



BOARD OF DIRECTORS MEETING

July 9, 2024

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 – June 11, 2024

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 2024 Adopted Budget and YTD Summary – June 30, 2024

6) UNFINISHED BUSINESS

7) NEW BUSINESS

- a) Engineering Scope of Design Services for the 2025 TIF-B Road Program

8) EXECUTIVE DIRECTOR REPORT

9) BOARD MEMBER COMMENTS

10) ADJOURNMENT

Next Meeting is Scheduled for August 13, 2024 at 4:00 p.m.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: JULY 15, 2024

AGENDA ITEM NO _____

TAX INCREMENT FINANCE AUTHORITY

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

June 11, 2024

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:00 PM.

ROLL CALL: Present: Kneffel, Goodhall, Gudmundsen, Eldredge, Fletcher, Barash, Moniz
Absent: Waltenspiel
Also Present: Brandon Skopek, Assistant City Manager & TIFA Executive Director; Andrew Hagge, Assistant to the City Manager; Tim Wisser, Manager of Municipal Properties.
Guests: None

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

PERSONS WISHING TO BE HEARD

Mr. Skopek began the meeting introducing Anthony Barash, the newly appointed TIFA Board member, to the rest of the Board. Everyone in attendance introduced themselves to Mr. Barash.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – April 9, 2024

There was no discussion on the approval of the minutes.

Moved by Mr. Goodhall to approve the TIFA Regular Meeting Minutes from April 9, 2024, as presented.

Seconded by Dr. Fletcher

Yes: Kneffel, Goodhall, Fletcher, Eldredge, Gudmundsen, Moniz, Barash
No: None

CORRESPONDENCE & PRESENTATIONS

None.

CONSENT AGENDA

A. FY 2024 Adopted Budget and YTD Summary – May 31, 2024

RESOLVED: To receive and file the financial report for the period ending May 31, 2024.

B. Receive and File Budget Amendments Encumbered by Purchase Orders

RESOLVED: To receive and file the 2024 budget amendments for 2023 funds encumbered by purchase order.

Moved by Mr. Moniz to Approve the Consent Agenda.

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Gudmundsen, Eldredge, Fletcher, Barash, Moniz

No: None

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Replacement of Downtown Holiday Tree

Mr. Skopek and Mr. Wisser presented the agenda item regarding the purchase of the replacement downtown holiday tree. Mr. Skopek provided details regarding the history of the prior holiday tree, going out to bid to replace the holiday tree in 2023, and going out to bid again in 2024. Mr. Wisser provided detailed information to the Board regarding the procurement and bid process as well as technical information. Technical information included details about the waterproof connectors on the new holiday tree, which will prevent future shorts and light failures.

Additionally, Mr. Barash inquired about the life expectancy of the new downtown holiday tree. Mr. Wisser explained that he expects the holiday tree to last at least 10 years.

Moved by Mr. Moniz to authorize the purchase of the S-4 40-foot Sequoia artificial Christmas tree from Christmas Décor by Eradico in the amount of \$95,041. Further, amend the 2024 TIF-A budget, increasing appropriations by \$95,041 in account number 251-735-800.199.

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Gudmundsen, Eldredge, Fletcher, Barash, Moniz

No: None

Motion Carried

EXECUTIVE DIRECTOR REPORT

Mr. Skopek provided two updates to the Board. First, Mr. Skopek noted that the play structure, purchased by the TIFA Board, has been installed in River Woods Park, and that a ribbon cutting will soon follow. Second, Mr. Skopek explained that a downtown sound system project will soon be coming to the Board for approval. The sound system will allow for music, or other audio functions, to play throughout the Auburn Hills downtown.

BOARD MEMBER COMMENTS

Mr. Kneffel inquired about an update regarding the soon-to-come pickleball development. Mr. Skopek noted that the developers will be closing on the property for the pickleball facility shortly. Second, Mr. Kneffel asked that city staff look into signage that can promote the growing downtown. The Board discussed signage options and the best ways to promote happenings of downtown Auburn Hills.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, July 9, 2024, at 4:00 p.m. in the Administrative Conference Room in City Hall at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

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

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Gudmundsen, Eldredge, Fletcher, Barash, Moniz

No: None

Motion Carried

The TIFA Board of Directors meeting adjourned at 4:36 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Assistant to the City Manager



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

FROM: Brandon Skopek; Assistant City Manager, TIFA Executive Director; Andrew Hagge, Assistant to the City Manager

