



BOARD OF DIRECTORS MEETING

April 11, 2023

4:00 P.M.

Auburn Hills City Hall, Administrative Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

MEETING CALLED TO ORDER

1) ROLL CALL

2) PERSONS WISHING TO BE HEARD

3) APPROVAL OF MINUTES

- a) TIFA Regular Meeting Minutes – March 14, 2023

4) CORRESPONDENCE & PRESENTATIONS

5) CONSENT AGENDA

All items listed are considered to be routine by the Tax Increment Finance Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) FY 2023 Adopted Budget and YTD Summary – March 31, 2023

6) UNFINISHED BUSINESS

7) NEW BUSINESS

- a) Funding Authorization for 2023 Painting Services
- b) Funding Authorization for Downtown Parking Study
- c) Tennis Court Resurfacing

8) EXECUTIVE DIRECTOR REPORT

9) BOARD MEMBER COMMENTS

10) ADJOURNMENT

Next Meeting is Scheduled for May 9, 2023 at 4:00 p.m.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: APRIL 3, 2023

AGENDA ITEM NO. _____

TAX INCREMENT FINANCE AUTHORITY

“Not Yet Approved”
**CITY OF AUBURN HILLS
TAX INCREMENT FINANCE AUTHORITY MEETING**

March 14, 2023

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:03 PM.

ROLL CALL: Present: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
Absent: Waltenspiel
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Andrew Hagge,
Management Assistant; Ryan Gagnon, Chief of Police
Guests: None

LOCATION: Auburn Hills City Hall, Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – February 14, 2023

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Regular Meeting Minutes from February 14, 2023 as presented.
Seconded by Mr. Carrier**

**Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none**

Motion carried

CORRESPONDENCE & PRESENTATIONS

None.

CONSENT AGENDA

A. FY 2023 Adopted Budget and YTD Summary – February 28, 2023

RESOLVED: To receive and file the financial report for the period ending February 28, 2023.

B. Construction Staging Area Extension – Detroit Riverside Capital (Riverside 2, LLC)

RESOLVED: To approve the amendment to the April 6, 2022 agreement with Detroit Riverside Capital (Riverside 2, LLC) to extend the use of the Tax Increment Finance Authority owned property located at Parcel Identification Number 14-36-126-027 until May 15, 2023. Furthermore, authorize the Executive Director to sign the amendment to the April 6, 2022 agreement.

Moved by Mr. Goodhall to approve the Consent Agenda
Seconded by Mr. Moniz

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Proposal to Purchase Mobile Vehicle Mitigation Barriers

Chief Gagnon presented a memo dated March 7, 2023. He noted that since 2020 there have been over a dozen vehicle-borne attacks in the United States and over the last several years there have been barrier products developed by companies that can be rapidly deployed, with minimum staffing/equipment needed, that will stop a vehicle-borne ramming attack. These barriers can easily be deployed and moved with one person when needed. Chief Gagnon noted that the Police Department issued an invitation to bid to provide a solution to close roads with mobile vehicle barriers, with three vendors responding. The Police Department recommends the purchase of the Archer 1200 barriers and trailer from Meridian Rapid Defense Group based on positive reviews, ease of deployment, and their listing as an approved product by the US Department of Homeland Security. Funding for this purchase would be split between the TIFA and the City's General Fund.

TIFA Board members discussed possible deployment, color, and designs of these barriers.

Moved by Mr. Carrier to approve the purchase of the Archer 1200 barriers and trailer system utilizing \$44,242.88 in TIFA funds. Furthermore, approve a budget amendment to the TIF-A budget to increase appropriations in support of this purchase. Approval of this purchase is contingent upon funding approval from the City Council.
Seconded by Mr. Goodhall

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: None

Motion Carried

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek reminded the Board of the Robert's Rules of Order and Open Meetings Act training being held on March 15 at City Hall. He updated the Board that staff is working with OHM Advisors on stormwater and road improvement projects in TIF District B. He updated the Board that the Downtown Development Authority is working on a wayfinding initiative for downtown and are seeking committee members to assist.

BOARD MEMBER COMMENTS

None.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, April 11, 2023 at 4:00 p.m. at City Hall in the Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Mr. Moniz to adjourn the TIFA Board meeting.

Seconded by Dr. Eldredge

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge

No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:07 p.m.

Steve Goodhall
Secretary of the Board

Brandon Skopek
Assistant City Manager / TIFA Executive Director



TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director

DATE: March 31, 2023

SUBJECT: FY 2023 Adopted Budget and YTD Summary – March 31, 2023

STATEMENT OF NET POSITION

- TIF-A Cash \$2.6 million
- \$1.2 million invested TIF-A
 - \$439,564 – Investment Pooling
 - \$316,385 – Insight
 - \$542,833 – MiClass
- TIF-B Cash \$2.5 million
- \$10.8 million invested in TIF-B
 - \$7.8 million – Insight
 - \$3 million – MiClass
- TIF-D Cash \$1.8 million
- \$1.3 million invested TIF-D – Insight

TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 57% of budgeted revenues have been received for TIF-A in fiscal year 2023.

Property Taxes:	\$776,763
Building Rental:	\$4,980
Interest:	\$11,348
EV Charging Fees:	\$108
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	\$793,199
- Approximately 25% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 69% of budgeted revenues for have been received for TIF-B in fiscal year 2023.

Property Taxes:	\$1,106,176
Interest:	\$34,108
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	\$1,140,284
- Approximately 3% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 1% of budgeted revenues have been received for TIF-D in fiscal year 2023.

Interest:	\$6,841
EV Charging Fees:	\$64
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	\$6,905
- Approximately 7% of budgeted expenditures have been utilized for fiscal year 2023.

