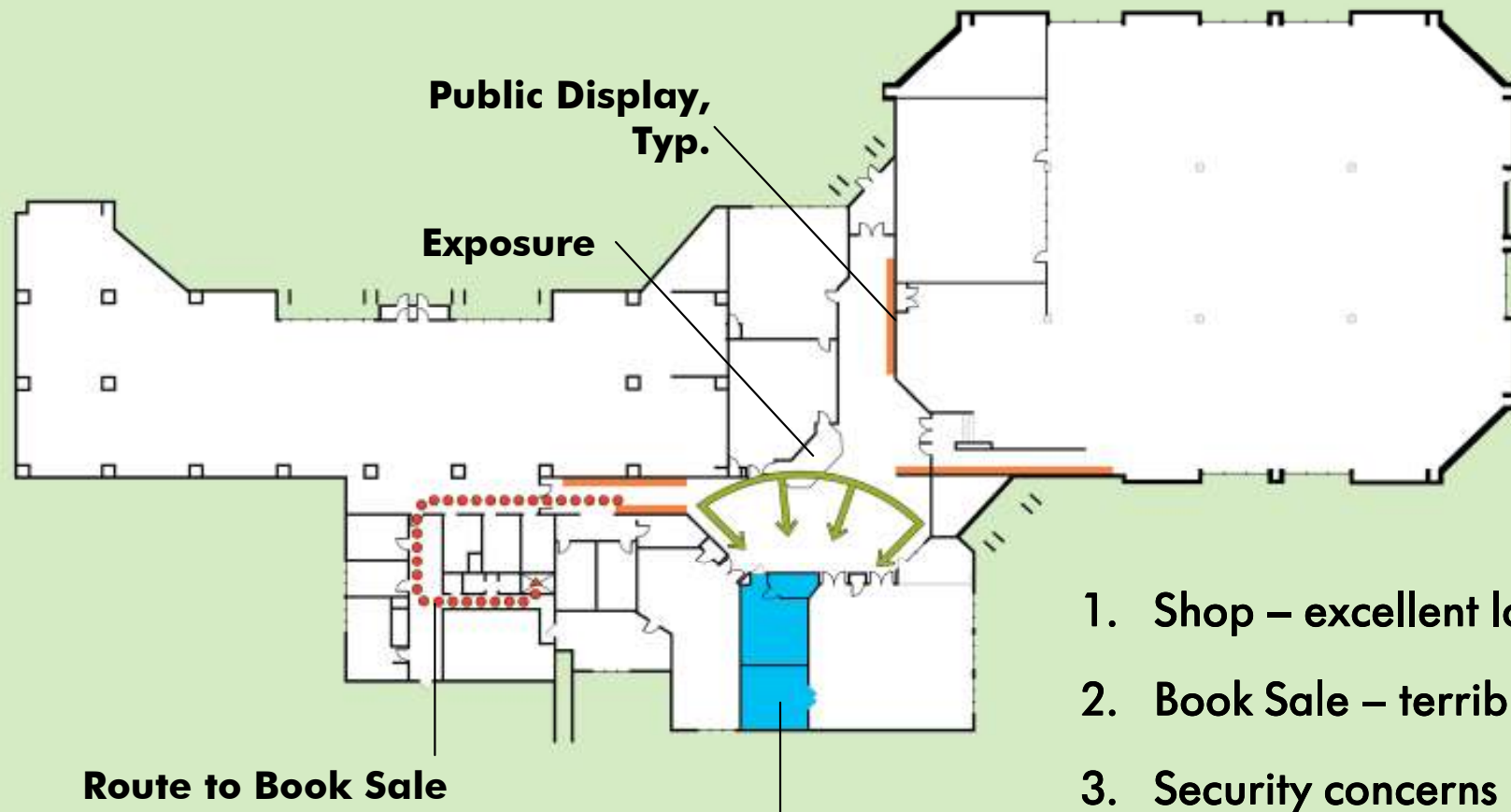
# Circulation Services



1. Remote from return
2. Inflexible configuration
3. Security concerns
4. Queuing
5. Materials through lobby



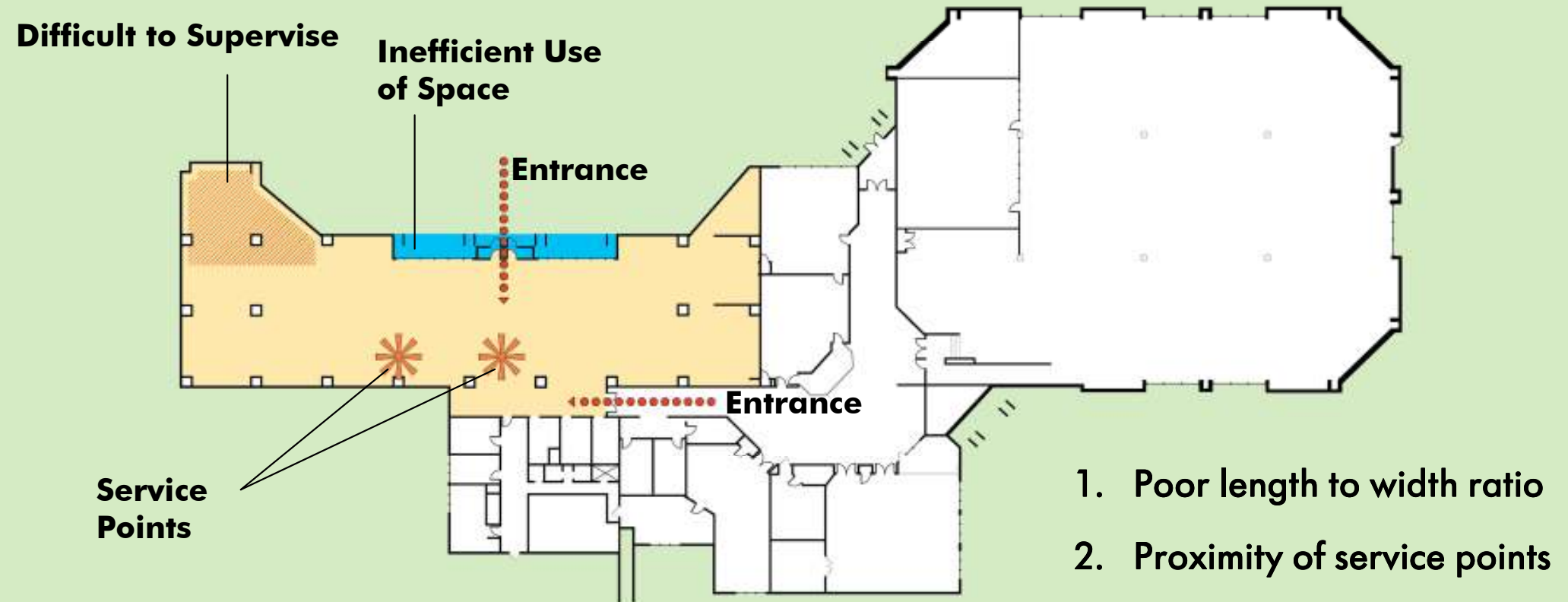
# Friends Facility



1. Shop – excellent location
2. Book Sale – terrible location
3. Security concerns
4. Inadequate/Inefficient



# Youth Services

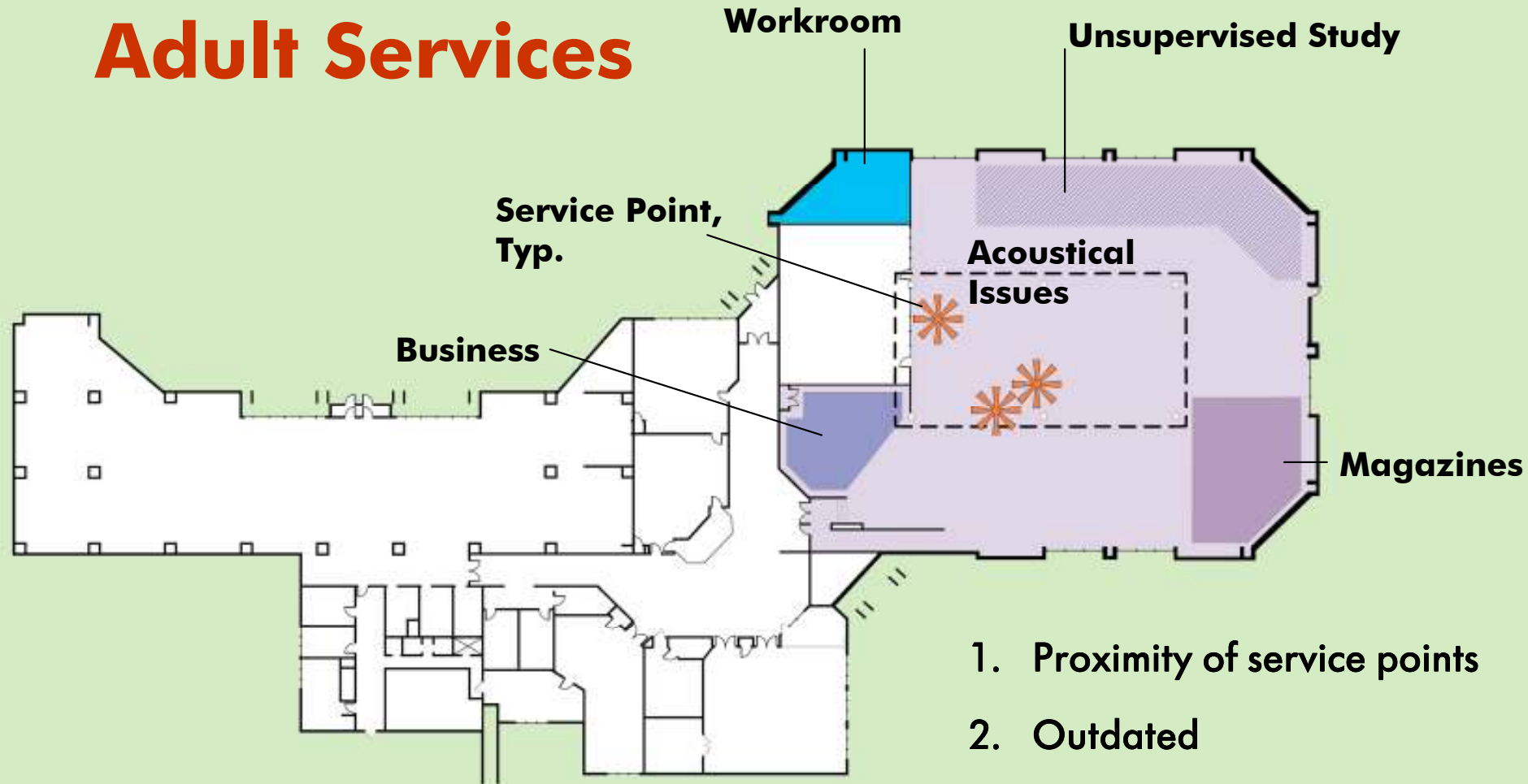


