



BOARD OF DIRECTORS MEETING

August 8, 2023

4:00 P.M.

Fieldstone Golf Club Board 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 – July 11, 2023
- b) TIFA Special Meeting Minutes – July 25, 2023
- c) TIFA Executive Session Meeting Minutes – July 25, 2023

4) 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 – July 31, 2023

5) UNFINISHED BUSINESS

6) NEW BUSINESS

- a) Parking Structure Nondestructive Evaluation Scope of Work
- b) Bid Award for a New Artificial Christmas Tree in Downtown Auburn Hills

7) CORRESPONDENCE & PRESENTATIONS

- a) 2024 – 2028 Budget Presentation

8) EXECUTIVE DIRECTOR REPORT

9) BOARD MEMBER COMMENTS

10) EXECUTIVE SESSION

- a) Discussion of the Acquisition of Real Estate

Next Meeting is Scheduled for September 12, 2023 at 4:00 p.m.



11) ADJOURNMENT

Next Meeting is Scheduled for September 12, 2023 at 4:00 p.m.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 8, 2023

AGENDA ITEM NO _____

TAX INCREMENT FINANCE AUTHORITY

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

July 11, 2023

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:01 PM.

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

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 – June 13, 2023

There was no discussion on the approval of the minutes.

Moved by Mr. Goodhall to approve the TIFA Board of Directors Meeting Minutes from June 13, 2023 as presented.

Seconded by Mr. Carrier

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

Motion carried

CORRESPONDENCE & PRESENTATIONS

None.

CONSENT AGENDA

The following item was removed from the Consent Agenda:

- Item A (FY 2023 Adopted Budget and YTD Summary – June 30, 2023) by Mr. Moniz

A. FY 2023 Adopted Budget and YTD Summary – June 30, 2023

Mr. Moniz removed this item to inquire about the water costs associated with the splash pad and the potential to explore opportunities to lessen the splash pad water costs. Mr. Skopek informed the Board that City staff is currently alternatives to bring down the splash pad costs.

Moved by Mr. Moniz to receive and file the financial report for the period ending June 30, 2023.
Seconded by Mr. Goodhall

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

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Consider Approval of Liquor License Transfer Agreement – Hot Taco of Auburn Hills, LLC

Mr. Skopek introduced the representatives from Hot Taco of Auburn Hills, LLC and briefly discussed their new restaurant, which will be located at 3300 Auburn Road. Additionally, representatives of Hot Taco of Auburn Hills, LLC and Designhaus, presented the business plan for the restaurant, which will be named Cantina El Dorado. The presentation included the restaurant's hours of operations, design and layout, potential parking concerns, and touched on their history as restaurant owners and managers.

Moved by Mr. Goodhall to approve the attached agreement between the Auburn Hills Tax Increment Finance Authority and Hot Taco of Auburn Hills, LLC, and authorize the Executive Director to execute the agreement. Further, approve the Auburn Hills Tax Increment Finance Authority recommending to the Michigan Liquor Control Commission that the Auburn Hills Tax Increment Finance Authority's liquor license be removed from escrow and placed into active operation in the name of and for use by Hot Taco of Auburn Hills, LLC at Hot Taco of Auburn Hills, LLC's restaurant at 3300 Auburn Road, Auburn Hills, Michigan, subject to the terms of the Agreement between the Auburn Hills Tax Increment Finance Authority and Hot Taco of Auburn Hills, LLC. Included in this Motion to Approve is a condition that in the event that the liquor license is not placed in Hot Taco of Auburn Hills, LLC's name by the Michigan Liquor Control Commission, but remains in the name of the Auburn Hills Tax Increment Finance Authority during Hot Taco of Auburn Hills, LLC's use of the liquor license, said Agreement will be revised to add language providing that Hot Taco of Auburn Hills, LLC will obtain a liquor license liability insurance policy in an amount satisfactory to the Auburn Hills Tax Increment Finance Authority and name the Auburn Hills Tax Increment Finance Authority and the Auburn Hills Tax Increment Finance Authority Board as additional insureds and the Agreement also being revised to include language providing that Hot Taco of Auburn Hills, LLC will indemnify and hold harmless the Auburn Hills Tax Increment Finance Authority and its Board, Directors, agents, representatives, successors and assigns, from any liability, damages, claims, injuries, lawsuits, verdicts, judgments, attorney's fees and costs arising from and/or pertaining to Hot Taco of Auburn Hills, LLC's use of the liquor license and/or the operation of its restaurant at 3300 Auburn Road, Auburn Hills, Michigan.

Seconded by Mr. Moniz

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

Motion Carried

B. Budget Amendment for Finance/Treasurer Office Renovation

Mr. Skopek presented the agenda item regarding a budget amendment for an office renovation in the Finance and Treasury departments. Currently, the TIF-D budget contains \$20,000 for carpet replacement in the Finance, Treasury, Clerk, and Assessing offices. The budget amendment would increase that budget by \$80,000. The \$100,000 would be used for an office renovation, as opposed to just carpet replacement, which would include new office furniture, carpet, and paint. City staff would begin to put the necessary work out to bid and begin the process for the Finance and Treasury departments office renovation.

Moved by Mr. Moniz to approve a budget amendment to the fiscal year 2023 TIF-D budget, increasing appropriations by \$80,000 for office renovations at City Hall.

Seconded by Mr. Carrier

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

No: None

Motion Carried

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek informed the Board on the latest updates regarding development and construction timeline of the new downtown development, The Webster. Additionally, Mr. Skopek foreshadowed to the Board that an agenda item aimed to assist The Webster development with construction would be presented to the Board at an upcoming TIFA Board meeting.

BOARD MEMBER COMMENTS

Mr. Goodhall inquired about issues that can arise from Board member communications taking place on email. Mr. Skopek informed the Board on what does and does not violate the Open Meetings Act.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, August 8, 2023 at 4:00 p.m. at Fieldstone Golf Club, 1984 Taylor Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

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

Seconded by Mr. Waltenspiel

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

No: None

Motion carried

The TIFA Board of Directors meeting adjourned at 4:53 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Management Assistant



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 8, 2023

AGENDA ITEM NO _____

TAX INCREMENT FINANCE AUTHORITY

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

July 25, 2023

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:01 PM.