DATE: July 2, 2024

SUBJECT: FY 2024 Adopted Budget and YTD Summary – June 30, 2024

STATEMENT OF NET POSITION

- TIF-A Cash \$2.3 million
- \$1.3 million invested TIF-A
 - \$446,970 – Investment Pooling
 - \$292,524 – Insight
 - \$567,682– MiClass
- TIF-B Cash \$4.2 million
- \$11.2 million invested in TIF-B
 - \$8.1 million – Insight
 - \$3.1 million – MiClass
- TIF-D Cash \$2.6 million
- \$1.4 million invested in TIF-D
 - \$1.4 million – Insight
 - \$536 - MiClass

TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 55% of budgeted revenues have been received for TIF-A in fiscal year 2024.

Property Taxes:	\$798,333
Building Rental:	\$27,849
Interest:	\$40,025
EV Charging Fees:	\$1,645
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	\$867,852
- Approximately 24% of budgeted expenditures have been utilized for fiscal year 2024.

TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 63% of budgeted revenues have been received for TIF-B in fiscal year 2024.

Property Taxes:	\$1,171,159
Interest:	\$55,808
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	\$1,226,967
- Approximately 4% of budgeted expenditures have been utilized for fiscal year 2024.

TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 18% of budgeted revenues have been received for TIF-D in fiscal year 2024.

Property Taxes:	\$161,382
Interest:	\$39,024
EV Charging Fees:	\$457
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	\$200,863
- Approximately 37% of budgeted expenditures have been utilized for fiscal year 2024.

An appropriate motion is:

Move to receive and file the TIFA Financial Report for period ending June 30, 2024

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 06/30/2024

GL Number	Description	YTD Balance 06/30/2024
Fund: 251 TIFA A		
*** Assets ***		
251-000-001.000	CASH	2,349,532.65
251-000-017.000	OC LOCAL GOV INV POOL (LGIP)	446,970.06
251-000-017.002	INVESTMENT MANAGER - CUTWATER	292,523.52
251-000-017.004	CASH - MICCLASS	567,681.63
251-000-062.000	Lease Receivable	139,272.00
251-000-130.000	LAND	6,336,254.47
251-000-132.000	LAND IMPROVEMENTS	5,199,115.52
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,488,764.02)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,634,607.70)
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	0.26
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(102,574.83)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(9,660,285.64)
Total Assets		25,735,603.41
*** Liabilities ***		
251-000-211.000	RETAINAGE PAYABLE	0.01
251-000-275.000	DUE TO TAXPAYERS	665.88
251-000-360.001	Deferred Inflow of Resources	139,272.00
Total Liabilities		139,937.89
*** Fund Equity ***		
251-000-390.000	FUND BALANCE	25,206,594.37
Total Fund Equity		25,206,594.37
Total Fund 251:		
TOTAL ASSETS		25,735,603.41
BEG. FUND BALANCE		25,206,594.37
+ NET OF REVENUES & EXPENDITURES		389,071.15
= ENDING FUND BALANCE		25,595,665.52
+ LIABILITIES		139,937.89
= TOTAL LIABILITIES AND FUND BALANCE		25,735,603.41

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 06/30/2024

GL Number	Description	YTD Balance 06/30/2024
Fund: 252 TIFA B		
*** Assets ***		
252-000-001.000	CASH	4,273,756.64
252-000-017.002	INVESTMENT MANAGER - CUTWATER	8,126,506.52
252-000-017.004	CASH - MICLASS	75.54
252-000-017.005	CASH - MICLASS EDGE	3,163,879.02
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,058,321.52)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(13,680.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,309,233.65)
Total Assets		22,405,243.52
*** Liabilities ***		
252-000-275.000	DUE TO TAXPAYERS	15.12
Total Liabilities		15.12
*** Fund Equity ***		
252-000-390.000	FUND BALANCE	21,269,072.86
Total Fund Equity		21,269,072.86
Total Fund 252:		
TOTAL ASSETS		22,405,243.52
BEG. FUND BALANCE		21,269,072.86
+ NET OF REVENUES & EXPENDITURES		1,136,155.54
= ENDING FUND BALANCE		22,405,228.40
+ LIABILITIES		15.12
= TOTAL LIABILITIES AND FUND BALANCE		22,405,243.52