1. Poor length to width ratio
2. Proximity of service points
3. Outdated
4. Dual entrances
5. Acoustics





# Adult Services



1. Proximity of service points
2. Outdated
3. Acoustics
4. Unsupervised areas

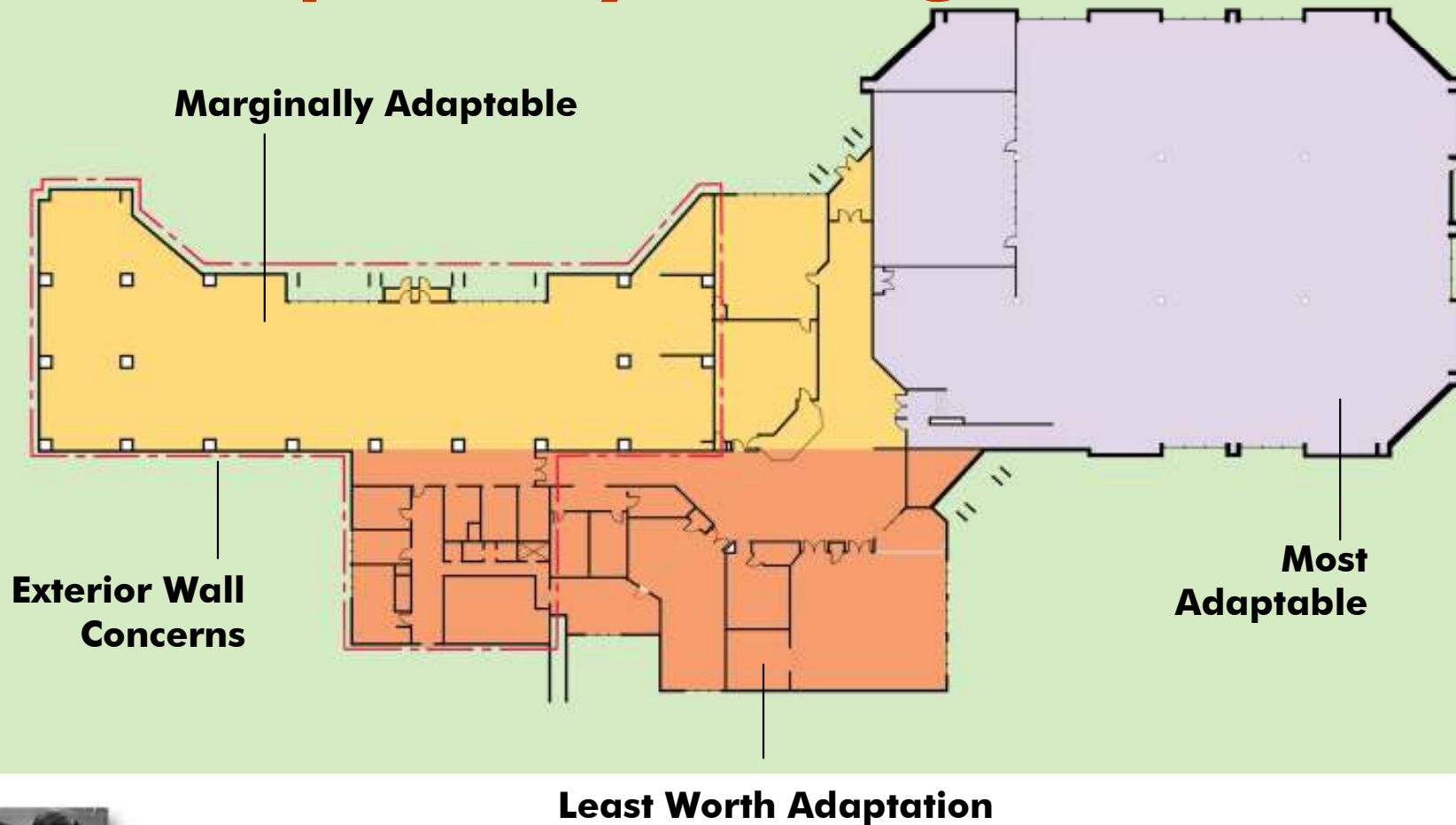


## Building Overview

- Not designed for vertical expansion
- Well-maintained
- Consistently upgraded
- Exterior maintenance issues