ROLL CALL: Present: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
Absent: Waltenspiel
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Tom Tanghe, City Manager; Adam Massingill, Fire Chief; Steve Baldante, Director of Public Works
Guests: None

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

PERSONS WISHING TO BE HEARD

None.

NEW BUSINESS

A. Award a Contract for Professional Services for the Fire Station 2 Modernization Project

Mr. Massingill presented a memo dated July 17, 2023. He noted that the goal of this modernization project is to improve working conditions, increase productivity, and improve service delivery out of Station 2. The plan includes updating workstations and improving the layout of the station, relocating bunkrooms from the basement to the first floor, which will decrease response times, and constructing warm and cool zones that provide for decontamination areas. He noted that the first floor was previously the home to the Fire Department Administrative Staff, but those staff members have now moved to a new building on the Municipal Campus so that the modernization project could begin. Six bids were received for the design work, with the Spicer Group being the low bid. Following a favorable interview with the firm, staff is recommending approval of a bid award for the design services to Spicer Group. He concluded by mentioning that this station was not originally built for 24-hour shifts, so the upgrades are necessary to function as a 24-hour station.

Moved by Mr. Carrier to award a contract for professional services for architectural design for the Fire Station 2 Modernization Project to Spicer Group in the amount not to exceed \$58,500. Funding for this endeavor is budgeted in account number 253-737-975.000-FIRESTATION2.

Seconded by Mr. Moniz

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

Motion Carried

EXECUTIVE SESSION

A. Discussion of the Acquisition of Real Estate

Moved by Mr. Moniz to adjourn the regular session and enter into Executive Session to discuss the acquisition of real estate at 4:20 p.m.

Seconded by Mr. Carrier

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

No: None

Motion Carried

Minutes filed under separate cover.

Moved by Dr. Eldredge to adjourn the Executive Session regarding the discussion of the acquisition of real estate and return to regular session at 4:49 p.m.

Seconded by Mr. Goodhall

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

No: None

Motion Carried

ADJOURNMENT

Moved by Mr. Goodhall to adjourn the Special TIFA Board meeting.

Seconded by Mr. Moniz

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

No: None

Motion carried

The TIFA Board of Directors Special Meeting adjourned at 4:49 p.m.

Steve Goodhall
Secretary of the Board

Brandon Skopek
Assistant City Manager



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

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

DATE: August 1, 2023

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

STATEMENT OF NET POSITION

- TIF-A Cash \$2.1 million
- \$1.2 million invested TIF-A
 - \$441,987 – Investment Pooling
 - \$305,526 – Insight
 - \$549,730 – MiClass
- TIF-B Cash \$2.6 million
- \$10.9 million invested in TIF-B
 - \$7.9 million – Insight
 - \$3 million – MiClass
- TIF-D Cash \$1.9 million
- \$1.3 million invested TIF-D – Insight

TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 64% of budgeted revenues have been received for TIF-A in fiscal year 2023.

Property Taxes:	\$818,068
Building Rental:	\$46,959
Interest:	\$27,947
EV Charging Fees:	\$226
	\$893,200
- Approximately 36% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 84% of budgeted revenues have been received for TIF-B in fiscal year 2023.

Property Taxes:	\$1,170,183
Interest:	\$219,589
	\$1,389,772
- Approximately 4% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 34% of budgeted revenues have been received for TIF-D in fiscal year 2023.

Property Taxes:	\$196,148
Interest:	\$40,907
EV Charging Fees:	\$209
	\$237,264
- Approximately 15% 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 July 31, 2023

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 07/31/2023

GL Number	Description	YTD Balance 07/31/2023
Fund: 251 TIFA A		
*** Assets ***		
251-000-001.000	CASH	2,122,553.69
251-000-017.000	CASH - INVESTMENT POOLING	441,987.72
251-000-017.002	INVESTMENT MANAGER - CUTWATER	305,526.52
251-000-017.004	CASH - MICLASS	549,730.39
251-000-040.000	ACCOUNTS RECEIVABLE	35,339.04
251-000-062.000	Lease Receivable	191,845.00
251-000-072.000	DUE FROM COUNTIES	510.15
251-000-084.703	DUE FROM TRUST AND AGENCY	(510.15)
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		26,247,965.28
*** Liabilities ***		
251-000-211.000	RETAINAGE PAYABLE	17,595.94
251-000-275.000	DUE TO TAXPAYERS	665.88
251-000-360.001	Deferred Inflow of Resources	191,845.00
Total Liabilities		210,106.82
*** Fund Equity ***		
251-000-390.000	FUND BALANCE	25,656,500.25
Total Fund Equity		25,656,500.25
Total Fund 251:		
TOTAL ASSETS		26,247,965.28
BEG. FUND BALANCE		25,656,500.25
+ NET OF REVENUES & EXPENDITURES		381,358.21
= ENDING FUND BALANCE		26,037,858.46
+ LIABILITIES		210,106.82
= TOTAL LIABILITIES AND FUND BALANCE		26,247,965.28

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 07/31/2023

GL Number	Description	YTD Balance 07/31/2023
Fund: 252 TIFA B		
*** Assets ***		
252-000-001.000	CASH	2,679,655.39
252-000-017.002	INVESTMENT MANAGER - CUTWATER	7,900,943.52
252-000-017.005	CASH - MICLASS EDGE	3,062,505.55
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)
Total Assets		20,837,100.64
*** Liabilities ***		
252-000-275.000	DUE TO TAXPAYERS	15.12
Total Liabilities		15.12
*** Fund Equity ***		
252-000-390.000	FUND BALANCE	19,538,195.65
Total Fund Equity		19,538,195.65
Total Fund 252:		
TOTAL ASSETS		20,837,100.64
BEG. FUND BALANCE		19,538,195.65
+ NET OF REVENUES & EXPENDITURES		1,298,889.87
= ENDING FUND BALANCE		20,837,085.52
+ LIABILITIES		15.12
= TOTAL LIABILITIES AND FUND BALANCE		20,837,100.64