An appropriate motion is:

Move to receive and file the TIFA Financial Report for period ending March 31, 2023

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 03/31/2023

GL Number	Description	YTD Balance 03/31/2023
Fund: 251 TIFA A		
*** Assets ***		
251-000-001.000	CASH	2,614,149.97
251-000-017.000	CASH - INVESTMENT POOLING	439,564.93
251-000-017.002	INVESTMENT MANAGER - CUTWATER	316,384.52
251-000-017.004	CASH - MICCLASS	542,832.92
251-000-062.000	Lease Receivable	181,763.00
251-000-130.000	LAND	6,120,355.86
251-000-132.000	LAND IMPROVEMENTS	5,170,325.27
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,242,635.19)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,461,254.64)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-158.000	CONSTRUCTION-IN-PROGRESS	15,000.26
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(89,156.33)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(9,202,137.80)
Total Assets		26,695,678.26
*** Liabilities ***		
251-000-275.000	DUE TO TAXPAYERS	(8,334.12)
251-000-360.001	Deferred Inflow of Resources	181,763.00
Total Liabilities		173,428.88
*** Fund Equity ***		
251-000-390.000	FUND BALANCE	26,424,919.26
Total Fund Equity		26,424,919.26
Total Fund 251:		
TOTAL ASSETS		26,695,678.26
BEG. FUND BALANCE - 2022		26,424,919.26
+ NET OF REVENUES/EXPENDITURES - 2022		(469,180.70)
+ NET OF REVENUES & EXPENDITURES		566,510.82
= ENDING FUND BALANCE		26,522,249.38
+ LIABILITIES		173,428.88
= TOTAL LIABILITIES AND FUND BALANCE		26,695,678.26

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 03/31/2023

GL Number	Description	YTD Balance 03/31/2023
Fund: 252 TIFA B		
*** Assets ***		
252-000-001.000	CASH	2,587,055.45
252-000-017.002	INVESTMENT MANAGER - CUTWATER	7,771,800.52
252-000-017.005	CASH - MICLASS EDGE	3,028,281.79
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(987,566.76)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(6,840.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,033,858.03)
252-000-193.248	ADVANCES TO DDA	41,790.60
Total Assets		20,622,924.54
*** Liabilities ***		
252-000-275.000	DUE TO TAXPAYERS	(784.88)
Total Liabilities		(784.88)
*** Fund Equity ***		
252-000-390.000	FUND BALANCE	19,541,908.25
Total Fund Equity		19,541,908.25
Total Fund 252:		
TOTAL ASSETS		20,622,924.54
BEG. FUND BALANCE - 2022		19,541,908.25
+ NET OF REVENUES/EXPENDITURES - 2022		4,282.33
+ NET OF REVENUES & EXPENDITURES		1,077,518.84
= ENDING FUND BALANCE		20,623,709.42
+ LIABILITIES		(784.88)
= TOTAL LIABILITIES AND FUND BALANCE		20,622,924.54