# Building Assessment – Adaptability Zoning





# Heath/ Safety/ Security – Code Issues

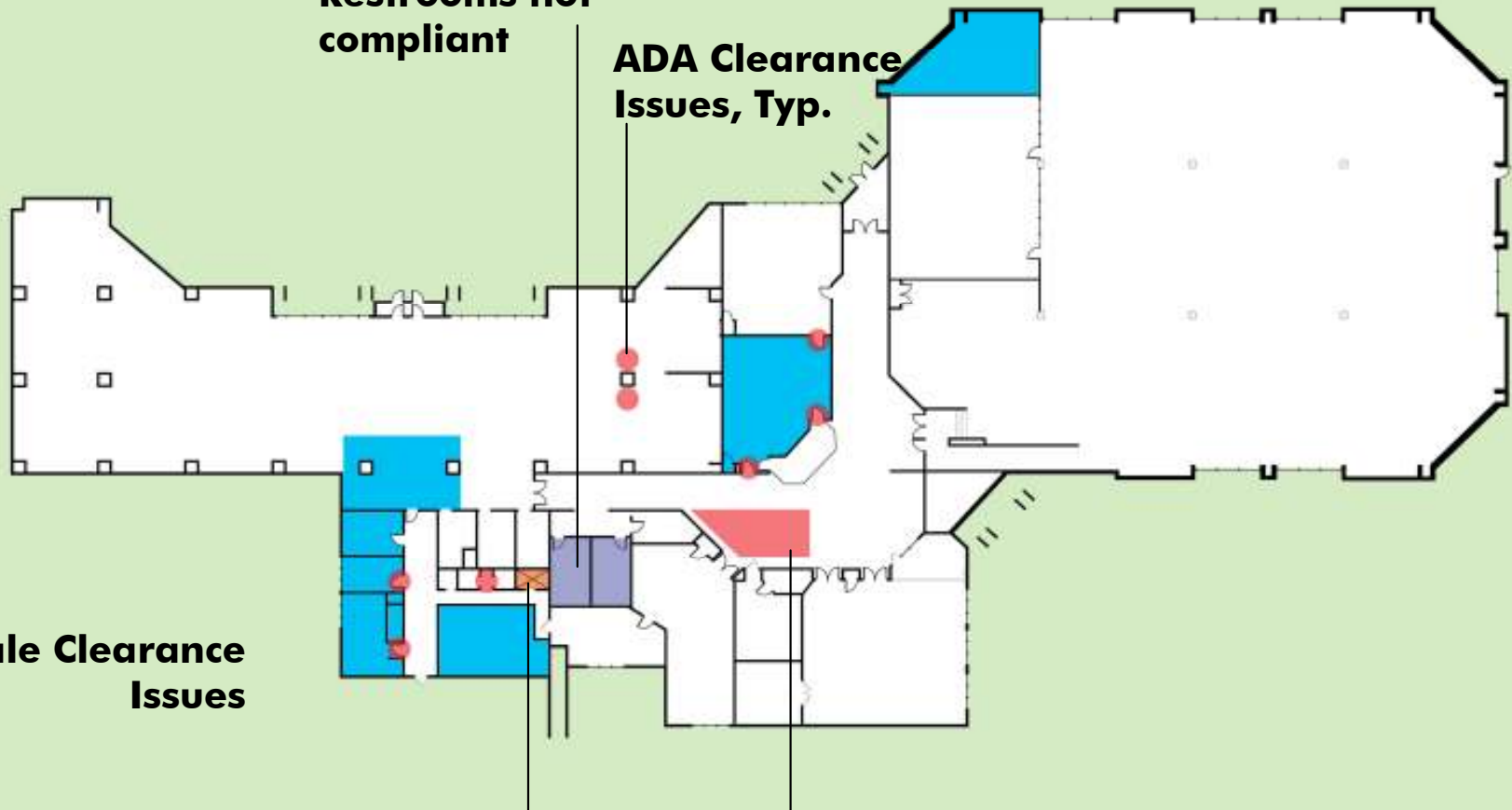


# Heath/ Safety/ Security Issues

**Restrooms not compliant**

**ADA Clearance Issues, Typ.**

**Book Sale Clearance Issues**

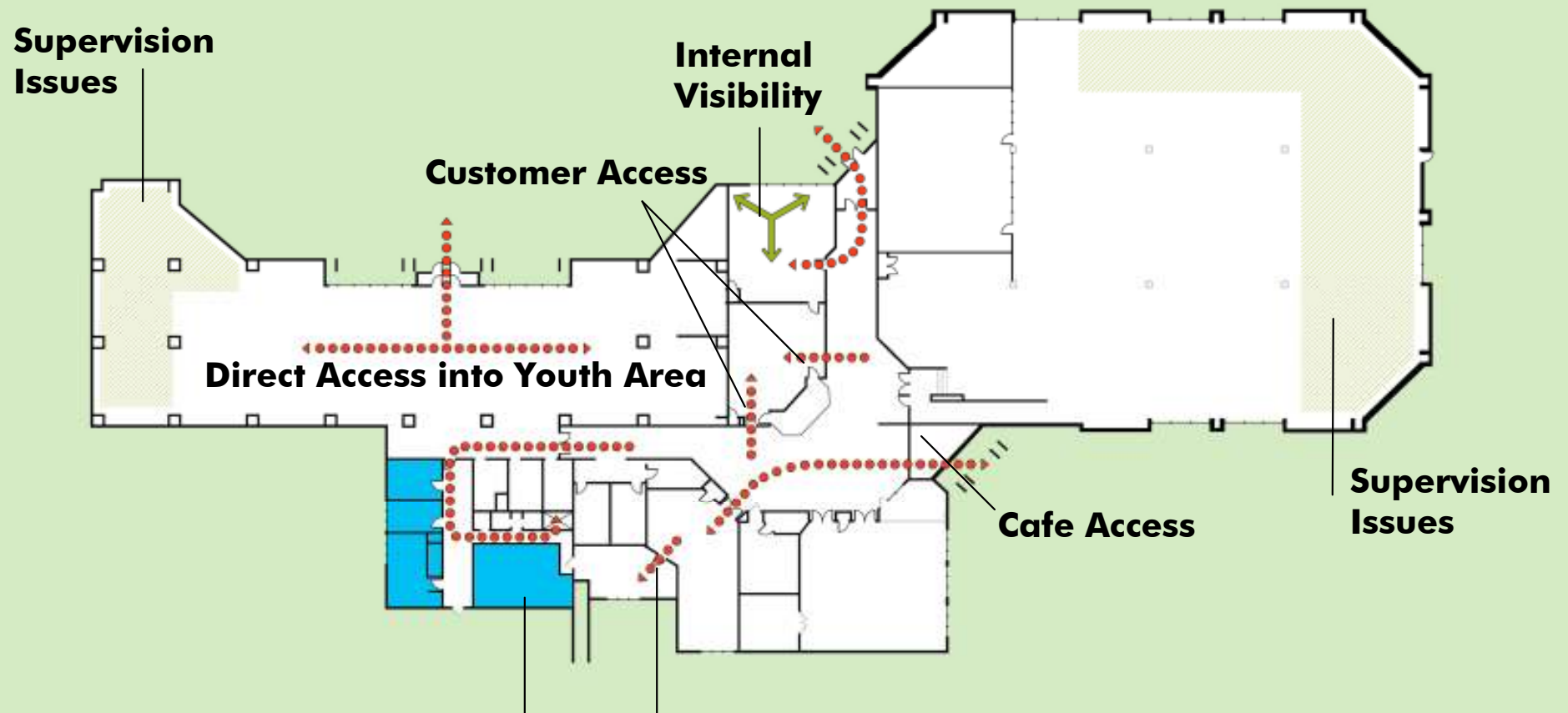