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 07/31/2023

GL Number	Description	YTD Balance 07/31/2023
Fund: 253 TIFA D		
*** Assets ***		
253-000-001.000	CASH	1,964,727.83
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,365,947.83
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	(1,295,202.07)
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		25,426,029.31
*** Liabilities ***		
253-000-275.000	DUE TO TAXPAYERS	18,625.00
Total Liabilities		18,625.00
*** Fund Equity ***		
253-000-390.000	FUND BALANCE	25,391,499.20
Total Fund Equity		25,391,499.20
Total Fund 253:		
TOTAL ASSETS		25,426,029.31
BEG. FUND BALANCE		25,391,499.20
+ NET OF REVENUES & EXPENDITURES		15,905.11
= ENDING FUND BALANCE		25,407,404.31
+ LIABILITIES		18,625.00
= TOTAL LIABILITIES AND FUND BALANCE		25,426,029.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023	Activity For 07/31/2023	Available Balance 07/31/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Revenues						
Department: 735 TIFA A						
251-735-402.000	AD VALOREM	1,103,139.00	818,067.92	0.00	285,071.08	74.16
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 SHARE	226,970.00	0.00	0.00	226,970.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	226.15	0.00	73.85	75.38
251-735-665.000	INTEREST REVENUE	0.00	38,607.33	0.00	(38,607.33)	100.00
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	20,255.00	11,620.00	1,660.00	8,635.00	57.37
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	39,539.00	35,339.04	35,339.04	4,199.96	89.38
251-735-669.001	INTEREST REV EXT MANAGERS	0.00	(10,660.00)	0.00	10,660.00	100.00
Total Dept 735 - TIFA A		1,390,403.00	893,200.44	36,999.04	497,202.56	64.24
Revenues		1,390,403.00	893,200.44	36,999.04	497,202.56	64.24
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-722.000	WORKERS COMPENSATION	0.00	59.61	0.00	(59.61)	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	121.42	0.00	128.58	48.57
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	139,700.00	20,343.12	0.00	119,356.88	14.56
251-735-802.000	CONTRACTED SERVICES	23,000.00	7,503.66	3,175.04	15,496.34	32.62
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	6,250.00	2,557.95	0.00	3,692.05	40.93
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	6,250.00	2,557.95	0.00	3,692.05	40.93
251-735-810.000	INVESTMENT MANAGEMENT FEES	410.00	580.07	0.00	(170.07)	141.48
251-735-817.000	CONSULTANT SERVICES	25,400.00	0.00	0.00	25,400.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,160.00	879.19	0.00	280.81	75.79
251-735-851.000-THEDEN__3388	TELEPHONE	0.00	479.28	0.00	(479.28)	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	0.00	4,310.00	13.80
251-735-921.000-CHAMBER_3395	ELECTRIC	2,086.00	742.09	0.00	1,343.91	35.57
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	12,985.69	0.00	12,014.31	51.94
251-735-921.000-THEDEN__3388	ELECTRIC	2,260.00	635.10	0.00	1,624.90	28.10
251-735-922.000	STREET LIGHTING	41,000.00	22,792.70	2,402.77	18,207.30	55.59
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,000.00	4,166.47	0.00	1,833.53	69.44
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	129.19	0.00	170.81	43.06
251-735-923.000-CHAMBER_3395	HEAT	1,600.00	928.82	0.00	671.18	58.05
251-735-923.000-PKSTRUC_3381	HEAT	250.00	100.53	0.00	149.47	40.21
251-735-923.000-THEDEN__3388	HEAT	1,500.00	1,094.60	0.00	405.40	72.97
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,455.00	692.80	0.00	762.20	47.62
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,139.00	1,476.76	0.00	662.24	69.04
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	63.30	10.55	936.70	6.33
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	3,300.00	1,020.10	449.32	2,279.90	30.91
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	670.00	78.38	14.33	591.62	11.70
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	42,800.00	3,080.90	2,557.38	39,719.10	7.20
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,000.00	218.39	90.73	781.61	21.84
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	800.00	53.32	5.37	746.68	6.67
251-735-929.000	IRRIGATION WATER AND MAINT.	20,000.00	15,108.66	13,156.14	4,891.34	75.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023	Activity For 07/31/2023	Available Balance 07/31/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	1.31	0.72	(1.31)	100.00
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,827.64	0.00	2,425.36	61.21
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	450,650.50	214,651.25	14,622.25	235,999.25	47.63
251-735-931.000-RIVERSD_3311	BLDG. MAINTENANCE	9,000.00	0.00	0.00	9,000.00	0.00
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	9,000.00	83.07	0.00	8,916.93	0.92
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	490.78	0.00	(390.78)	490.78
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	1,683.66	0.00	3,816.34	30.61
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	0.00	(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	0.00	0.00	100.00
Total Dept 735 - TIFA A		1,397,255.38	511,842.23	36,484.60	885,413.15	36.63
Expenditures		1,397,255.38	511,842.23	36,484.60	885,413.15	36.63
Fund 251 - TIFA A:						
TOTAL REVENUES		1,390,403.00	893,200.44	36,999.04	497,202.56	