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 06/30/2024

GL Number	Description	YTD Balance 06/30/2024
Fund: 253 TIFA D		
*** Assets ***		
253-000-001.000	CASH	2,622,608.07
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,401,771.83
253-000-017.004	CASH - MICCLASS	536.27
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,419,258.46)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,466,188.80
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(9,945,301.76)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(10,316.94)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	317,853.49
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(36,869.57)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,753,018.91)
Total Assets		25,441,147.80
*** Liabilities ***		
253-000-275.000	DUE TO TAXPAYERS	18,625.00
Total Liabilities		18,625.00
*** Fund Equity ***		
253-000-390.000	FUND BALANCE	25,496,082.51
Total Fund Equity		25,496,082.51
Total Fund 253:		
TOTAL ASSETS		25,441,147.80
BEG. FUND BALANCE		25,496,082.51
+ NET OF REVENUES & EXPENDITURES		(73,559.71)
= ENDING FUND BALANCE		25,422,522.80
+ LIABILITIES		18,625.00
= TOTAL LIABILITIES AND FUND BALANCE		25,441,147.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 06/30/2024

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024	Activity For 06/30/2024	Available Balance 06/30/2024	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Revenues						
Department: 735 TIFA A						
251-735-402.000	AD VALOREM	1,235,218.00	798,332.56	0.00	436,885.44	64.63
251-735-412.000	DELINQUENT PERSONAL PROPERTY	5,500.00	0.00	0.00	5,500.00	0.00
251-735-414.000	MTT YE ACCRUAL	(19,816.00)	0.00	0.00	(19,816.00)	0.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHARE	237,451.00	0.00	0.00	237,451.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	1,645.28	480.71	(1,345.28)	548.43
251-735-665.000	INTEREST REVENUE	58,287.00	39,784.74	0.00	18,502.26	68.26
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	21,069.00	10,362.00	1,727.00	10,707.00	49.18
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	40,609.00	17,487.36	0.00	23,121.64	43.06
251-735-669.001	INTEREST REV EXT MANAGERS	0.00	241.00	0.00	(241.00)	100.00
Total Dept 735 - TIFA A		1,578,618.00	867,852.94	2,207.71	710,765.06	54.98
Revenues		1,578,618.00	867,852.94	2,207.71	710,765.06	54.98
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-722.000	WORKERS COMPENSATION	0.00	65.72	19.50	(65.72)	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	57.28	0.00	192.72	22.91
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	271,241.00	164,048.23	162,826.48	107,192.77	60.48
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	8,000.00	456.68	100.00	7,543.32	5.71
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	8,000.00	1,016.66	380.00	6,983.34	12.71
251-735-810.000	INVESTMENT MANAGEMENT FEES	415.00	97.19	16.46	317.81	23.42
251-735-817.000	CONSULTANT SERVICES	5,000.00	7,121.38	0.00	(2,121.38)	142.43
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,183.00	450.18	0.00	732.82	38.05
251-735-851.000-THEDEN__3388	TELEPHONE	0.00	464.88	0.00	(464.88)	100.00
251-735-885.000	COMMUNITY RELATIONS	5,000.00	0.00	0.00	5,000.00	0.00
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	10,000.00	0.00	0.00	10,000.00	0.00
251-735-921.000-CHAMBER_3395	ELECTRIC	2,149.00	599.07	117.61	1,549.93	27.88
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	12,980.58	728.44	12,019.42	51.92
251-735-921.000-THEDEN__3388	ELECTRIC	2,360.00	880.39	202.72	1,479.61	37.30
251-735-922.000	STREET LIGHTING	42,000.00	21,585.28	3,727.43	20,414.72	51.39
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,250.00	4,001.45	956.69	2,248.55	64.02
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	126.05	25.00	173.95	42.02
251-735-923.000-CHAMBER_3395	HEAT	1,700.00	792.30	29.55	907.70	46.61
251-735-923.000-PKSTRUC_3381	HEAT	250.00	102.54	16.80	147.46	41.02
251-735-923.000-THEDEN__3388	HEAT	1,500.00	777.96	16.00	722.04	51.86
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,484.00	624.25	0.00	859.75	42.07
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,181.00	1,263.32	0.00	917.68	57.92
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	63.60	10.60	936.40	6.36
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	4,000.00	506.85	122.67	3,493.15	12.67
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	690.00	45.50	9.10	644.50	6.59
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	27,800.00	2,017.31	1,805.74	25,782.69	7.26
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,100.00	134.62	80.56	965.38	12.24
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	900.00	37.90	16.06	862.10	4.21
251-735-929.000	IRRIGATION WATER AND MAINT.	40,000.00	2,089.37	1,922.96	37,910.63	5.22
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	0.65	0.65	(0.65)	100.00
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,752.64	0.00	2,500.36	60.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 06/30/2024