**Elevator**

**Clearance Issues**



# Heath/ Safety/ Security Issues



**Isolated Staff Areas**

**Unsupervised Access to Staff Room**



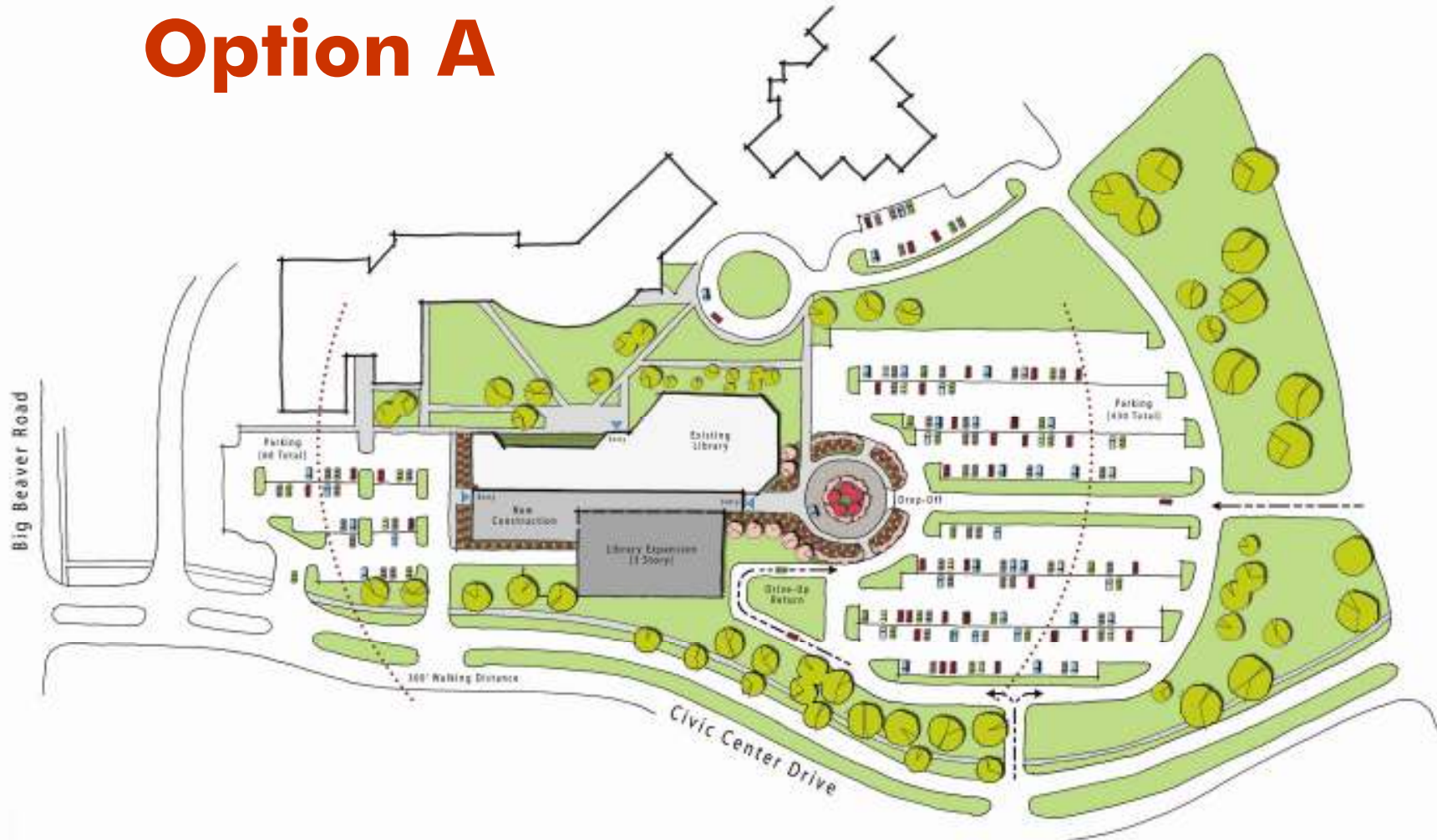


## Options

- Quality library service
- Community and staff health and safety
- Equivalent programming