TOTAL EXPENDITURES		1,397,255.38	511,842.23	36,484.60	885,413.15	
NET OF REVENUES & EXPENDITURES:		(6,852.38)	381,358.21	514.44	(388,210.59)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023	Activity For 07/31/2023	Available Balance 07/31/2023	% Bdg Used
Fund: 252 TIFA B						
Account Category: Revenues						
Department: 736 TIFA B						
252-736-402.000	AD VALOREM	1,614,688.00	1,170,067.68	0.00	444,620.32	72.46
252-736-412.000	DELINQUENT PERSONAL PROPERTY	3,600.00	115.06	0.00	3,484.94	3.20
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	85,897.56	1,253.72	(84,643.56)	6,849.89
252-736-669.001	INTEREST REV EXT MANAGERS	0.00	133,691.00	0.00	(133,691.00)	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	1,389,771.30	1,253.72	270,561.70	83.70
Revenues		1,660,333.00	1,389,771.30	1,253.72	270,561.70	83.70
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	10,740.40	3,651.12	185,259.60	5.48
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,500.00	2,232.95	0.00	4,267.05	34.35
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	4,843.61	200.23	1,856.39	72.29
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	12,406.58	10,938.59	27,593.42	31.02
252-736-957.000	MISC/CONTINGENCY	600.00	40.78	0.00	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	90,881.43	14,789.94	1,965,496.57	4.42
Expenditures		2,056,378.00	90,881.43	14,789.94	1,965,496.57	4.42
Fund 252 - TIFA B:						
TOTAL REVENUES		1,660,333.00	1,389,771.30	1,253.72	270,561.70	
TOTAL EXPENDITURES		2,056,378.00	90,881.43	14,789.94	1,965,496.57	
NET OF REVENUES & EXPENDITURES:		(396,045.00)	1,298,889.87	(13,536.22)	(1,694,934.87)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023	Activity For 07/31/2023	Available Balance 07/31/2023	% Bdgt Used
Fund: 253 TIFA D						
Account Category: Revenues						
Department: 737 TIFA D						
253-737-402.000	AD VALOREM	0.00	196,148.21	0.00	(196,148.21)	100.00
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	708,036.00	0.00	0.00	708,036.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	209.15	0.00	40.85	83.66
253-737-665.000	INTEREST REVENUE	0.00	21,729.38	0.00	(21,729.38)	100.00
253-737-669.001	INTEREST REV EXT MANAGERS	0.00	19,178.00	0.00	(19,178.00)	100.00
Total Dept 737 - TIFA D		708,286.00	237,264.74	0.00	471,021.26	33.50
Revenues		708,286.00	237,264.74	0.00	471,021.26	33.50
Account Category: Expenditures						
Department: 737 TIFA D						
253-737-757.000-FIREADM_3410	OPERATING SUPPLIES	0.00	49.66	0.00	(49.66)	100.00
253-737-800.199	LANDSCAPE/GEN MAINT	44,000.00	11,311.32	5,635.98	32,688.68	25.71
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,200.00	556.01	0.00	643.99	46.33
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	33,663.95	4,782.40	18,336.05	64.74
253-737-927.000	WATER CONSUMPTION	100.00	105.50	105.50	(5.50)	105.50
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	12.32	0.84	(12.32)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	1,754.54	867.26	4,245.46	29.24
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	104.53	17.51	(104.53)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	1,311.16	360.60	2,688.84	32.78
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	2,428.23	2,162.13	(2,428.23)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	5,463.68	4,980.88	6,536.32	45.53
253-737-929.000	IRRIGATION WATER AND MAINT.	76,000.00	28,428.16	24,890.30	47,571.84	37.41
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	132,850.00	0.00	0.00	132,850.00	0.00
253-737-931.000-COMMCTR_3350	BLDG. MAINTENANCE	38,750.00	38,750.00	0.00	0.00	100.00
253-737-931.000-LIBRARY_3400	BLDG. MAINTENANCE	34,800.00	0.00	0.00	34,800.00	0.00
253-737-931.000-OUTBLDG_1827	BLDG. MAINTENANCE	4,400.00	0.00	0.00	4,400.00	0.00
253-737-931.001-CIVICPK_1827	PARK MAINTENANCE	17,733.00	17,733.00	0.00	0.00	100.00
253-737-937.000	PARKING LOT MAINTENANCE	123,600.00	0.00	0.00	123,600.00	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	0.00	59.22	40.78
253-737-967.100	SITE IMPROVEMENT GRANTS	9,828.00	9,827.24	0.00	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	176,064.29	20,920.90	0.00	155,143.39	11.88
253-737-975.000-COMMCTRKITCH	BLDG. ADDITIONS & IMPROVEMENTS	25,000.00	12,794.69	0.00	12,205.31	51.18
253-737-975.000-FIREADM_3410	BLDG. ADDITIONS & IMPROVEMENTS	13,651.42	14,265.75	0.00	(614.33)	104.50
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)	0.00	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		1,505,875.71	221,359.63	43,803.40	1,284,516.08	14.70
Expenditures		1,505,875.71	221,359.63	43,803.40	1,284,516.08	14.70
Fund 253 - TIFA D:						
TOTAL REVENUES		708,286.00	237,264.74	0.00	471,021.26	
TOTAL EXPENDITURES		1,505,875.71	221,359.63	43,803.40	1,284,516.08	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 07/31/2023	Activity For 07/31/2023	Available Balance 07/31/2023	% Bdgt Used
Fund: 253 TIFA D						
NET OF REVENUES & EXPENDITURES:		(797,589.71)	15,905.11	(43,803.40)	(813,494.82)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		3,759,022.00	2,520,236.48	38,252.76	1,238,785.52	
TOTAL EXPENDITURES - ALL FUNDS		4,959,509.09	824,083.29	95,077.94	4,135,425.80	
NET OF REVENUES & EXPENDITURES:		(1,200,487.09)	1,696,153.19	(56,825.18)	(2,896,640.28)	