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 03/31/2023

GL Number	Description	YTD Balance 03/31/2023
Fund: 253 TIFA D		
*** Assets ***		
253-000-001.000	CASH	1,890,845.48
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,347,612.83
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,736,017.84
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,295,805.73)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,418,257.57
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(9,424,695.97)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(5,158.13)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	170,403.43
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(34,852.93)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,530,353.23)
Total Assets		25,342,263.27
*** Liabilities ***		
253-000-211.000	RETAINAGE PAYABLE	9,054.97
253-000-275.000	DUE TO TAXPAYERS	18,625.00
Total Liabilities		27,679.97
*** Fund Equity ***		
253-000-390.000	FUND BALANCE	25,695,500.48
Total Fund Equity		25,695,500.48
Total Fund 253:		
TOTAL ASSETS		25,342,263.27
BEG. FUND BALANCE - 2022		25,695,500.48
+ NET OF REVENUES/EXPENDITURES - 2022		(304,604.94)
+ NET OF REVENUES & EXPENDITURES		(76,312.24)
= ENDING FUND BALANCE		25,314,583.30
+ LIABILITIES		27,679.97
= TOTAL LIABILITIES AND FUND BALANCE		25,342,263.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 03/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 03/31/2023	Activity For 03/31/2023	Available Balance 03/31/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Revenues						
Department: 735 TIFA A						
251-735-402.000	AD VALOREM	1,103,139.00	776,762.56	422,334.36	326,376.44	70.41
251-735-412.000	DELINQUENT PERSONAL PROPERTY	4,200.00	0.00	0.00	4,200.00	0.00
251-735-414.000	MTT YE ACCRUAL	(4,000.00)	0.00	0.00	(4,000.00)	0.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHAR	226,970.00	0.00	0.00	226,970.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGI	300.00	107.71	48.67	192.29	35.90
251-735-665.000	INTEREST REVENUE	0.00	11,150.04	0.00	(11,150.04)	100.00
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	20,255.00	4,980.00	1,660.00	15,275.00	24.59
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	39,539.00	0.00	0.00	39,539.00	0.00
251-735-669.001	INTEREST REV EXT MANAGERS	0.00	198.00	0.00	(198.00)	100.00
Total Dept 735 - TIFA A		1,390,403.00	793,198.31	424,043.03	597,204.69	57.05
Revenues		1,390,403.00	793,198.31	424,043.03	597,204.69	57.05
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-722.000	WORKERS COMPENSATION	0.00	36.50	0.00	(36.50)	100.00
251-735-729.000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
251-735-730.000	POSTAGE	250.00	74.80	0.00	175.20	29.92
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	0.00	9,565.00	0.00	(9,565.00)	100.00
251-735-757.000-THEDEN__3388	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
251-735-800.199	LANDSCAPE/GEN MAINT	129,200.00	1,333.00	0.00	127,867.00	1.03
251-735-802.000	CONTRACTED SERVICES	23,000.00	(433.94)	0.00	23,433.94	(1.89)
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	6,250.00	799.35	439.65	5,450.65	12.79
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	6,250.00	799.35	439.65	5,450.65	12.79
251-735-810.000	INVESTMENT MANAGEMENT FEES	410.00	44.16	0.00	365.84	10.77
251-735-817.000	CONSULTANT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,160.00	129.32	0.00	1,030.68	11.15
251-735-851.000-THEDEN__3388	TELEPHONE	0.00	71.32	0.00	(71.32)	100.00
251-735-885.000	COMMUNITY RELATIONS	5,000.00	3,000.00	0.00	2,000.00	60.00
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	10,000.00	0.00	0.00	10,000.00	0.00
251-735-901.000	ADVERTISING/MARKETING	5,000.00	690.00	690.00	4,310.00	13.80
251-735-921.000-CHAMBER_3395	ELECTRIC	2,086.00	238.65	0.00	1,847.35	11.44
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	7,099.51	0.00	17,900.49	28.40
251-735-921.000-THEDEN__3388	ELECTRIC	2,260.00	179.80	0.00	2,080.20	7.96
251-735-922.000	STREET LIGHTING	41,000.00	8,297.36	2,747.50	32,702.64	20.24
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,000.00	1,393.90	0.00	4,606.10	23.23
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	44.56	0.00	255.44	14.85
251-735-923.000-CHAMBER_3395	HEAT	1,600.00	556.22	0.00	1,043.78	34.76
251-735-923.000-PKSTRUC_3381	HEAT	250.00	34.06	0.00	215.94	13.62
251-735-923.000-THEDEN__3388	HEAT	1,500.00	637.60	0.00	862.40	42.51
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,455.00	115.46	0.00	1,339.54	7.94
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,139.00	246.25	0.00	1,892.75	11.51
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	10.55	10.55	989.45	1.06
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	3,300.00	138.84	16.67	3,161.16	4.21
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	670.00	17.90	8.95	652.10	2.67
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	42,800.00	105.50	0.00	42,694.50	0.25
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,000.00	0.00	0.00	1,000.00	0.00
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	800.00	21.29	5.37	778.71	2.66
251-735-929.000	IRRIGATION WATER AND MAINT.	20,000.00	268.97	0.00	19,731.03	1.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 03/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 03/31/2023	Activity For 03/31/2023	Available Balance 03/31/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,752.64	0.00	2,500.36	60.01
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	5,000.00	9,971.25	0.00	(4,971.25)	199.43
251-735-931.000-THE DEN_3388	BLDG. MAINTENANCE	2,000.00	8.07	0.00	1,991.93	0.40
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
251-735-937.001	PATHWAY MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-957.000	MISC/CONTINGENCY	100.00	40.78	40.78	59.22	40.78
251-735-957.002	LIABILITY INSURANCE	7,528.00	7,527.59	0.00	0.41	99.99
251-735-959.000	PROPERTY TAXES	5,500.00	0.00	0.00	5,500.00	0.00
251-735-967.100	SITE IMPROVEMENT GRANTS	190,000.00	0.00	0.00	190,000.00	0.00
251-735-972.000	LAND AND IMPROVEMENTS	150,000.00	0.00	0.00	150,000.00	0.00
251-735-972.000-RIVERSD_3311	LAND AND IMPROVEMENTS	0.00	728.00	728.00	(728.00)	100.00
251-735-995.004	ADMINISTRATIVE CHARGES	51,949.00	51,949.00	0.00	0.00	100.00
251-735-995.007	INTERFUND SERVICES	72,952.00	72,952.00	0.00	0.00	100.00
251-735-995.101	TRANSFER TO GENERAL FUND	44,242.88	44,242.88	44,242.88	0.00	100.00
Total Dept 735 - TIFA A		904,704.88	226,687.49	49,370.00	678,017.39	25.06
Expenditures		904,704.88	226,687.49	49,370.00	678,017.39	25.06
Fund 251 - TIFA A:						
TOTAL REVENUES		1,390,403.00	793,198.31	424,043.03	597,204.69	
TOTAL EXPENDITURES		904,704.88	226,687.49	49,370.00	678,017.39	
NET OF REVENUES & EXPENDITURES:		485,698.12	566,510.82	374,673.03	(80,812.70)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 03/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 03/31/2023	Activity For 03/31/2023	Available Balance 03/31/2023	% Bdgt Used
Fund: 252 TIFA B						
Account Category: Revenues						
Department: 736 TIFA B						
252-736-402.000	AD VALOREM	1,614,688.00	1,106,176.24	613,261.02	508,511.76	68.51
252-736-412.000	DELINQUENT PERSONAL PROPERTY	3,600.00	0.00	0.00	3,600.00	0.00
252-736-414.000	MTT YE ACCRUAL	(1,000.00)	0.00	0.00	(1,000.00)	0.00
252-736-665.000	INTEREST REVENUE	1,254.00	29,560.29	0.00	(28,306.29)	2,357.28
252-736-669.001	INTEREST REV EXT MANAGERS	0.00	4,548.00	0.00	(4,548.00)	100.00
252-736-676.001	REIMBURSED EXPENSES	41,791.00	0.00	0.00	41,791.00	0.00
Total Dept 736 - TIFA B		1,660,333.00	1,140,284.53	613,261.02	520,048.47	68.68
Revenues		1,660,333.00	1,140,284.53	613,261.02	520,048.47	68.68
Account Category: Expenditures						
Department: 736 TIFA B						
252-736-702.000	SALARIES/WAGES	55,640.00	0.00	0.00	55,640.00	0.00
252-736-713.000	CLOTHING ALLOWANCE	225.00	0.00	0.00	225.00	0.00
252-736-715.000	SOCIAL SECURITY	4,274.00	0.00	0.00	4,274.00	0.00
252-736-716.000	MEDICAL INSURANCE	15,392.00	219.82	0.00	15,172.18	1.43
252-736-716.001	MEDICAL INSURANCE EMPLOYEE PREMIUM	(770.00)	0.00	0.00	(770.00)	0.00
252-736-717.000	LIFE INSURANCE	258.00	10.92	0.00	247.08	4.23
252-736-719.000	EYE/DENTAL INSURANCE	1,714.00	43.97	0.00	1,670.03	2.57
252-736-720.000	PENSION DC	9,126.00	0.00	0.00	9,126.00	0.00
252-736-724.000	DISABILITY INSURANCE	1,115.00	73.67	0.00	1,041.33	6.61
252-736-725.000	PRESCRIPTION DRUGS	2,494.00	33.73	0.00	2,460.27	1.35
252-736-725.001	PRESCRIPTION EMPLOYEE PREMIUM	(125.00)	0.00	0.00	(125.00)	0.00
252-736-799.000	EQUIPMENT UNDER \$5,000	30,000.00	0.00	0.00	30,000.00	0.00
252-736-800.199	LANDSCAPE/GEN MAINT	196,000.00	0.00	0.00	196,000.00	0.00
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,500.00	415.58	0.00	6,084.42	6.39
252-736-885.000	COMMUNITY RELATIONS	16,000.00	0.00	0.00	16,000.00	0.00
252-736-901.000	ADVERTISING/MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
252-736-922.000	STREET LIGHTING	6,700.00	1,623.07	228.96	5,076.93	24.22
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	69.15	0.00	39,930.85	0.17
252-736-957.000	MISC/CONTINGENCY	600.00	40.78	40.78	559.22	6.80
252-736-967.100	SITE IMPROVEMENT GRANTS	100,000.00	0.00	0.00	100,000.00	0.00
252-736-972.000	LAND AND IMPROVEMENTS	1,500,000.00	0.00	0.00	1,500,000.00	0.00
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00	0.00	0.00	10,000.00	0.00
252-736-995.004	ADMINISTRATIVE CHARGES	29,543.00	29,543.00	0.00	0.00	100.00
252-736-995.007	INTERFUND SERVICES	30,692.00	30,692.00	0.00	0.00	100.00
Total Dept 736 - TIFA B		2,056,378.00	62,765.69	269.74	1,993,612.31	3.05
Expenditures		2,056,378.00	62,765.69	269.74	1,993,612.31	3.05
Fund 252 - TIFA B:						
TOTAL REVENUES		1,660,333.00	1,140,284.53	613,261.02	520,048.47	
TOTAL EXPENDITURES		2,056,378.00	62,765.69	269.74	1,993,612.31	
NET OF REVENUES & EXPENDITURES:		(396,045.00)	1,077,518.84	612,991.28	(1,473,563.84)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 03/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 03/31/2023	Activity For 03/31/2023	Available Balance 03/31/2023	% Bdg't Used
Fund: 253 TIFA D						
Account Category: Revenues						
Department: 737 TIFA D						
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHAR	708,036.00	0.00	0.00	708,036.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGI	250.00	63.77	11.14	186.23	25.51
253-737-665.000	INTEREST REVENUE	0.00	5,998.03	0.00	(5,998.03)	100.00
253-737-669.001	INTEREST REV EXT MANAGERS	0.00	843.00	0.00	(843.00)	100.00
Total Dept 737 - TIFA D		708,286.00	6,904.80	11.14	701,381.20	0.97
Revenues		708,286.00	6,904.80	11.14	701,381.20	0.97
Account Category: Expenditures						
Department: 737 TIFA D						
253-737-800.199	LANDSCAPE/GEN MAINT	44,000.00	0.00	0.00	44,000.00	0.00
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,200.00	77.08	0.00	1,122.92	6.42
253-737-885.000	COMMUNITY RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
253-737-922.000	STREET LIGHTING	52,000.00	12,350.75	3,663.34	39,649.25	23.75
253-737-927.000	WATER CONSUMPTION	100.00	0.00	0.00	100.00	0.00
253-737-927.000-2424SEYBURNX	WATER CONSUMPTION	400.00	0.00	0.00	400.00	0.00
253-737-927.000-2458SEYBURN	WATER CONSUMPTION	0.00	7.90	2.00	(7.90)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	349.84	122.17	5,650.16	5.83
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	30.38	20.04	(30.38)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	343.51	175.98	3,656.49	8.59
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	17.94	8.76	11,982.06	0.15
253-737-929.000	IRRIGATION WATER AND MAINT.	76,000.00	0.00	0.00	76,000.00	0.00
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	20,000.00	0.00	0.00	20,000.00	0.00
253-737-937.000	PARKING LOT MAINTENANCE	112,500.00	0.00	0.00	112,500.00	0.00
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
253-737-957.000	MISC/CONTINGENCY	100.00	40.78	40.78	59.22	40.78
253-737-967.100	SITE IMPROVEMENT GRANTS	9,828.00	9,827.24	9,827.24	0.76	99.99
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	125,000.00	0.00	0.00	125,000.00	0.00
253-737-975.000	BLDG. ADDITIONS & IMPROVEMENTS	170,000.00	13,447.29	0.00	156,552.71	7.91
253-737-975.000-COMMCTRKITCH	BLDG. ADDITIONS & IMPROVEMENTS	25,000.00	12,794.69	12,794.69	12,205.31	51.18
253-737-975.000-FIREADM_3410	BLDG. ADDITIONS & IMPROVEMENTS	0.00	12,091.43	(20.00)	(12,091.43)	100.00
253-737-975.000-FIRESTATION2	BLDG. ADDITIONS & IMPROVEMENTS	580,000.00	0.00	0.00	580,000.00	0.00
253-737-975.000-STORAGE_BLDG	BLDG. ADDITIONS & IMPROVEMENTS	0.00	(60.79)	(60.79)	60.79	100.00
253-737-995.004	ADMINISTRATIVE CHARGES	16,150.00	16,150.00	0.00	0.00	100.00
253-737-995.007	INTERFUND SERVICES	5,749.00	5,749.00	0.00	0.00	100.00
Total Dept 737 - TIFA D		1,266,527.00	83,217.04	26,574.21	1,183,309.96	6.57
Expenditures		1,266,527.00	83,217.04	26,574.21	1,183,309.96	6.57
Fund 253 - TIFA D:						
TOTAL REVENUES		708,286.00	6,904.80	11.14	701,381.20	
TOTAL EXPENDITURES		1,266,527.00	83,217.04	26,574.21	1,183,309.96	
NET OF REVENUES & EXPENDITURES:		(558,241.00)	(76,312.24)	(26,563.07)	(481,928.76)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		3,759,022.00	1,940,387.64	1,037,315.19	1,818,634.36	
TOTAL EXPENDITURES - ALL FUNDS		4,227,609.88	372,670.22	76,213.95	3,854,939.66	
NET OF REVENUES & EXPENDITURES:		(468,587.88)	1,567,717.42	961,101.24	(2,036,305.30)	



TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Tim Wisser, Manager of Municipal Properties

DATE: April 4, 2023

SUBJECT: Funding Authorization for 2023 Painting Services

INTRODUCTION AND HISTORY

The Municipal Properties division consists of 12 full-time employees. Part of this team's responsibilities are the maintenance and repair of over 40 municipal buildings and 20 structures throughout the City of Auburn Hills. Over the past several years staff have been monitoring the exterior condition of these assets. In 2019, staff began to build and implement a city-wide painting schedule as part of our asset management program. Since that time, staff have planned, budgeted, and executed many exterior painting projects such as all six cabins at Hawk Woods, all park pavilion, the Hawk Woods comfort station, the River Woods comfort station, and the Riverside comfort station. Staff had budgeted in 2022 to repaint City Hall and the Community Center, however, after budget planning for this year was complete it was later decided to push this work out to 2023. In addition to these two buildings, staff budgeted in 2023 to repaint both the windmill storage building, the Fieldstone Golf Club Clubhouse, along with other municipal structures and assets. Although the library exterior was not originally considered for maintenance in 2023, staff recommended including it in a prospective bid due to its declining condition. It is important to note that each of these buildings was last painted when they were built or remodeled 15-20 years ago, which is well past the recommended time frame of 7-12 years. Staff believes the extended life of these assets is a result of the quality craftsmanship they received at the time of construction.