## Option A



# Option A Advantages

- Retaining the majority of the existing building
- Removing residents and staff from construction zones
- Relocation for efficient execution of construction
- Maintaining library as back drop for Peace Garden
- Ease of locating affordable lease space in current economy





## Option A Disadvantages

- Moving the library twice
- Facing challenges posed regarding multiple floor elevations
- Planning and operational shortcoming due to existing conditions
- Reducing parking spaces near city hall
- Moving larger quantity parking farther from entrance



## Option A Disadvantages (cont.)

- Affording leasing space
- Affording improvements for lease space
- Spending time locating lease space
- Losing a potential two years of some library services
- Removing library from City Center for two years
- Retaining portion of existing building that requires exterior corrections



## Option B





## Option B Advantages

- Operating existing library without interruption
- Distributing parking effectively
- Leasing space is not necessary
- Improving temporary lease space is not necessary
- Retaining best part of existing library



## Option B Advantages (cont.)

- Effectively integrating existing library into the expansion
- Relocating majority of library space in a single move
- Limiting unforeseen existing conditions by utilizing most adaptable portion of existing building
- Eliminating portion of building requiring exterior wall corrections



## Option B Disadvantages

- Demolishing 50% of the building
- Budgeting for some phasing and temporary construction costs
- Facing design restrictions due to existing conditions
- Increasing walking distances for library users during construction





# Option C



## Option C Advantages

- Limiting library users and staff's exposure to construction site
- Precluding temporary facilities and phasing costs
- Requiring less square feet of building
- Providing best opportunities for library planning and design



## Option C Advantages (cont.)

- Providing best opportunity for effective site design
- Reducing parking impact within the city complex
- Providing greatest opportunity for new identity
- Retaining the existing library for other purposes





## Option C Disadvantages

- Requiring additional property and cost for playfield relocation
- Dissipating use for existing building
- Maintaining existing building costs
- Facilitating adaptive reuse of existing building at additional cost



# Schedule



# Opinions of Probable Costs

- Schedule
- Quality project
- Fiscal discipline
- Attributes of building design - Simple, elegant, durable
- Green practices
- 'Future-proof' library





OPTION A: RENOVATION AND EXPANSION			OPTION B: RENOVATION AND EXPANSION			OPTION C: RENOVATION AND EXPANSION		
<b>Site Work</b>			<b>Site Work</b>			<b>Site Work</b>		
New Work		\$2,150,000	New Work		\$2,150,000	New Work		\$2,150,000
<b>Demolition</b>			<b>Demolition</b>			<b>Demolition</b>		
Site and Building		\$250,000	Site and Building		\$300,000	Site and Building		\$0
<b>Renovation of Existing Library</b>			<b>Renovation of Existing Library</b>			<b>Renovation of Existing Library</b>		
31,600 sq. ft. @ \$130 / sq. ft.		\$3,792,800	19,000 square feet @ \$130/ sq. ft.		\$2,280,000	No renovations needed		\$0
<b>New Construction</b>			<b>New Construction</b>			<b>New Construction</b>		
84,590 sq. ft. @ \$200/ sq. ft.		\$16,918,000	97,100 square feet @ \$200/ sq. ft.		\$19,420,000	111,750 square feet @ \$200/ sq. ft.		\$22,350,000
<b>Technology Infrastructure</b>			<b>Technology Infrastructure</b>			<b>Technology Infrastructure</b>		
116,190 sq. ft. @ \$18/ sq. ft.		\$2,091,200	116,190 sq. ft. @ \$17.50 / sq. ft.		\$2,033,200	111,750 square feet @ \$17.50/ sq. ft.		\$1,955,625
<b>Construction Contingency</b>			<b>Construction Contingency</b>			<b>Construction Contingency</b>		
8% of construction		\$2,019,776	8% of construction		\$2,099,760	7% of construction		\$1,851,824
<b>Furniture and Furnishings</b>			<b>Furniture and Furnishings</b>			<b>Furniture and Furnishings</b>		
116,190 sq. ft. @ \$23/ sq. ft.		\$2,677,200	116,190 sq. ft. @ \$23/ sq. ft.		\$2,677,200	111,750 sq. ft. @ \$23/ sq. ft.		\$2,570,250
<b>Subtotal</b>		<b>\$29,944,176</b>	<b>Subtotal</b>		<b>\$31,023,960</b>	<b>Subtotal</b>		<b>\$30,877,769</b>
<b>Architectural/Engineering/CM Fees</b>			<b>Architectural/Engineering/CM Fees</b>			<b>Architectural/Engineering/CM Fees</b>		
@ 10%		\$2,994,418	@ 10%		\$3,102,396	@ 10%		\$3,087,777
<b>Bond Issue Expenses</b>			<b>Bond Issue Expenses</b>			<b>Bond Issue Expenses</b>		
@ 1.8%		\$538,995	@ 1.8%		\$558,431	@ 1.8%		\$555,800
<b>Testing/Reproduction/Permits</b>			<b>Testing/Reproduction/Permits</b>			<b>Testing/Reproduction/Permits</b>		
@ 1.5%		\$449,163	@ 1.3%		\$462,359	@ 1.8%		\$492,167
<b>Moving</b>			<b>Moving</b>			<b>Moving</b>		
\$100,000		\$100,000	Allowance		\$40,000	Allowance		\$40,000
<b>Temporary Facility Improvements</b>			<b>Temporary Facility Improvements</b>			<b>Temporary Facility Improvements</b>		
25,000 sq. ft. @ \$25/sq. ft.		\$625,000	No temporary facility improvements needed		\$0	No temporary facility improvements needed		\$0
<b>Phasing</b>			<b>Phasing</b>			<b>Phasing</b>		
No phasing needed		\$0	Allowance		\$200,000	No phasing needed		\$0
<b>Subtotal</b>		<b>\$34,631,751</b>	<b>Subtotal</b>		<b>\$35,390,147</b>	<b>Subtotal</b>		<b>\$35,024,512</b>
<b>Lease Expenses</b>			<b>Lease Expenses</b>			<b>Lease Expenses</b>		
25,000 sq. ft. @ \$20/sq. ft. for 2 years		\$1,000,000	No lease expenses		\$0	No lease expenses		\$0
<b>Opening Day Collection</b>			<b>Opening Day Collection</b>			<b>Opening Day Collection</b>		
30,000 items @ \$35 per item		\$1,050,000	30,000 items @ \$35 per item		\$1,050,000	30,000 items @ \$35 per item		\$1,050,000
<b>Technology Hardware</b>			<b>Technology Hardware</b>			<b>Technology Hardware</b>		
116,190 sq. ft @ \$6.50 / sq. ft.		\$756,600	116,190 sq. ft @ \$6.50/ sq. ft.		\$756,600	111,750 sq. ft @ 6.50/ sq. ft.		\$763,750
<b>Total Project Cost</b>		<b>\$37,438,351</b>	<b>Total Project Cost</b>		<b>\$37,196,747</b>	<b>Total Project Cost</b>		<b>\$36,838,262</b>