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: August 1, 2023

SUBJECT: Parking Structure Nondestructive Evaluation Scope of Work

INTRODUCTION AND HISTORY

The Primary Street Parking Garage was built in 2012 and is a 3-level structure located in the downtown area of Auburn Hills. With the continued growth experienced over the past few years, the parking garage has become an integral and essential asset for both the residents and visitors of Auburn Hills.

On September 13, 2022 the TIFA Board approved the Parking Structure Maintenance Project which is now substantially complete. As part of that project, the ongoing crack monitoring inspection program was completed for the cracked double-tee (DT) beams within the structure. This monitoring identified that the cracks on the underside of the DT beam stems have increased in length since last year's inspection. Based on these findings, it is recommended to proceed with the Nondestructive Evaluation (NDE) of the stems as previously discussed. This effort was originally proposed in conjunction with the previous project, but was deferred until the crack monitoring was completed. The NDE findings will help to determine the extent of the crack progression and the recommended approach and timeline for repairs. The results may indicate that strengthening repairs could be further postponed, but without such information, strengthening repairs appear to be needed in the near term. The NDE findings may also help us determine the as-built configuration of the DT stems.

DPW staff are seeking approval of the NDE testing (Exhibit 1). Additionally, a budget amendment will be required because the original funds allocated to this project were in the 2022 budget year.

STAFF RECOMMENDATION

Staff recommends approval of the scope of work to conduct the NDE of the parking structure DT beams. Staff further recommends approval of budget amendment in the amount of \$15,500 in support of this testing.

An appropriate motion is:

Move to approve the Primary Street Parking Structure Nondestructive Evaluation scope of work submitted by OHM Advisors. Furthermore, authorize a budget amendment to the 2023 TIF-A budget, increasing appropriations by \$15,500 in support of this evaluation.



July 27, 2023

Mr. Stephen Baldante
Director of Public Works
City of Auburn Hills
1500 Brown Road
Auburn Hills, Michigan 48326

RE: **Primary Street Parking Structure Nondestructive Evaluation**
Scope of Engineering Services

Dear Mr. Baldante:

Outlined below is a Scope of Work for professional engineering services to be provided by the OHM Advisors team for the above referenced project. The team will be comprised of OHM and Wiss, Janney, Elstner Associates (WJE).

PROJECT UNDERSTANDING

The maintenance project for the parking structure located on Primary Street within the Downtown has recently been completed. As part of that project, the ongoing crack monitoring inspection program was completed for the cracked double-tee (DT) beams within the structure. This monitoring identified that the cracks on the underside of the DT beam stems have increased in length since last year's inspection. Based on these findings, it is recommended to proceed with the Nondestructive Evaluation (NDE) of the stems as previously discussed. This effort was originally proposed in conjunction with the previous project but was deferred until the crack monitoring was completed.

The NDE findings will help to determine the extent of the crack progression and the recommended approach and timeline for repairs. The results may indicate that strengthening repairs could be further delayed confidently, but without such information, strengthening repairs appear to be needed in the near term. The NDE findings may also help us determine the as-built configuration of the DT stems, as original structure shop drawings are not available.

SCOPE OF SERVICE

The scope of services that will be provided by the OHM team includes:

- ▶ Perform NDE to determine extent and severity of the observed cracking at select DT beams that visually represent crack conditions in the structure. The NDE will include a multi-method approach which will include both electromagnetic and acousto-ultrasonic technologies.
- ▶ Utilize the NDE to better understand the nature of the observed cracks; specifically if these cracks propagate upwards toward the center of the stem.
- ▶ Use the NDE to better understand the placement of mild steel within the stem ends, as the precast concrete shop drawings are unavailable.
- ▶ Prepare a summary letter indicating findings of the evaluation and recommendations.
- ▶ Arrange and attend a meeting with City representatives to review and discuss recommendations/next steps.



SCHEDULE

The project will commence upon authorization to proceed. It is anticipated that the NDE field work would occur within 4 weeks of authorization with the summary report/recommendations following. It is our understanding that the City desires the assessment report before October for use in budgeting for strengthening measures if necessary.

COMPENSATION

The services outlined above will be performed on a lump-sum basis for the amount of fifteen thousand five hundred dollars (\$15,500.00). 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:

FURTHER CLARIFICATIONS AND ASSUMPTIONS

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

- Presentations to the Planning Commission and City Council will not be required.
- Strengthening efforts may be deemed necessary to structurally reinforce and support the DT beams based on the findings of our investigation.
- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:
 - a. Structural analysis, design services for repair options, preparation of construction documents for future projects.
 - b. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation, and construction layout.

Should you find this agreement acceptable, please execute both copies and return one 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: Tim Wisser, Manager of Municipal Properties
Kim O'Rear, OHM
Sarah Rush, WJE
File

City of Auburn Hills Primary Street Parking Nondestructive Evaluation

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____



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: August 1, 2023

SUBJECT: Bid Award for a New Artificial Christmas Tree in Downtown Auburn Hills

INTRODUCTION AND HISTORY

In 2017 the City of Auburn Hills purchased a “Winter Green Giant Everest” artificial holiday tree. During the first few years of assembling this tree, city staff had experienced very few issues. However, as the tree has aged, we have had an increasing amount of failure points, some of which had resulted in an unsuccessful Tree Lighting Event. DPW staff have also regularly receive calls throughout the holiday season of light outages on the tree. These incidents have been generally associated with rain events, by which water is creating a short circuit.

DPW Staff started researching for a replacement tree that solved the issue of these failure points. The three most important issues we were looking to resolve were waterproof connectors, replaceable connectors, and a better, longer lasting designed frame. The artificial tree that was determined to be the best replacement, yet most similar to our existing tree, was the S-4 Sequoia (Exhibit 1).

An Invitation to Bid was published to the Michigan Intergovernmental Trade Network (MiTN) on July 14, 2023. Twelve (12) firms downloaded the ITB packet and two (2) vendors submitted sealed bids which were opened on Friday, July 28th at the office of the City Clerk (Exhibit 2). Bronner’s was the lowest bidder for a 30’ S-4 Sequoia Tower Tree with a price of \$43,423.00 (Exhibit 3).

STAFF RECOMMENDATION

Staff recommends approving the purchase of a 30’ S-4 Sequoia Tower Tree from Bronner’s for the not to exceed price of \$43,423.00 and to increase appropriations for this same amount in the TIF-A budget.

An appropriate motion is:

Move to authorize the purchase of the S-4 30’ Sequoia artificial Christmas tree from Bronner’s Christmas Wonderland in an amount not to exceed \$43,423.00. Furthermore, authorize a budget amendment to increase appropriations in the 2023 TIF-A budget by \$43,423.00 in support of this purchase.