On January 18, 2023, an invitation to bid was published to the Michigan Intergovernmental Trade Network (MiTN) for painting services to be performed throughout the City (**Exhibit 1**). Fourteen (14) contractors attended the mandatory pre-bid meeting held at the Department of Public Works on February 7, 2023. At the meeting, DPW staff reviewed the bid in its entirety, along with each asset and expectations such as painting and staining products, the requirement to follow all manufacturers recommendations, daily progress reports, and potential accommodations due to the nature of the services City staff provides. It was requested that each contractor submitting a bid price also include individual proposals for each project. As part of the proposal, staff requested details such as pictures, schedules, product spec sheets and itemization, including an explanation of the necessary prep-work and painting process. Additionally, it was requested that contractors not only provide references, but also pictures of comparable projects they have completed within the past two years. Eight (8) contractors submitted sealed bids which were opened in the lobby of the Office of the City Clerk on February 1, 2023. The bid sheet contained an itemized list of 11 public assets with a lump-sum total (**Exhibit 2**).

In an effort to evaluate each proposal and as part of the bid review process, a follow up letter was sent to each of these eight contractors requesting additional information about the companies they represent to help determine their qualifications, capabilities, and professionalism. Staff also included in the letter a request for group pricing if the four (4) Civic Center Campus buildings and the Fieldstone Clubhouse were awarded together. Upon review of all the information we were able to gather, DPW staff were able to narrow the prospective bid winners to the three lowest bids received which were from CertaPro Painting, Renu Painting, and Northstar Painting.

COMPANY NAME	TOTAL
CertaPro Painters	\$ 89,862.00
Renu Painting	\$ 187,690.00
Northstar Painting	\$ 191,775.00
TN Construction LLC	\$ 232,950.00
Bennings Painting & Industrial Flo	\$ 234,083.00
Kettler Painting, LLC	\$ 250,544.00
Independence Pain Services	\$ 277,397.00
Allied Building Service	-

CertaPro was the lowest bidder by a substantial amount. They did provide separate proposals as requested along with responding to the additional information inquiry. However, because of the city's past subpar work history with CertaPro, along with their subcontractors, staff does not hold confidence in recommending CertaPro. Renu Painting did not respond to any of the three attempts made for more information, nor did they provide a detailed proposal of how they arrived at their proposed number. As a result, staff are not confident in awarding services to this company. Northstar Painting has been the most professional and communicative company throughout the bid process. During the pre-bid meeting they asked many questions and pointed out deficiencies that other contractors did not see, exhibiting a high knowledge of their craft. They provided all the information requested including pictures from their portfolio with references. Northstar Painting also provided an additional savings of \$13,550 if they were awarded all five of the previously mentioned buildings (Fieldstone, Library, Wind Mill, Community Center, City Hall). After a thorough review of proposals, references, and past work history, DPW staff are recommending the bid award to Northstar Painting for the 2023 Auburn Hills Painting Services.

Funding for this contract is split between the City's General Fund, Fieldstone Golf Club, and the Tax Increment Finance Authority. On March 15th City Council approved the bid award to Northstar Painting, authorizing services at the Fieldstone Golf Club for \$27,625.00 and the DPW Brine Storage Area for \$2,200.00. Staff are seeking approval from TIFA for the remaining projects, which will also require an amendment to the 2023 budget.

City Hall	\$ 32,850.00
Wind Mill	\$ 4,400.00
Library	\$ 34,800.00
Community Center	\$ 38,750.00
The Den - Deck, Logs	\$ 7,000.00
Amphitheater	\$ 7,500.00
Riverside Wood Stump	\$ 1,500.00
75-Decorative Poles	\$ 10,500.00
37-Parking Lot Poles	\$ 11,100.00
TOTAL	\$ 148,400.00

STAFF RECOMMENDATION

Staff recommends the Auburn Hills Painting Services bid award to Northstar Painting, authorizing exterior painting services at City Hall, the Library, the Den, Community Center, Wind Mill, Amphitheater, Riverside Park, 75 decorative light poles, and 37 parking lot light poles for the not to exceed amount of \$148,400. Staff also recommends approval of an equal budget amendment for these services.

Funding Authorization for 2023 Painting Services

General Ledger Number	Amount
101-265-931.000	\$2,200.00
584-753-808.000	\$27,625.00
251-735-800.199	\$26,500
253-737-800.199	\$121,900

An appropriate motion is:

Move to award the 2023 painting services bid to Northstar Painting for services not to exceed \$148,400 and to amend the 2023 TIFA budget with an increase in appropriations of \$148,400.00 as noted in the attached table.



BID ID: ITB-CAH-02-01-2023-001

BID NAME: Auburn Hills Painting Services

ITEM: Painting Services

DUE DATE: February 1st, 2023, 11:00AM EST

<u>IMPORTANT DATES</u>		
1/18/23	WED	Bid Posting
1/25/23	WED	Pre-Bid Meeting
2/01/23	WED	Bid Opening

The City of Auburn Hills (City) is seeking bids from experienced and qualified contractors to provide painting services for the preservation and maintenance of public buildings. There will be a mandatory site visit held on **January 25th at 10:00 AM**. The meeting will start at 1500 Brown Road in Auburn Hills Michigan, 48346.

Bids will be accepted by the City Clerk until **Wednesday, February 1, 2023, at 11:00 AM**. Bids will be opened at that time in the front lobby of the City Clerk at 1827 N. Squirrel.

Bids to receive consideration shall be received prior to the specified time of opening as designated on the bid form. **NO LATE BIDS WILL BE ACCEPTED**. Bids are considered received when received and date stamped by the office of the City Clerk.

PREPARATION OF BID

- Unless otherwise approved by the City, all bidders must attend the **MANDATORY PRE-BID MEETING on Wednesday, January 25, 2023 at 10:00 AM**. Bidders will meet at the Department of Public Works building at 1500 Brown Road Auburn Hills, MI.
- Each bidder shall furnish all information required on the bid form. Erasures or other changes must be initialed by the person signing the bid form.
- If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, contact either Tim Wisser by email/phone at twisser@auburnhills.org / 248-364-6901 or Terry Barnett by email/phone at tbarnett@auburnhills.org / 248-364-6907.