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024	Activity For 06/30/2024	Available Balance 06/30/2024	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	5,000.00	14,230.00	0.00	(9,230.00)	284.60
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
251-735-935.005	BRIDGE REPAIRS AND MAINTENANCE	3,500.00	0.00	0.00	3,500.00	0.00
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	738.31	0.00	(638.31)	738.31
251-735-957.002	LIABILITY INSURANCE	6,322.00	6,328.00	0.00	(6.00)	100.09
251-735-958.000	MEMBERSHIPS/CERTIFICATIONS	0.00	325.00	0.00	(325.00)	100.00
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	800,000.00	231,000.65	202,100.65	568,999.35	28.88
251-735-995.004	ADMINISTRATIVE CHARGES	35,158.00	0.00	0.00	35,158.00	0.00
251-735-995.007	INTERFUND SERVICES	50,621.00	0.00	0.00	50,621.00	0.00
251-735-995.101-PUBLICSSQUARE	TRANSFER TO GENERAL FUND	381,651.00	0.00	0.00	381,651.00	0.00
Total Dept 735 - TIFA A		1,980,358.00	478,781.79	375,231.67	1,501,576.21	24.18
Expenditures		1,980,358.00	478,781.79	375,231.67	1,501,576.21	24.18
Fund 251 - TIFA A:						
TOTAL REVENUES		1,578,618.00	867,852.94	2,207.71	710,765.06	
TOTAL EXPENDITURES		1,980,358.00	478,781.79	375,231.67	1,501,576.21	
NET OF REVENUES & EXPENDITURES:		(401,740.00)	389,071.15	(373,023.96)	(790,811.15)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 06/30/2024

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024	Activity For 06/30/2024	Available Balance 06/30/2024	% Bdg Used
Fund: 252 TIFA B						
Account Category: Revenues						
Department: 736 TIFA B						
252-736-402.000	AD VALOREM	1,699,221.00	1,171,158.76	0.00	528,062.24	68.92
252-736-412.000	DELINQUENT PERSONAL PROPERTY	4,500.00	0.00	0.00	4,500.00	0.00
252-736-414.000	MTT YE ACCRUAL	(1,668.00)	0.00	0.00	(1,668.00)	0.00
252-736-573.000	LOCAL COMMUNITY STABILIZATION SHARE	100,420.00	0.00	0.00	100,420.00	0.00
252-736-665.000	INTEREST REVENUE	157,636.00	58,399.42	0.00	99,236.58	37.05
252-736-669.001	INTEREST REV EXT MANAGERS	0.00	(2,591.00)	0.00	2,591.00	100.00
Total Dept 736 - TIFA B		1,960,109.00	1,226,967.18	0.00	733,141.82	62.60
Revenues		1,960,109.00	1,226,967.18	0.00	733,141.82	62.60
Account Category: Expenditures						
Department: 736 TIFA B						
252-736-702.000	SALARIES/WAGES	66,209.00	27,281.60	4,624.00	38,927.40	41.21
252-736-713.000	CLOTHING ALLOWANCE	225.00	225.00	0.00	0.00	100.00
252-736-715.000	SOCIAL SECURITY	5,082.00	2,076.86	348.69	3,005.14	40.87
252-736-716.000	MEDICAL INSURANCE	15,449.00	6,531.47	1,187.54	8,917.53	42.28
252-736-716.001	MEDICAL INSURANCE EMPLOYEE PREMIUM	(772.00)	0.00	0.00	(772.00)	0.00
252-736-717.000	LIFE INSURANCE	389.00	63.70	12.74	325.30	16.38
252-736-719.000	EYE/DENTAL INSURANCE	1,766.00	733.15	146.63	1,032.85	41.51
252-736-720.000	PENSION DC	10,712.00	4,452.24	753.60	6,259.76	41.56
252-736-724.000	DISABILITY INSURANCE	1,273.00	426.30	85.26	846.70	33.49
252-736-725.000	PRESCRIPTION DRUGS	2,736.00	1,262.47	229.54	1,473.53	46.14
252-736-725.001	PRESCRIPTION EMPLOYEE PREMIUM	(137.00)	0.00	0.00	(137.00)	0.00
252-736-800.199	LANDSCAPE/GEN MAINT	220,426.00	38,684.06	0.00	181,741.94	17.55
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,550.00	1,711.40	457.24	4,838.60	26.13
252-736-817.000	CONSULTANT SERVICES	0.00	1,165.00	0.00	(1,165.00)	100.00
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	6,800.00	5,423.24	880.87	1,376.76	79.75
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	726.85	565.43	39,273.15	1.82
252-736-957.000	MISC/CONTINGENCY	600.00	48.30	0.00	551.70	8.05
252-736-967.100	SITE IMPROVEMENT GRANTS	100,000.00	946,500.00	0.00	(846,500.00)	946.50
252-736-972.000	LAND AND IMPROVEMENTS	1,500,000.00	(946,500.00)	0.00	2,446,500.00	(63.10)
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	50,211.00	0.00	0.00	50,211.00	0.00
252-736-995.007	INTERFUND SERVICES	42,633.00	0.00	0.00	42,633.00	0.00
252-736-995.203-CENTRERD_SAD	TRANSFER TO LOCAL STREETS	62,500.00	0.00	0.00	62,500.00	0.00
252-736-995.203-EXECUTIVESAD	TRANSFER TO LOCAL STREETS	62,500.00	0.00	0.00	62,500.00	0.00
252-736-995.203-INNOVATION	TRANSFER TO LOCAL STREETS	37,500.00	0.00	0.00	37,500.00	0.00
252-736-995.592	TRANSFER TO WATER & SEWER	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 736 - TIFA B		2,359,652.00	90,811.64	9,291.54	2,268,840.36	3.85
Expenditures		2,359,652.00	90,811.64	9,291.54	2,268,840.36	3.85
Fund 252 - TIFA B:						
TOTAL REVENUES		1,960,109.00	1,226,967.18	0.00	733,141.82	
TOTAL EXPENDITURES		2,359,652.00	90,811.64	9,291.54	2,268,840.36	
NET OF REVENUES & EXPENDITURES:		(399,543.00)	1,136,155.54	(9,291.54)	(1,535,698.54)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 06/30/2024