Sequoia Fir Pre-Lit Tower Tree

Instant Shape Foliage • 120VDC Warm White

Electrically certified and built in the US, our majestic Sequoia Tower Trees perform consistently indoors and out. Oh yeah, and they're gorgeous! Our detachable lifelike branches made from commercial grade **3-ply PVC** work to create our trademark elegance and authentic look.

No more outdated wire harness and 2-prong plug approach for this Tree! Our Benchmark **Coupling Series 5mm strings offer watertight connections that greatly reduce the GFCI trips** while providing that consistent, beautiful glow that our customers have come to know.

One of the best features is that you can love more tree every year! The sturdy powder coated steel rings secure together in **2-foot increments** and can be expanded each season. (Custom trees can be ordered up to 50 feet).

Benchmark Coupling Connector

- S4's Proprietary *Twist-Lock* Design Preferred Over Screw Connector

- Silicone Gasket Ensures Tight & Secure Seal
- Saves Time With Easy Install
- Reduced GFCI Tripping
- Highly Weather Resistant Construction

- Wide Selection Of Components Available To Expand Your Lighting Designs
- Great For Outdoor Use & Professional Installs



120 VAC





See some of S4 Products-Click on link below

<https://s4lights.com/making-the-magic/>

Dollywood
Six Flags
Atlanta Botanic Gardens
Etc.

BID ITEM:2023 Artificial Christmas Tree


BID OPENING DATE:July 28, 2023

BID OPENING TIME:10:00 AM

ATTENDED BY:Tim Wissner



COMPANY NAME	ADDRESS		30 FT	32 FT	34 FT
Bronner's Christmas Wonderland	25 Christmas Ln, PO Box 176, Frankenmuth 48734		\$43,423.00	\$52,194.00	\$60,915.00
Santa's Light Crew, LLC	1861 Hidden Meadow Dr, Howell 48855		\$51,900.00	\$56,900.00	\$67,900.00

 Mailboxes have been checked for bids that may have been mailed in

also send results to:



BID ID: ITB-CAH-07-28-2023-002

BID NAME: 2023 Artificial Christmas Tree

ITEM: Commercial Grade Artificial Christmas Tree

DUE DATE: Friday, July 28, 2023 at 10:00 AM

IMPORTANT DATES

07/14/23 FRI Bid Posting

07/28/23 FRI Bid Opening

The City of Auburn Hills is seeking bids from qualified vendors to provide and deliver One (1) S4 Sequoia Fir Pre-Lit Tower artificial Christmas Tree (or equivalent) with watertight coaxial connections to Auburn Hills Department of Public Works, 1500 Brown Road, Auburn Hills MI 48326. Bid pricing shall include all charges associated (shipping, handling, etc.). Specifications are enclosed.

Bids will be accepted by the City Clerk until **Friday, July 28, 2023 at 10:00 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

- 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 Tim Wisser by email/phone at twisser@auburnhills.org / 248-364-6901.

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 (ID)
Bid Item (Name of Bid)

Failure to do so may result in the 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.

The expectation is that the bid winner will furnish all materials and perform all the labor necessary for completion of the project.

The City reserves the right to reject any or all bids or waive any irregularities which it deems in the best interest of the City.

In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

The bidding contractor is responsible for all costs associated with the research and preparation of their bidding document.

Preparation of Proposal:

Qualified companies are invited to deliver proposals in accordance with the scope of work and specifications.

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.

Warranty:

The successful proposer will provide the City with a 5-year warranty on the upfit parts, labor, and all costs associated to the repair not covered under the manufacturer's warranty. Contractor shall warrant that all products/services, repair work performed under this agreement shall be free from defects in craftsmanship, and all manufactured equipment supplied hereunder shall, at the time of installation, be free from defects in material and craftsmanship.

The successful proposer will promptly correct all work rejected by the City as faulty, defective or failing to conform to this specification, whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The successful proposer will bear all costs of correcting such rejected work and perform such work within the timeline as agreed between the City and the selected proposer.

Payment

Payment will be made as follows:

100% of the bid amount will be paid within 30 days following delivery.

Minimum Qualifications:

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 products/services have been completed.

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.

Specifications:

The City of Auburn Hills is seeking bids from qualified vendors to provide and deliver One (1) S4 Sequoia Fir Pre-Lit Tower artificial Christmas Tree (or equivalent) with watertight coaxial connections to Auburn Hills Department of Public Works, 1500 Brown Road, Auburn Hills MI 48326. Bid pricing shall include all charges associated (shipping, handling, etc.).

Branches & Needles	Frame, Easy Assembly	Lighting & Electrical
Indoor/Outdoor rated	Galvanized, powder coated steel frame	Heavy duty 16 gauge wiring harness
Lush, thick greenery with .20 mil needles	Stackable/climbable rings	Flip cover outlets with gaskets
5-year branch warranty	Brackets for easy assembly	Booted main line plugs
Variable indexed branching for the most natural look	Rings can be added to grow your tree	LED 5mm mini lights
UV protected, crush resistant needles	Rings can be nested for easy storage	5-year warranty on LED mini lights, ENERGY STAR
5-year frame warranty		

Sizes:

Include pricing for the following 3 SIZES: 30 ft., 32 ft., 34 ft. The City will determine the final height to be purchased and delivered based on availability, price, and manufacturers sizing recommendations.



**2023 Artificial Christmas Tree
ITB-CAH-07-14-2023-002**

Proposal Form

The undersigned does hereby submit a bid to the City of Auburn Hills for the complete equipment and services described in the scope of work.

To furnish and perform all labor, materials, necessary tools, expendable equipment preparation, cleanup, and transportation services to provide complete service as described in the bid documents, the sum of:

(1) 30 Ft. Sequoia Fir Pre-Lit Tower Artificial Christmas Tree	\$	<u>\$ 43423</u>
(1) 32 Ft. Sequoia Fir Pre-Lit Tower Artificial Christmas Tree	\$	<u>\$ 52194</u>
(1) 34 Ft. Sequoia Fir Pre-Lit Tower Artificial Christmas Tree	\$	<u>\$ 60915</u>

*All Equivalent Tree Bids must include manufacturers' specification sheets and any other relevant information to be considered.