SUBMISSION OF BIDS

- All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

Bidder's Name
Bidder's Address
Bid Number
Bid Item (Name of Bid)

Failure to do so may result in a premature opening of or failure to open such proposal. All bids must be hand delivered or mailed to:

Auburn Hills City Clerk's Office
1827 N. Squirrel Road
Auburn Hills, MI 48326

- Bidders are responsible for submitting proposals before stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- Any bid may be withdrawn by giving written notice to the Clerk's Office before stated closing time. After stated closing time, no bid may be withdrawn or cancelled for a period of one hundred and eighty (180) days after said closing time.

GENERAL INFORMATION

- Pricing shall be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit price will govern.
- The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.
- All proposals shall be opened publicly at the date and time specified. Each shall be recorded with the name of the proposer. All proposals shall be in accordance with the Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive."
- No proposal will be accepted from any person, firm, or corporation who is in arrears upon any obligation to the City or who otherwise may be deemed irresponsible or unreliable by the City.
- No proposal will be allowed to be withdrawn after it has been deposited with the City of Auburn Hills, except as provided by law. All proposers are held to prices proposed for 180 days or award, whichever comes first, except the successful proposer whose prices shall remain firm through contract expiration.
- Any deviation from the scope of work must be noted in the proposal.



- The Invitation to Bid document together with its addenda, amendments, attachments, and modifications, when executed, becomes the contract or part of the contract between the parties.
- Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.
- All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Auburn Hills unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The City cannot promise, warrant or guarantee confidentiality nor will the information presented be exempt from disclosure under the FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.
- The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City of Auburn Hills.

Sub-Contractors Insurance Requirements

If approval is granted by the City of Auburn Hills for Contractor to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Contractor shall furnish certificates evidencing the same insurance for the City of Auburn Hills as required in this Invitation to Bid document.

Scope of Services:

The City is seeking bids from qualified contractors to provide painting, staining, sealing, and epoxy coat services for the restoration and maintenance of municipal buildings to be completed by ***September 1, 2023***. All sealing and paint products must be from brand name Sherwin Williams. Some specific products may be determined during the pre-bid meeting. Contractor must follow all product specifications including, but not limited to surface preparation, caulking, application of appropriate primers, and coating rates. Contractor must include in their bid the replacement of any rotten or missing wood, siding, or trim boards. Contractor is also responsible for providing before and after pictures of their work and including a report for all wood and siding replacement. The assets in need of services are included in the table below.



Building Name	Address
DPW Brine Storage Area	1500 Brown Road
City Hall	1827 N Squirrel Road
Wind Mill	1827 N Squirrel Road
Library	3400 Seyburn Drive
Community Center	3350 E Seyburn Drive
Fieldstone Golf Course	1984 Taylor Road
The Den - Deck, Logs	3388 Auburn Road
Amphitheater	3311 Parkways
Riverside Wood Stump Carving-Art	3311 Parkways
Decorative Light Poles	Downtown Area
Parking Lot Light Poles	1827 N Squirrel Road

Preparation of Proposal:

Qualified companies are invited to deliver proposals in accordance with the attached plans and specifications. Bids must be based on specified materials; no alternatives will be accepted.

Contract Award:

The City of Auburn Hills reserves the right to accept or reject any or all bids and to waive any informalities or irregularities in any proposal or the bid process. The competency and responsibility of all bidders shall be taken into consideration in the award of the contract for this work. If bidders are unknown to the City of Auburn Hills, or their competency questioned, it shall be understood that they will, upon request, file with the City of Auburn Hills reliable data and references for investigation. The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work. The City reserves the right to award the contract to the bidder offering the best value, but not necessarily to the one submitting the lowest price. City may award fewer than the indicated bid items and may award them in any combination deemed in the best interest of the City.

Guarantee:

The successful bidder must guarantee the installation for a period of not less than two years against defects of materials or workmanship. This guarantee shall be dated from the time of acceptance of the work and receipt of final payment. The successful bidder shall replace or



correct any work proved to be defective (except when it is clearly shown that the defects are caused by misuse) immediately upon notifications in writing without expense to the City.

Delivery:

The City will work with the contractor to establish a mutually agreeable timetable. **However, all elements of this project must be complete, and all invoices must be received by the City before September 1, 2023.** Contractor shall, to the extent possible, indicate on the proposal form their anticipated timeframe for the work. Should conditions develop which alter the anticipated timetable, the contractor shall notify the city as soon as possible.

Contractor's Use of Site and Premises:

The contractor shall confine their equipment, apparatus, the storage of materials, and operations of their employees to the limit indicated by law, ordinances, permits, or directions of the City and shall not unnecessarily encumber the premises with their materials or equipment. Contractor shall store their materials, supplies, and equipment in a neat and orderly manner so as not to unduly interfere with the progress of their work, the work of other contractors, or the operation of City business.

Contractor shall remove all rubbish and debris from City property and legally dispose of it. Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this agreement. The contractor shall not allow waste material, or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed.

The contractor shall take all necessary measures to prevent damage to other areas of buildings, grounds, and utilities adjacent to their work. The contractor shall be responsible for damage to the City's premises that may be caused by their work. Should damage occur as a result of the contractor's work, the contractor is responsible for the repair and/or replacement of the damaged area at their own expense. Otherwise, the City shall repair and/or replace the damaged area and charge the contractor or deduct the amount from the contractor's payment.

All work shall be performed in a professional manner using quality equipment and materials, all of which must be maintained and operated with the highest standards as well as meeting all Michigan Occupational Safety Health Administration (MIOSHA) regulations.

Contractor is advised that their employees must act in a polite and professional manner at all times and refer any questions, complaints, or concerns received from the public to a representative of the City.



The City reserves the right to require the contractor to replace any employee the City deems to have performed in a non-professional, or discourteous manner toward the public or any City representative.

All employees of the awarded firm assigned to this project shall carry proper company identification and be dressed in a company uniform so as to present a professional appearance. Use of tobacco products while providing services to the City is strongly discouraged.