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024	Activity For 06/30/2024	Available Balance 06/30/2024	% Bdg Used
Fund: 253 TIFA D						
Account Category: Revenues						
Department: 737 TIFA D						
253-737-402.000	AD VALOREM	348,418.00	160,963.62	0.00	187,454.38	46.20
253-737-412.000	DELINQUENT PERSONAL PROPERTY	0.00	418.65	418.65	(418.65)	100.00
253-737-414.000	MTT YE ACCRUAL	(8,456.00)	0.00	0.00	(8,456.00)	0.00
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	725,836.00	0.00	0.00	725,836.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	456.53	153.43	(206.53)	182.61
253-737-665.000	INTEREST REVENUE	28,499.00	38,643.72	0.00	(10,144.72)	135.60
253-737-669.001	INTEREST REV EXT MANAGERS	0.00	380.00	0.00	(380.00)	100.00
Total Dept 737 - TIFA D		1,094,547.00	200,862.52	572.08	893,684.48	18.35
Revenues		1,094,547.00	200,862.52	572.08	893,684.48	18.35
Account Category: Expenditures						
Department: 737 TIFA D						
253-737-800.199	LANDSCAPE/GEN MAINT	4,000.00	0.00	0.00	4,000.00	0.00
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,300.00	316.52	78.87	983.48	24.35
253-737-885.000	COMMUNITY RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
253-737-922.000	STREET LIGHTING	53,000.00	32,538.37	5,543.22	20,461.63	61.39
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
253-737-927.000-2458ESEYBURN	WATER CONSUMPTION	0.00	13.44	1.06	(13.44)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	849.21	253.53	5,150.79	14.15
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	109.90	17.81	(109.90)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	1,092.64	256.23	2,907.36	27.32
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	1,429.71	1,429.71	(1,429.71)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	704.70	615.95	11,295.30	5.87
253-737-929.000	IRRIGATION WATER AND MAINT.	77,000.00	6,453.10	4,104.82	70,546.90	8.38
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	200,000.00	17,740.09	0.00	182,259.91	8.87
253-737-935.000	ROAD MAINTENANCE	25,000.00	0.00	0.00	25,000.00	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	48.30	0.00	51.70	48.30
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	0.00	203.50	0.00	(203.50)	100.00
253-737-975.000-COMMCTRITCH	BLDG. ADDITIONS & IMPROVEMENTS	173,882.50	177,642.50	0.00	(3,760.00)	102.16
253-737-975.000-FIRESTATION2	BLDG. ADDITIONS & IMPROVEMENTS	35,531.88	35,280.25	0.00	251.63	99.29
253-737-995.004	ADMINISTRATIVE CHARGES	14,104.00	0.00	0.00	14,104.00	0.00
253-737-995.007	INTERFUND SERVICES	4,365.00	0.00	0.00	4,365.00	0.00
Total Dept 737 - TIFA D		742,283.38	274,422.23	12,301.20	467,861.15	36.97
Expenditures		742,283.38	274,422.23	12,301.20	467,861.15	36.97
Fund 253 - TIFA D:						
TOTAL REVENUES		1,094,547.00	200,862.52	572.08	893,684.48	
TOTAL EXPENDITURES		742,283.38	274,422.23	12,301.20	467,861.15	
NET OF REVENUES & EXPENDITURES:		352,263.62	(73,559.71)	(11,729.12)	425,823.33	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		4,633,274.00	2,295,682.64	2,779.79	2,337,591.36	
TOTAL EXPENDITURES - ALL FUNDS		5,082,293.38	844,015.66	396,824.41	4,238,277.72	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 06/30/2024