(1)	___ Ft. Equivalent:	_____	\$	_____
(1)	___ Ft. Equivalent:	_____	\$	_____
(1)	___ Ft. Equivalent:	_____	\$	_____

Specify an approximate timetable for the work described:

For bids awarded by August 1, product would be manufactured & ready to ship from Oregon plant by October 10. Approximate transit time to Auburn Hills is 4-5 days.

☒ References for 3 projects similar in scope are attached to the proposal form

List information that would demonstrate to the City that your firm is experienced and highly qualified to perform the services described in this bid:

Bronner's is the "World's Largest Christmas Store" & has been in the commercial holiday display business since 1945.

References:

- 1) Growing Green - St. Louis, MO
- 2) Ambius - St. Louis, MO
- 3) David J. Frank - Milwaukee, WI



Respectfully Submitted By,

Company: Bronner's Christmas Decorations

Address: 25 Christmas Lane
Frankenmuth, MI 48734

Telephone: 800-544-6635

Fax: 989-652-8678

Email: craig.fick@bronnets.com

Authorized Signature

Commercial Sales Manager

Title

Craig S. Fick

Printed Name

07/21/23

Date

Approval of Contract

City Representative

Title

Printed Name

Date



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

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

DATE: August 1, 2023

SUBJECT: 2024 – 2028 Budget Presentation

INTRODUCTION AND HISTORY

The August meeting will provide the Board the opportunity to review the proposed 2024 Budgets for TIF Districts A, B and D.

At the time the budget worksheets were printed on July 31, 2023, all of the latest revenue and expense data was included. However, the Board should note that during the budget season, this continues to be a moving target as projects are added, deleted and modified as we make our way through the remainder of the budget process. While staff does not expect significant changes, the Board will have an opportunity to review any changes at the September TIFA Board meeting. The attached documents include the budget line-item details for 2022-2028. Staff will be presenting the aforementioned documents and other pertinent information during the workshop to cover each item in necessary detail.

An appropriate motion is:

No motion required.

Fund 251 - TIFA A

<u>DESCRIPTION</u>	<u>2022 ACTUAL</u>	<u>2023 AMENDED BUDGET</u>	<u>2024 BUDGET</u>	<u>2025 PROJECTION</u>	<u>2026 PROJECTION</u>	<u>2027 PROJECTION</u>	<u>2028 PROJECTION</u>
<u>REVENUES</u>							
PROPERTY TAXES	985,933.00	1,103,339.00	1,190,718.00	1,244,621.00	1,273,128.00	1,299,940.00	1,326,240.00
STATE SHARED REVENUE & REFUNDS	293,150.00	226,970.00	237,451.00	213,706.00	192,335.00	173,102.00	155,792.00
INTEREST REVENUE	19,111.00	-	-	-	-	-	-
CHARGES FOR SERVICES	417.00	300.00	300.00	300.00	300.00	300.00	300.00
OTHER REVENUE	(251,253.00)	59,794.00	61,678.00	83,521.00	105,523.00	106,435.00	107,383.00
CONTRIBUTIONS/DONATIONS	15,000.00	-	-	-	-	-	-
TOTAL REVENUES	\$ 1,062,358	\$ 1,390,403	\$ 1,490,147	\$ 1,542,148	\$ 1,571,286	\$ 1,579,777	\$ 1,589,715
TOTAL REVENUE CHANGE PERCENT		30.9%	7.2%	3.5%	1.9%	0.5%	0.6%
<u>EXPENDITURES</u>							
SUPPLIES	2,436.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00
UTILITIES	127,867.00	134,320.00	121,847.00	123,680.00	135,614.00	137,452.00	139,306.00
REPAIR & MAINTENANCE	220,262.00	657,104.00	238,453.00	368,953.00	113,453.00	109,953.00	113,453.00
INSURANCE	4,672.00	7,528.00	6,322.00	6,564.00	6,815.00	7,076.00	7,347.00
CAPITAL EXPENDITURES	6,652.00	150,000.00	550,000.00	-	-	-	-
ADMIN & DPW ADMIN CHARGES	23,208.00	51,949.00	35,158.00	35,681.00	36,212.00	36,751.00	37,298.00
CONTRACTUAL SERVICES	171,249.00	250,900.00	230,500.00	230,500.00	230,500.00	230,500.00	230,500.00
OTHER EXPENSES	22,486.00	26,010.00	20,915.00	21,020.00	21,025.00	21,030.00	20,935.00
INTERFUND CHARGE EXPENSE	60,405.00	72,952.00	50,921.00	51,474.00	52,341.00	53,224.00	54,125.00
TRANSFER TO GENERAL FUND	259,600.00	44,243.00	-	1,500,000.00	-	-	-
FRINGE BENEFITS	208.00	-	-	-	-	-	-
DEPRECIATION & AMORTIZATION	931,733.00	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,830,778	\$ 1,397,256	\$ 1,256,366	\$ 2,340,122	\$ 598,210	\$ 598,236	\$ 605,214
TOTAL EXPENSES CHANGE PERCENT		-23.7%	-10.1%	86.3%	-74.4%	0.0%	1.2%
NET OF REVENUES/EXPENSES	\$ (768,420)	\$ (6,853)	\$ 233,781	\$ (797,974)	\$ 973,076	\$ 981,541	\$ 984,501
ESTIMATED UNRESTRICTED NET POSITION	\$ 3,055,518	\$ 3,048,665	\$ 3,282,446	\$ 2,484,472	\$ 3,457,548	\$ 4,439,089	\$ 5,423,590