## Operational Impact

- Reduction in cost per square foot for energy consumption
- Reduction in cost per item for material handling
- Reduction in cost per square foot for staffing
- Increased marketing/revenue opportunities for Friends of the Library



## Summation

- Two equivalent approaches
- Option B and Option C
- Utilization of existing library
- Impact on green space





## Next Steps

- Engage Community Through Presentations/ Focus Groups/ Surveys
- Validate operational costs
- Confirm scope



# Q&A



\$15,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
*10 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 1,160,000	3.000%	\$ 225,000	\$ 207,600 *	\$ 1,592,600	\$ 5,406,341	\$ 0.2946
2022	1,010,000	3.000%	207,600	192,450	1,410,050	5,568,531	0.2532
2023	1,085,000	3.000%	192,450	176,175	1,453,625	5,735,587	0.2534
2024	1,160,000	3.000%	176,175	158,775	1,494,950	5,907,655	0.2531
2025	1,240,000	3.000%	158,775	140,175	1,538,950	6,084,885	0.2529
2026	1,325,000	3.000%	140,175	120,300	1,585,475	6,267,431	0.2530
2027	1,410,000	3.000%	120,300	99,150	1,629,450	6,455,454	0.2524
2028	1,505,000	3.000%	99,150	76,575	1,680,725	6,649,118	0.2528
2029	1,600,000	3.000%	76,575	52,575	1,729,150	6,848,591	0.2525
2030	1,700,000	3.000%	52,575	27,075	1,779,650	7,054,049	0.2523
2031	1,805,000	3.000%	27,075	-	1,832,075	7,265,671	0.2522
	<u>\$ 15,000,000</u>		<u>\$ 1,475,850</u>	<u>\$ 1,250,850</u>	<u>\$ 17,726,700</u>	<u>\$ 69,243,314</u>	<u>\$ 0.2566</u> Average

**Assumptions:**

Bonds Dated: 04/01/2021  
First Interest Payment: 10/01/2021  
Number of Days: 180 \*  
Subsequent Interest Payment: 04/01/2022  
Number of Days: 180  
First Principal Payment: 10/01/2022  
Projected Interest Rate 3.00%  
2019 Taxable Value \$ 5,095,995,110  
Growth Rate in Taxable Value 3.00%

**17000 Kercheval Ave. Suite 230, Grosse Pointe, Michigan 48230**

**PHONE: (313) 961-8222 FAX: (313) 961-8220**

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\$20,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
*10 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 1,545,000	3.000%	\$ 300,000	\$ 276,825 *	\$ 2,121,825	\$ 5,406,341	\$ 0.3925
2022	1,345,000	3.000%	276,825	256,650	1,878,475	5,568,531	0.3373
2023	1,445,000	3.000%	256,650	234,975	1,936,625	5,735,587	0.3377
2024	1,545,000	3.000%	234,975	211,800	1,991,775	5,907,655	0.3372
2025	1,655,000	3.000%	211,800	186,975	2,053,775	6,084,885	0.3375
2026	1,765,000	3.000%	186,975	160,500	2,112,475	6,267,431	0.3371
2027	1,885,000	3.000%	160,500	132,225	2,177,725	6,455,454	0.3373
2028	2,005,000	3.000%	132,225	102,150	2,239,375	6,649,118	0.3368
2029	2,135,000	3.000%	102,150	70,125	2,307,275	6,848,591	0.3369
2030	2,265,000	3.000%	70,125	36,150	2,371,275	7,054,049	0.3362
2031	2,410,000	3.000%	36,150	-	2,446,150	7,265,671	0.3367
	<u>\$ 20,000,000</u>		<u>\$ 1,968,375</u>	<u>\$ 1,668,375</u>	<u>\$ 23,636,750</u>	<u>\$ 69,243,314</u>	<u>\$ 0.3421</u> Average

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\$15,000,000  
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COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
15 Years

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 725,000	3.250%	\$ 243,750	\$ 231,969 *	\$ 1,200,719	\$ 5,406,341	\$ 0.2221
2022	535,000	3.250%	231,969	223,275	990,244	5,568,531	0.1778
2023	585,000	3.250%	223,275	213,769	1,022,044	5,735,587	0.1782
2024	630,000	3.250%	213,769	203,531	1,047,300	5,907,655	0.1773
2025	685,000	3.250%	203,531	192,400	1,080,931	6,084,885	0.1776
2026	740,000	3.250%	192,400	180,375	1,112,775	6,267,431	0.1775
2027	800,000	3.250%	180,375	167,375	1,147,750	6,455,454	0.1778
2028	860,000	3.250%	167,375	153,400	1,180,775	6,649,118	0.1776
2029	920,000	3.250%	153,400	138,450	1,211,850	6,848,591	0.1769
2030	990,000	3.250%	138,450	122,363	1,250,813	7,054,049	0.1773
2031	1,060,000	3.250%	122,363	105,138	1,287,500	7,265,671	0.1772
2032	1,130,000	3.250%	105,138	86,775	1,321,913	7,483,641	0.1766
2033	1,210,000	3.250%	86,775	67,113	1,363,888	7,708,150	0.1769
2034	1,290,000	3.250%	67,113	46,150	1,403,263	7,939,394	0.1767
2035	1,375,000	3.250%	46,150	23,806	1,444,956	8,177,576	0.1767
2036	1,465,000	3.250%	23,806	-	1,488,806	8,422,903	0.1768
	<u>\$ 15,000,000</u>		<u>\$ 2,399,638</u>	<u>\$ 2,155,888</u>	<u>\$ 19,555,525</u>	<u>\$ 108,974,978</u>	<u>\$ 0.1801</u> Average

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\$20,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**