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024	Activity For 06/30/2024	Available Balance 06/30/2024	% Bdgt Used
NET OF REVENUES & EXPENDITURES:		(449,019.38)	1,451,666.98	(394,044.62)	(1,900,686.36)	



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

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Jason Hefner, Manager of Fleet & Roads

DATE: July 2, 2024

SUBJECT: Engineering Scope of Design Services for the 2025 TIF-B Road Program

INTRODUCTION AND HISTORY

Included within the 2025 Capital Improvement Plan is the reconstruction of three roads within the TIFA B district: Executive Hills Boulevard, Centre Road, and Innovation Drive. In 2019, Auburn Hills roads were assessed a Pavement Surface Evaluation and Rating (PASER) (from 1-10, 10 being new) to understand the quality of city-owned roads and revise the capital plan to address the worst roadways first. The City Council then resolved in August 2019 to maintain an average PASER rating of six or greater. In 2022, Auburn Hills roads were re-assessed for a more current PASER rating. With those results, all three of these streets had a rating of 4.

Initial plans are to fully remove and reconstruct all three roadways with new concrete curbs and asphalt roadway. Any storm and base material issues discovered would also be repaired. The roadwork will be partially funded through Special Assessment Districts (SADs) which defer costs to the property owners as the primary users of the roads. While the city has the right per city ordinance (section 58) to assess 100% of the costs associated with the reconstruction, the city has established that 50% of the project will be assessed to the property owners as it has done with projects over the last 8 years (Deepwoods Dr, Pacific Blvd, N Atlantic Blvd & Continental Dr, Atlantic Blvd, West Entrance Dr, Corporate Dr, and Superior Ct).

In addition to the roadway reconstruction, a new pathway is being considered for one side of Executive Hills Boulevard. During project design, it will be evaluated as to which side of the road will be least impactful to cost and user function due to current grade changes and utility placement. This portion of the project would be solely funded by the city.

Because these projects are projected to begin in 2025, design work will need to begin this year. Staff has requested a scope of work from the City's consulting engineer, OHM Advisors, to provide the necessary design work. The design of this project has been quoted at a not-to-exceed amount of \$325,000. In addition, G2 Consulting will be used by OHM Advisors for geotechnical Services for an estimated cost of \$25,000. The cost breakdown for each project is shown below:

Project	OHM Design Services	G2 Consulting Services	Total Design Costs per Project
Executive Hills Boulevard:	\$175,000	\$13,000	\$188,000
Centre Road:	\$100,000	\$8,000	\$108,000
Innovation Drive:	\$50,000	\$4,000	\$54,000

During the 2024 budget preparation that took place in August 2023, staff originally budgeted for the TIFA to transfer funds to the City's Local Streets fund to cover a portion of these design costs; however, due to the healthy fund balance in TIF District B, it is appropriate for the TIFA to cover all the associated design costs for these projects. While there are currently funds budgeted in the 2024 TIF-B budget for a transfer to the Local Streets fund, these budget numbers were estimates and actual costs exceed the estimates that were provided in 2023.

Engineering Scope of Design Services for the 2025 TIF-B Road Program

Therefore, a budget amendment will be required for this scope of work to cover the difference between the budgeted amount and the actual costs.