Fund 252 - TIFA B

<u>DESCRIPTION</u>	<u>2022 ACTUAL</u>	<u>2023 AMENDED BUDGET</u>	<u>2024 BUDGET</u>	<u>2025 PROJECTION</u>	<u>2026 PROJECTION</u>	<u>2027 PROJECTION</u>	<u>2028 PROJECTION</u>
<u>REVENUES</u>							
PROPERTY TAXES	1,538,051.00	1,617,288.00	1,698,721.00	1,770,796.00	1,807,867.00	1,842,544.00	1,876,453.00
STATE SHARED REVENUE & REFUNDS	123,975.00	-	100,420.00	90,378.00	81,340.00	73,206.00	65,886.00
INTEREST REVENUE	(169,127.00)	1,254.00	-	-	-	-	-
OTHER REVENUE	-	41,791.00	-	-	-	-	-
TOTAL REVENUES	\$ 1,492,899	\$ 1,660,333	\$ 1,799,141	\$ 1,861,174	\$ 1,889,207	\$ 1,915,750	\$ 1,942,339
TOTAL REVENUE CHANGE PERCENT		11.2%	8.4%	3.4%	1.5%	1.4%	1.4%
<u>EXPENDITURES</u>							
SALARIES & WAGES	23,781	55,865	59,778	60,969	62,184	63,423	64,687
FRINGE BENEFITS	8,024	33,478	34,974	36,570	38,261	40,053	41,952
REPAIR & MAINTENANCE	193,632.00	236,000.00	186,000.00	86,000.00	86,000.00	86,000.00	86,000.00
OTHER EXPENSES	6,686.00	24,100.00	24,150.00	24,200.00	24,250.00	24,300.00	24,350.00
SUPPLIES	-	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
CONTRACTUAL SERVICES	-	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
UTILITIES	10,298.00	6,700.00	6,800.00	6,900.00	7,000.00	7,100.00	7,200.00
CAPITAL EXPENDITURES	299,057.00	1,510,000.00	1,635,000.00	2,810,000.00	10,000.00	210,000.00	3,535,000.00
ADMIN & DPW ADMIN CHARGES	14,196.00	29,543.00	50,211.00	50,958.00	51,717.00	52,487.00	53,269.00
INTERFUND CHARGE EXPENSE	53,785.00	30,692.00	42,633.00	43,312.00	44,002.00	44,704.00	45,418.00
DEPRECIATION & AMORTIZATION	352,970.00	-	-	-	-	-	-
TRANSFERS TO OTHER FUNDS	534,183.00	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,496,612	\$ 2,056,378	\$ 2,169,546	\$ 3,248,909	\$ 453,414	\$ 658,067	\$ 3,987,876
TOTAL EXPENSES CHANGE PERCENT		37.4%	5.5%	49.8%	-86.0%	45.1%	506.0%
NET OF REVENUES/EXPENSES	\$ (3,713)	\$ (396,045)	\$ (370,405)	\$ (1,387,735)	\$ 1,435,793	\$ 1,257,683	\$ (2,045,537)
ESTIMATED UNRESTRICTED NET POSITION	\$ 12,344,200	\$ 11,948,155	\$ 11,577,750	\$ 10,190,015	\$ 11,625,808	\$ 12,883,491	\$ 10,837,954

Fund 253 - TIFA D

<u>DESCRIPTION</u>	<u>2022 ACTUAL</u>	<u>2023 AMENDED BUDGET</u>	<u>2024 BUDGET</u>	<u>2025 PROJECTION</u>	<u>2026 PROJECTION</u>	<u>2027 PROJECTION</u>	<u>2028 PROJECTION</u>
<u>REVENUES</u>							
PROPERTY TAXES	-	-	338,418.00	357,581.00	369,711.00	381,482.00	393,226.00
STATE SHARED REVENUE & REFUNDS	896,094.00	708,036.00	725,836.00	653,253.00	587,927.00	529,135.00	476,221.00
CHARGES FOR SERVICES	191.00	250.00	250.00	250.00	250.00	250.00	250.00
INTEREST REVENUE	(31,016.00)	-	-	-	-	-	-
TOTAL REVENUES	\$ 865,269	\$ 708,286	\$ 1,064,504	\$ 1,011,084	\$ 957,888	\$ 910,867	\$ 869,697
TOTAL REVENUE CHANGE PERCENT		-18.1%	50.3%	-5.0%	-5.3%	-4.9%	-4.5%
<u>EXPENDITURES</u>							
UTILITIES	82,416.00	74,500.00	75,500.00	76,500.00	77,500.00	78,500.00	79,500.00
REPAIR & MAINTENANCE	142,952.00	477,133.00	351,000.00	277,000.00	153,000.00	129,000.00	130,000.00
CAPITAL EXPENDITURES	41,331.00	919,715.00	197,000.00	-	775,000.00	-	-
DEPRECIATION	871,308.00	-	-	-	-	-	-
SUPPLIES	2,992.00	-	-	-	-	-	-
ADMIN & DPW ADMIN CHARGES	16,585.00	16,150.00	14,104.00	14,314.00	14,527.00	14,743.00	14,963.00
CONTRACTUAL SERVICES	-	9,828.00	-	-	-	-	-
OTHER EXPENSES	1,312.00	2,800.00	2,800.00	2,900.00	3,600.00	3,950.00	4,200.00
INTERFUND CHARGE EXPENSE	10,376.00	5,749.00	4,365.00	4,409.00	4,453.00	4,498.00	4,543.00
TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-
TOTAL EXPENSES	\$ 1,169,272	\$ 1,505,875	\$ 644,769	\$ 375,123	\$ 1,028,080	\$ 230,691	\$ 233,206
TOTAL EXPENSES CHANGE PERCENT		28.8%	-57.2%	-41.8%	174.1%	-77.6%	1.1%
NET OF REVENUES/EXPENSES	\$ (304,003)	\$ (797,589)	\$ 419,735	\$ 635,961	\$ (70,192)	\$ 680,176	\$ 636,491
UNRESTRICTED NET POSITION	\$ 3,296,146	2,498,557	2,918,292	3,554,253	3,484,061	4,164,237	4,800,728



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

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

DATE: August 1, 2023

SUBJECT: Executive Session to Discuss the Acquisition of Real Estate

No written material provided.

MOTION

Move to enter into executive session to discuss the acquisition of real estate.