*15 Years*

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2021	\$ 970,000	3.250%	\$ 325,000	\$ 309,238 *	\$ 1,604,238	\$ 5,406,341	\$ 0.2967
2022	715,000	3.250%	309,238	297,619	1,321,856	5,568,531	0.2374
2023	775,000	3.250%	297,619	285,025	1,357,644	5,735,587	0.2367
2024	845,000	3.250%	285,025	271,294	1,401,319	5,907,655	0.2372
2025	915,000	3.250%	271,294	256,425	1,442,719	6,084,885	0.2371
2026	985,000	3.250%	256,425	240,419	1,481,844	6,267,431	0.2364
2027	1,065,000	3.250%	240,419	223,113	1,528,531	6,455,454	0.2368
2028	1,145,000	3.250%	223,113	204,506	1,572,619	6,649,118	0.2365
2029	1,230,000	3.250%	204,506	184,519	1,619,025	6,848,591	0.2364
2030	1,320,000	3.250%	184,519	163,069	1,667,588	7,054,049	0.2364
2031	1,410,000	3.250%	163,069	140,156	1,713,225	7,265,671	0.2358
2032	1,510,000	3.250%	140,156	115,619	1,765,775	7,483,641	0.2360
2033	1,610,000	3.250%	115,619	89,456	1,815,075	7,708,150	0.2355
2034	1,720,000	3.250%	89,456	61,506	1,870,963	7,939,394	0.2357
2035	1,835,000	3.250%	61,506	31,688	1,928,194	8,177,576	0.2358
2036	1,950,000	3.250%	31,688	-	1,981,688	8,422,903	0.2353
	<u>\$ 20,000,000</u>		<u>\$ 3,198,650</u>	<u>\$ 2,873,650</u>	<u>\$ 26,072,300</u>	<u>\$ 108,974,978</u>	<u>\$ 0.2401</u> Average

**Assumptions:**

Bonds Dated:	04/01/2021
First Interest Payment:	10/01/2021
Number of Days:	180 *
Subsequent Interest Payment:	04/01/2022
Number of Days:	180
First Principal Payment:	10/01/2022
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2019 Taxable Value	\$ 5,095,995,110
Growth Rate in Taxable Value	3.00%

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\$40,000,000  
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COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**

*10 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 2,585,000	2.750%	\$ 550,000	\$ 514,456 *	\$ 3,649,456	\$ 5,406,341	\$ 0.6750
2022	2,765,000	2.750%	514,456	476,438	3,755,894	5,568,531	0.6745
2023	2,960,000	2.750%	476,438	435,738	3,872,175	5,735,587	0.6751
2024	3,160,000	2.750%	435,738	392,288	3,988,025	5,907,655	0.6751
2025	3,370,000	2.750%	392,288	345,950	4,108,238	6,084,885	0.6752
2026	3,585,000	2.750%	345,950	296,656	4,227,606	6,267,431	0.6745
2027	3,815,000	2.750%	296,656	244,200	4,355,856	6,455,454	0.6748
2028	4,055,000	2.750%	244,200	188,444	4,487,644	6,649,118	0.6749
2029	4,305,000	2.750%	188,444	129,250	4,622,694	6,848,591	0.6750
2030	4,565,000	2.750%	129,250	66,481	4,760,731	7,054,049	0.6749
2031	4,835,000	2.750%	66,481	-	4,901,481	7,265,671	0.6746
	<u>\$ 40,000,000</u>		<u>\$ 3,639,900</u>	<u>\$ 3,089,900</u>	<u>\$ 46,729,800</u>	<u>\$ 69,243,314</u>	<u>\$ 0.6749</u> Average

**Assumptions:**

Bonds Dated:	04/01/2021
First Interest Payment:	10/01/2021
Number of Days:	180 *
Subsequent Interest Payment:	04/01/2022
Number of Days:	180
First Principal Payment:	10/01/2021
Projected Interest Rate	2.75%
2019 Taxable Value	\$ 5,095,995,110
Growth Rate in Taxable Value	3.00%

**17000 Kercheval Ave. Suite 230, Grosse Pointe, Michigan 48230**

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\$50,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
*10 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 3,230,000	2.750%	\$ 687,500	\$ 643,088 *	\$ 4,560,588	\$ 5,406,341	\$ 0.8436
2022	3,460,000	2.750%	643,088	595,513	4,698,600	5,568,531	0.8438
2023	3,695,000	2.750%	595,513	544,706	4,835,219	5,735,587	0.8430
2024	3,950,000	2.750%	544,706	490,394	4,985,100	5,907,655	0.8438
2025	4,210,000	2.750%	490,394	432,506	5,132,900	6,084,885	0.8435
2026	4,485,000	2.750%	432,506	370,838	5,288,344	6,267,431	0.8438
2027	4,770,000	2.750%	370,838	305,250	5,446,088	6,455,454	0.8436
2028	5,070,000	2.750%	305,250	235,538	5,610,788	6,649,118	0.8438
2029	5,380,000	2.750%	235,538	161,563	5,777,100	6,848,591	0.8435
2030	5,705,000	2.750%	161,563	83,119	5,949,681	7,054,049	0.8434
2031	6,045,000	2.750%	83,119	-	6,128,119	7,265,671	0.8434
	<u>\$ 50,000,000</u>		<u>\$ 4,550,013</u>	<u>\$ 3,862,513</u>	<u>\$ 58,412,525</u>	<u>\$ 69,243,314</u>	<u>\$ 0.8436</u> Average

**Assumptions:**

Bonds Dated:	04/01/2021
First Interest Payment:	10/01/2021
Number of Days:	180 *
Subsequent Interest Payment:	04/01/2022
Number of Days:	180
First Principal Payment:	10/01/2021
Projected Interest Rate	2.75%
2019 Taxable Value	\$ 5,095,995,110
Growth Rate in Taxable Value	3.00%

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\$40,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
*15 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 1,365,000	3.000%	\$ 600,000	\$ 579,525 *	\$ 2,544,525	\$ 5,406,341	\$ 0.4707
2022	1,485,000	3.000%	579,525	557,250	2,621,775	5,568,531	0.4708
2023	1,610,000	3.000%	557,250	533,100	2,700,350	5,735,587	0.4708
2024	1,740,000	3.000%	533,100	507,000	2,780,100	5,907,655	0.4706
2025	1,880,000	3.000%	507,000	478,800	2,865,800	6,084,885	0.4710
2026	2,025,000	3.000%	478,800	448,425	2,952,225	6,267,431	0.4710
2027	2,175,000	3.000%	448,425	415,800	3,039,225	6,455,454	0.4708
2028	2,335,000	3.000%	415,800	380,775	3,131,575	6,649,118	0.4710
2029	2,500,000	3.000%	380,775	343,275	3,224,050	6,848,591	0.4708
2030	2,675,000	3.000%	343,275	303,150	3,321,425	7,054,049	0.4709
2031	2,860,000	3.000%	303,150	260,250	3,423,400	7,265,671	0.4712
2032	3,050,000	3.000%	260,250	214,500	3,524,750	7,483,641	0.4710
2033	3,250,000	3.000%	214,500	165,750	3,630,250	7,708,150	0.4710
2034	3,460,000	3.000%	165,750	113,850	3,739,600	7,939,394	0.4710
2035	3,680,000	3.000%	113,850	58,650	3,852,500	8,177,576	0.4711
2036	3,910,000	3.000%	58,650	-	3,968,650	8,422,903	0.4712
	<u>\$ 40,000,000</u>		<u>\$ 5,960,100</u>	<u>\$ 5,360,100</u>	<u>\$ 51,320,200</u>	<u>\$ 108,974,978</u>	<u>\$ 0.4709</u> Average