The 2024 TIF-B budget includes the following budgeted amounts for each respective project:

Project	2024 Budget	Amendment Required	New Budget Number
Executive Hills Boulevard:	\$62,500	\$125,500	\$188,000
Centre Road:	\$62,500	\$45,500	\$108,000
Innovation Drive:	\$37,500	\$16,500	\$54,000

Staff will include budget numbers for construction costs in the 2025 TIF-B budget, which will be reviewed by the TIFA Board of Directors at the August budget meeting.

STAFF RECOMMENDATION

Staff recommends the approval of the design contract for the reconstruction of Executive Hills Boulevard, Centre Road, and Innovation Drive, and the construction of a pathway along Executive Hills Boulevard, to OHM Advisors in the not-to-exceed amount of \$325,000 and geotechnical services to G2 Consulting at the estimated cost of \$25,000. In addition, staff recommends a budget amendment to increase appropriations by the following in each respective account:

252-736-973.000-EXECUTIVESAD: \$125,500
252-736-973.000-CENTRERD_SAD: \$45,500
252-736-973.000-INNOVATION: \$16,500

An appropriate motion is:

Move to approve the design contract for the TIFA B Road Program to OHM Advisors in the not-to-exceed amount of \$325,000, geotechnical services to G2 Consulting at the estimated cost of \$25,000 and authorize a budget amendment to increase appropriations in the 2024 TIF-B budget as shown in the staff recommendation section of the memo.

EXHIBITS

Exhibit 1 – OHM Advisors Design Scope



June 27, 2024

City of Auburn Hills
1500 Brown Road
Auburn Hills, MI 48326

Attention: **Mr. Stephen Baldante**
Director of Public Works

Regarding: **2025 TIFA B Road Program**
Executive Hills Boulevard, Centre Road, and Innovation Drive
Scope of Engineering Services

Dear Mr. Baldante:

Thank you for this opportunity to provide professional engineering services for the above referenced project. We have prepared the following project understanding and scope of services to be provided by OHM Advisors based on our previous discussions.

PROJECT UNDERSTANDING

The project consists of the reconstruction of various local roads within the TIFA B District, including Executive Hills Boulevard, Centre Road, and Innovation Drive. It is our understanding that the City wishes to implement Special Assessment Districts (SADs) for these road improvement projects. The City portion of the project will be funded through TIFA B. The anticipated construction cost for the overall project is approximately \$7.25 million.

The Executive Hills Boulevard reconstruction will include full removal and replacement of the curbed boulevard roadways. This reconstruction work would include the medians, crossovers, and significant driveway replacements. The existing drainage structures and surface drainage would be investigated to determine the functionality of the current roadway drainage. The City has expressed the desire to implement a pathway along one side of Executive Hills. It has yet to be determined which side would be less impactful to cost and user function as a combination of retaining walls and utility relocations may be needed to facilitate the installation. Median and outside greenbelt landscaping would look to be left in place besides areas impacted by the pathway design.

The Centre Road reconstruction will include full removal and replacement of the curbed roadway. This reconstruction work would include the medians at the Opdyke Road entrances and the removal of the current composite pavement. Almost two decades ago the existing concrete pavement was "crack & sealed" and overlaid with asphalt to rehabilitate the roadway. This rehabilitation has reached its useful life, and the roadway is due for reconstruction. The existing drainage structures and surface drainage would be investigated to determine the functionality of the current roadway drainage.

The Innovation Drive reconstruction will include full removal and replacement of the curbed roadway as well. This reconstruction work would include the eastern cul-de-sac and removal of a composite pavement very similar to Centre Road. Again, the existing drainage structures and surface drainage would be investigated to determine the functionality of the current roadway drainage. The proposed geometry of the roadway would be analyzed to make sure it is properly serving Joyson Safety and HUB Stadium.



SCOPE OF SERVICES

Task 1 – Project Initiation and Obtain Information

Under this task, we will initiate the project and obtain necessary information to proceed with the design. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish a specific delivery schedule.
- Review existing utility information and record drawings for the project areas.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, utility facilities in the area, geometric deficiencies, landscape/aesthetic features, and drainage items.
- Obtain specific topographic survey information for the project areas.
- Notify known utility agencies of the proposed work and verify locations of existing known utilities, including both public and private, within the project limits for conflicts and coordinate relocations if necessary.
- Coordinate with a Geotechnical Engineer to obtain soil borings and pavement cores along the project route.
- Arrange and attend three separate meetings with City staff and all SAD stakeholders to review project concepts, alternatives, and constraints.