Minimum Qualifications:

It is the intention of the City to award a contract only to a Contractor who furnishes satisfactory evidence of requisite experience and ability and enough capital and facilities to complete the work successfully and promptly within the timeline established between the parties.

Proposals will be evaluated and ranked. The City reserves the right to reject all proposals to make and award based directly on the proposals or to negotiate further with one or more firms. The City reserves the right to award bid to the contractor with the lowest bid price for each building or the entire lowest lump sum bid, depending on qualifications. The firm selected for the award will be chosen based on the apparent greatest benefit to the City, including but not limited to:

1. Qualifications and Experience.
2. Comparable Projects/References.
3. Cost Proposal.
4. Written Warranties

Bidders will be rejected and deemed non-responsive if they do not meet the following qualifications:

- The bidder must be duly licensed by the appropriate authorities to provide the services required.
- The bidder must provide three business references where similar contracted services have been completed.



Insurance Requirements for Work on/or Within City Property/Facilities:

Liability Insurance

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of “A”, and the following minimum requirements:

a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):

I. Check mark indicating occurrence as opposed to claims made form

II. Limits of Liability:

\$2,000,000 each occurrence

\$4,000,000 general and products-completed operations aggregates

III. Personal Injury \$2,000,000 aggregate

b. Automobile Liability:

I. Check mark indicating coverage as to any automobile

II. Certificate must reflect Michigan “No Fault” PIP and PPI statutory coverages are also afforded

III. Limits of Liability: \$2,000,000 combined single limit

c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.

d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*

e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

Owner's and Contractor's Protective Liability



The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability and Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be in an insurance company acceptable to the City of Auburn Hills.

Workers Compensation

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan and shall be in an insurance company acceptable to the City of Auburn Hills.

Certificate of Insurance

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.



Hold Harmless/Indemnification Agreement

It is further required that all contractors providing services or performing duties for the City of Auburn Hills and/or its Authorities shall enter into a Hold Harmless/Indemnification Agreement with the City and all other entities, in which Agreement the Contractor and its employees, representatives and agents agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.



Auburn Hills Painting Services 2023
ITB-CAH-02-01-2023-001
Proposal Form

Building Name	Address	Description	Product	Color		Bid Price
DPW Brine Storage Area	1500 Brown Road	Wood facias, posts, and support beams.	Superdeck	Cedar Tone Natural	Stain and seal all wood surfaces	
City Hall	1827 N Squirrel Road	Wood siding, trim, railings, foundation, and ceiling.	Emerald Rain Refresh	Match Existing	Paint, stain, and seal all previously treated surfaces.	
Windmill	1827 N Squirrel Road	Wood siding, trim, window, and door.	Emerald Rain Refresh	White	Paint all previously painted surfaces.	
Library	3400 Seyburn Drive	Wood siding and trim.	Emerald Rain Refresh	Match Existing	Paint, stain, and seal all previously treated surfaces.	
Community Center	3350 E Seyburn Drive	Wood siding, trim, block walls, and columns.	Emerald Rain Refresh	White	Paint, stain, and seal all previously treated surfaces.	
Fieldstone Golf Course	1984 Taylor Road	Siding, ceilings, trim, and beams.	Emerald Rain Refresh	Match Existing	Paint, stain, and seal all previously treated surfaces.	
The Den - Deck, Logs	3388 Auburn Road	Deck, railings, and logs.	Superdeck	Clear/3562 Blue Spruce	Paint, stain, and seal all previously treated surfaces.	
Amphitheater	3311 Parkways	Ceiling, walls, and columns.	Oil-Based Transparent	Cedar Tone Natural	Stain and seal all wood surfaces	
Riverside Wood Stump Carving-Art	3311 Parkways	Entire carving.	Cabot’s Australian Timber Oil	Match Existing	Stain and seal all wood surfaces	
Decorative Light Poles	Downtown Area	75 Poles and bases (not the head).	Water based Acrolon 100HS	Tricorn Black	Paint poles and bases (not the head).	
Parking Lot Light Poles	1827 N Squirrel Road	Poles and bases (not the head).	Water based Acrolon 100HS	Match Existing	Paint poles and bases (not the head).	
City Wide		Small projects/maintenance work			Hourly Painting Services Rate	

LUMP SUM BID	
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VENDOR QUESTIONNAIRE

Firm Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Years in Business: _____

Explain your company's capabilities/knowledge as it relates to wood staining and sealing, painting, concrete sealing, and epoxy coatings.

Provide Three (3) References (names, telephone numbers, and email addresses).

1) _____

2) _____

3) _____



Respectfully Submitted By,

Company: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Telephone: [Click or tap here to enter text.](#)
to enter text.

Fax: [Click or tap here](#)

Email: [Click or tap here to enter text.](#)

Authorized Signature

Title

Printed Name

Date

Approval

Authorized Signature

Title

BID ITEM: Painting Services
BID OPENING DATE: February 1, 2023
BID OPENING TIME: 11:00 AM



COMPANY NAME	DPW Brine Storage	City Hall	Wind Mill	Library	Community Center	Fieldstone Golf Course	The Den - Deck, Logs	Amphitheater	Riverside Wood Stump	75-Decorative Poles	37-Parking Lot Poles	TOTAL
CertaPro Painters	\$ 989.00	\$ 19,735.00	\$ 2,788.00	\$ 19,985.00	\$ 18,735.00	\$ 14,980.00	\$ 1,995.00	\$ 3,650.00	\$ 336.00	\$ 3,799.00	\$ 2,870.00	\$ 89,862.00
Renu Painting	\$ 3,528.00	\$ 32,760.00	\$ 5,688.00	\$ 36,000.00	\$ 33,000.00	\$ 28,440.00	\$ 6,336.00	\$ 12,600.00	\$ 3,288.00	\$ 11,250.00	\$ 14,800.00	\$ 187,690.00
Northstar Painting	\$ 2,200.00	\$ 41,150.00	\$ 4,400.00	\$ 34,800.00	\$ 44,000.00	\$ 27,625.00	\$ 7,000.00	\$ 7,500.00	\$ 1,500.00	\$ 10,500.00	\$ 11,100.00	\$ 191,775.00
TN Construction LLC	\$ 4,600.00	\$ 41,900.00	\$ 5,900.00	\$ 59,000.00	\$ 52,800.00	\$ 30,900.00	\$ 4,900.00	\$ 4,800.00	\$ 3,400.00	\$ 11,250.00	\$ 13,500.00	\$ 232,950.00
Bennings Painting & Industrial Flo	\$ 3,157.00	\$ 38,346.00	\$ 10,825.00	\$ 43,298.00	\$ 43,909.00	\$ 41,026.00	\$ 10,660.00	\$ 10,951.00	\$ 2,442.00	\$ 19,964.00	\$ 9,505.00	\$ 234,083.00
Kettler Painting, LLC	\$ 2,781.00	\$ 44,471.00	\$ 29,111.00	\$ 47,500.00	\$ 38,796.00	\$ 28,313.00	\$ 6,960.00	\$ 2,712.00	\$ 400.00	\$ 28,875.00	\$ 20,625.00	\$ 250,544.00
Independence Pain Services	\$ 1,932.00	\$ 66,300.00	\$ 5,800.00	\$ 52,455.00	\$ 73,125.00	\$ 45,250.00	\$ 5,250.00	\$ 3,585.00	\$ 825.00	\$ 13,875.00	\$ 9,000.00	\$ 277,397.00
Allied Building Service	\$ 2,057.50	-	\$ 4,955.00	-	-	-	\$ 5,750.00	\$ 7,500.00	\$ 1,225.00	\$ 22,500.00	\$ 14,065.00	-



TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director

DATE: April 3, 2023

SUBJECT: Funding Authorization for Downtown Parking Study

INTRODUCTION AND HISTORY

Over the years the City of Auburn Hills has more than adequately kept up with parking needs in downtown Auburn Hills. While there are some parking areas in downtown that currently are underutilized, staff recognizes that the continued growth and investment in downtown will have an impact on future public parking needs. With that, staff feels strongly that a comprehensive parking study is needed.

Rich & Associates is currently contracted with the City to design the proposed extension to the existing downtown parking structure and in addition to their extensive experience in designing and engineering parking structures and surface parking lots, they also have extensive experience conducting parking studies. Staff has reached out to Rich & Associates about adding on to their existing contract to perform a parking study of downtown Auburn Hills. This study will evaluate current conditions, consider future potential downtown uses and growth, and then make recommendations on parking additions as well as best practices to manage our downtown parking needs.

While not currently budgeted in the FY2023 budget, staff finds it appropriate for the TIFA to participate in covering the costs for this endeavor. Staff will also bring forward a similar recommendation to the DDA Board of Directors since the two authorities share boundaries in downtown Auburn Hills.

Staff has received a proposal from Rich & Associates to conduct a parking study of downtown Auburn Hills. Costs are estimated at \$20,400 for the entire study. While the TIFA will be providing the funding, the City Council would need to authorize a change order to the existing contract with Rich & Associates. Therefore, staff is only seeking funding authorization for this endeavor.

STAFF RECOMMENDATION

Staff recommends approval of a budget amendment in the amount of \$20,400 to cover the costs associated with a downtown parking study. Should the DDA Board also choose to participate, the TIFA's overall cost will be less than \$20,400.

An appropriate motion is:

Move to authorize funding for a downtown parking study. Furthermore, approve a budget amendment to the FY 2023 TIF-A budget increasing appropriations by \$20,400 in support of this study.



TO: Chairman Kneffel and Members of the TIFA Board of Directors

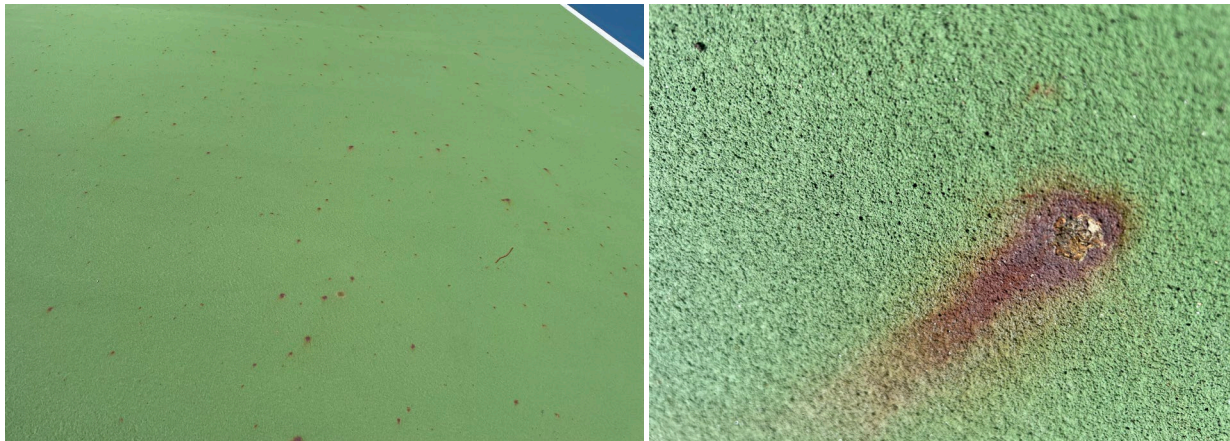
FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director

DATE: April 3, 2023

SUBJECT: Tennis Court Resurfacing

INTRODUCTION AND HISTORY

As the Board may recall, the TIFA provided funding for the installation of new tennis courts on the City's Municipal Campus in 2020. Since that time, there has been significant usage by residents and visitors alike. Unfortunately, last spring staff discovered rust spots in the surface of the tennis courts (photos below).



Following staff's investigation, it was determined that there were materials in the asphalt that were causing these rust spots to appear. It is important to note that this is not an item that is covered under the warranty and there was no reason to believe that the product used for this project was of low quality. Further, the mix and coating material were installed correctly. After extensive negotiations with the contractor responsible for the installation of the tennis courts, we have reached an agreement that the contractor would cover one third of the cost to resurface the tennis courts with stain blocker and repaint the tennis courts. Total costs come to \$26,600. Staff is recommending that the TIFA Board fund the remaining two-thirds of the project in an amount not to exceed \$17,733. This is not a budgeted expense and will require a budget amendment.

STAFF RECOMMENDATION

Staff recommends approval of a budget amendment in the amount of \$17,733 to cover the costs associated with resurfacing the tennis courts on the Municipal Campus.

An appropriate motion is:

Move to authorize a budget amendment to the 2023 TIF-D budget for the resurfacing of the tennis courts on the City's Municipal Campus, increasing appropriations by \$17,733.