**Assumptions:**

Bonds Dated:	04/01/2021
First Interest Payment:	10/01/2021
Number of Days:	180 *
Subsequent Interest Payment:	04/01/2022
Number of Days:	180
First Principal Payment:	10/01/2021
Projected Interest Rate	3.00%
2019 Taxable Value	\$ 5,095,995,110
Growth Rate in Taxable Value	3.00%

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\$50,000,000  
CITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

**On a Fiscal Year Basis**  
*15 Years*

Fiscal Year Beginning July 1	Principal Due October 1	Interest Rate	Interest Due October 1	Interest Due April 1 <i>NEXT</i>	Total Principal & Interest Requirements	Taxable Value in 1,000	Fiscal Year Millage Requirement
2021	\$ 1,710,000	3.000%	\$ 750,000	\$ 724,350 *	\$ 3,184,350	\$ 5,406,341	\$ 0.5890
2022	1,855,000	3.000%	724,350	696,525	3,275,875	5,568,531	0.5883
2023	2,015,000	3.000%	696,525	666,300	3,377,825	5,735,587	0.5889
2024	2,175,000	3.000%	666,300	633,675	3,474,975	5,907,655	0.5882
2025	2,350,000	3.000%	633,675	598,425	3,582,100	6,084,885	0.5887
2026	2,530,000	3.000%	598,425	560,475	3,688,900	6,267,431	0.5886
2027	2,720,000	3.000%	560,475	519,675	3,800,150	6,455,454	0.5887
2028	2,920,000	3.000%	519,675	475,875	3,915,550	6,649,118	0.5889
2029	3,125,000	3.000%	475,875	429,000	4,029,875	6,848,591	0.5884
2030	3,345,000	3.000%	429,000	378,825	4,152,825	7,054,049	0.5887
2031	3,575,000	3.000%	378,825	325,200	4,279,025	7,265,671	0.5889
2032	3,810,000	3.000%	325,200	268,050	4,403,250	7,483,641	0.5884
2033	4,060,000	3.000%	268,050	207,150	4,535,200	7,708,150	0.5884
2034	4,325,000	3.000%	207,150	142,275	4,674,425	7,939,394	0.5888
2035	4,600,000	3.000%	142,275	73,275	4,815,550	8,177,576	0.5889
2036	4,885,000	3.000%	73,275	-	4,958,275	8,422,903	0.5887
	<u>\$ 50,000,000</u>		<u>\$ 7,449,075</u>	<u>\$ 6,699,075</u>	<u>\$ 64,148,150</u>	<u>\$ 108,974,978</u>	<u>\$ 0.5886</u> Average

**Assumptions:**

Bonds Dated:	04/01/2021
First Interest Payment:	10/01/2021
Number of Days:	180 *
Subsequent Interest Payment:	04/01/2022
Number of Days:	180
First Principal Payment:	10/01/2021
Projected Interest Rate	3.00%
2019 Taxable Value	\$ 5,095,995,110
Growth Rate in Taxable Value	3.00%

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## CITY COUNCIL AGENDA ITEM

Date: June 16, 2020

To: Honorable Troy City Council Members

From: Lori Grigg Bluhm, City Attorney

Subject: Creating an Independent Library

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At the last Troy City Council meeting, there was some discussion about the procedure that would need to be followed to create an independent library. Troy's library was created under the Home Rule Cities Act, MCL 117.4 (e), and it is currently a City department. Its annual budget is approved by the Troy City Council as a unit within the City's budget. However, there is currently a dedicated millage, which is required to be used only for library purposes, in accordance with the explicit ballot language approved by the voters. Five years ago, the voters were provided with the clear statement of the purpose and duration of the millage, as required by MCL 211.24f. Following the approval of the millage, the City separately accounts for the library millage proceeds to show that the dedicated millage is used only for the library, and is not being used for other City of Troy general fund purposes. In contrast, under the current structure, there is no prohibition against the City of Troy allocating other funding for library operations, maintenance or capital improvements. This has allowed for the City to pay for the roof and other necessary building repairs, which required more money than what was raised with the library millage. One of the options before City Council is the ability to ask the voters to pass a dedicated millage for library operations, and continue the existing format, allowing for more fluidity.

If the voters were to ultimately reject Council's proposed library operations dedicated millage in November 2020, this does not necessarily mean that the library would need to close. There is an option under MCL 397.210a to petition for an independent library, which is expressly authorized by MCL 397.212, even if there was an existing library under a different structure. This was changed in 1980 to allow for this in any size community, where it was previously allowed only for those smaller communities (less than 10,000 residents). Under this statute, the City could receive a valid petition, signed by at least 50 registered voters, seeking to establish an independent library. Upon receipt of the petition, City Council would be required to ask the voters to approve a funding amount, up to two mills, for an independent library which would be exclusively governed by an independent board. If the voters approved the request, then there would initially be a provisional appointed board, but the first available opportunity would require an election for a staggered term six member library board.

Converting a department library to an independent library is a bit more complicated under MCL 397.201. This law from 1877 contemplated the initial establishment of a library, and provided a means for funding it that would allow for dedicated taxation beyond the millage limitations. Under this statute, municipalities can levy up to one mill to support an independent library. Municipalities could also ask the voters to approve up to one additional mill for library purposes. Under this statute, the dedicated funding would be governed by an independent library board. The case law makes it clear that City Council would have no authority over the real and personal property under the jurisdiction of an independent library board.



500 West Big Beaver  
Troy, MI 48084  
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## **CITY COUNCIL AGENDA ITEM**

Under an option with an independent library board, there would need to be a transition period to allow for the negotiation of a lease or a purchase of the building from the City, as well as the library collection and furniture and fixtures, all of which currently belong to the City. An independent library board would also need to assume all human resource responsibilities, which would require a separation of the existing staff, and the hiring of a new staff under the supervision of the independent library board, and the negotiation of an employee benefits package, including retirement benefits. This could potentially adversely impact some of the current library employees.

The independent library board would also need to assume all legal functions, and would need to immediately draft new bylaws and regulations and policies and ordinances allowing for the independent board's authority to impose late fees and penalties. The independent board would also need to assume the accounting function, which would likely require acquisition and training with new financial software. Custodial services, building and lawn maintenance and snow plowing services and other services would also need to be secured by the independent board.

This type of a separation is further complicated by the timing of the receipt of the dedicated millage funds. There would be no funding until the tax levy was received.

Based on all of the above, it would be an extraordinary challenge to transition to an independent library prior to June 30, 2021. City Council would need to weigh any unique benefits deriving from a conversion to an independent library against the effort required to transition to a new structure.