Task 2 – Preliminary Plan Development

Under this task, we will undertake the preparation of plans and specifications for the project and apply for the necessary permits. Specific work efforts include:

- Review field information collected to identify any deficient areas in the existing conditions.
- Prepare typical roadway cross-sections for the project.
- Determine preliminary geometrics for the road repair areas.
- Coordinate with the Geotechnical Engineer and assist in developing pavement cross-sections for the proposed repair areas.
- Evaluate sidewalk ramps to be upgraded to current ADA requirements within the project areas.
- Develop road plans in accordance with current AASHTO standards based on comments received from the City on base plans. Plans will be prepared using a scale of 1"=40' (profile scale 1"=4').
- Develop proposed drainage and storm sewer plans in accordance with City standards as necessary.
- Prepare or reference technical specifications entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare a preliminary Engineer's Opinion of Probable Construction Cost.
- Prepare a Maintenance of Traffic (MOT) plan.
- Develop pavement marking and signing plans within the affected influence of the project in accordance with MMUTCD requirements.
- Evaluate grading and ROW impacts associated with the proposed work and determine construction limits.
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare documents to obtain a Oakland County Water Resources Commissioner (OCWRC) soil erosion permit, Road Commission for Oakland County (RCOC) work in right-of-way permit, and other permits deemed necessary to complete the project as described.
- Arrange and attend a meeting with City staff to review the preliminary plans and specifications.
- Attend/conduct additional public meetings as needed (up to 5) for the purpose of assisting in the SAD processes and ensuring the requirements for Resolutions 1-5 are met in the plan preparation and bidding process.

Task 3 – Final Design and Contract Documents

Based on comments received on the preliminary plans and final construction documents will be created and advertised for bidding. Specific work efforts include:

- Finalize design plans based on comments obtained.
- Complete construction details.



- Finalize detailed grading.
- Finalize grading easement limits and locations as required.
- Prepare a bid sheet entailing all items of work and associated quantities.
- Prepare a final engineer's opinion of probable cost.
- Prepare and place an advertisement for bid.
- Finalize schedule for proposed work including the construction start, substantial completion, and final completion dates.
- Produce copies of contract documents.
- Attend the bid opening.
- Prepare and evaluate a project bid tab.
- Check references for the three lowest bidding contractors.
- Provide a recommendation of award.
- OHM will assist in executing the Contract books including the following
 - i. Create and mail out a Notice of Award letter to the awarded Contractor.
 - ii. Coordinate the execution of six (6) copies of contract book.
 - iii. Produce two (2) executed copies of contract documents for the City. One copy will be delivered to the City Clerk and one copy will be delivered to the DPW.
- If the City Council does not award the contract, then OHM will communicate that information to the appropriate Contractors.

SCHEDULE

The project will commence upon authorization to proceed. It is anticipated that the field work for the design would take place in the summer of 2024, with design, permitting and bidding following. We anticipate that the project could be bid for a presentation to City Council in spring of 2025. If the project is approved, construction could commence in April/May of 2025. This schedule is based upon an authorization to proceed given by July 15, 2024, and successful completion of required special assessment milestones.

COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of three hundred twenty-five thousand dollars (\$325,000.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Executive Hills Boulevard	\$175,000
Centre Road	\$100,000
Innovation Drive	<u>\$ 50,000</u>
Total	\$325,000
Geotechnical Services Estimate (G2 Consulting)	\$ 25,000

FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above-listed scope of services was prepared with the following assumptions:

- The City will be responsible for all permit application fees and permit fees.
- Geotechnical Services will be provided by G2 under a separate contract and are not included in this scope of services. The estimated amount for this service is indicated above.
- There will only be one pathway along Executive Hills.
- No permanent right-of-way is anticipated. City will obtain temporary grading easements, if required.
- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:



- a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation and/or construction layout.
- b. Relocation design services for water main and/or sanitary sewer, if required.
- c. Wetland delineation and survey, mitigation, and permitting.
- d. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.
- e. Traffic signalization design.
- f. Preparation of plans for landscaping and ornamental features.
- g. Location of private utilities, other than requesting as-built information from private utility owners.

Should you find this agreement acceptable, please sign the authorization below and return a copy to us for our files. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,

OHM Advisors

Timothy J. Juidici, P.E.
Principal-in-Charge

cc: Jason Hefner, Manager of Roads & Fleet
Brandon Skopek, Assistant City Manager
Alex Parent, OHM

**City of Auburn Hills
TIFA B Road Program
Engineering Design Services**

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____