



AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

MAY 2024

DAY	TITLE	TIME	LOCATION
6	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
8	Planning Commission	7:00 PM	Council Chamber 1827 N. Squirrel Road
9	Zoning Board of Appeals	7:00 PM	Cancelled
13	City Council Goals & Objectives Workshop	5:30 PM	Public Safety Building 1899 N. Squirrel Rd
13	Downtown Development Authority	5:30 PM	Rescheduled to May 15 th
13	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
14	Tax Increment Finance Authority	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
15	Downtown Development Authority	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
20	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
21	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road
28	Public Safety Advisory Committee	5:00 PM	Public Safety Building 1899 N. Squirrel Road

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

JUNE 2024

DAY	TITLE	TIME	LOCATION
3	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
3	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
5	Planning Commission	7:00 PM	Council Chamber 1827 N. Squirrel Road
10	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
11	Tax Increment Finance Authority	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Pension Board/Retiree HealthCare Board	3:00 PM	Administrative Conference Room 1827 N. Squirrel Road
13	Zoning Board of Appeals	7:00 PM	Council Chamber 1827 N. Squirrel Road
17	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
18	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



CITY OF AUBURN HILLS

MONDAY, MAY 6, 2024

Regular City Council Meeting ♦ 7:00 PM

Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

248-370-9402 ♦ www.auburnhills.org

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF COUNCIL

4. APPROVAL OF MINUTES

4a. City Council Regular Meeting Minutes, April 15, 2024

5. APPOINTMENTS AND PRESENTATIONS

5a. Proclamation celebrating the 100th birthday of Kathleen Stachurski

6. PUBLIC COMMENT

7. CONSENT AGENDA

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

7a. Board and Commission Minutes

7a1. Tax Increment Finance Authority, April 9, 2024

7b. Motion – To receive and file the Mariner Consulting 1st Quarter Cash Management Investment Performance Review.

7c. Motion – To reallocate seasonal staff funding from Grounds to Local Roads.

7d. Motion – To approve the purchase of three RAM Promaster Vans.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9a. Motion – To award a contract for website redesign services to Octane/Inside Out.

9b. Motion – To accept the Special Assessment Roll and set the Public Hearing on the Roll (Resolution No. 4) SAD No. 9 Superior Court.

9c. Motion – To approve the 2024 Paving Program Bid Award, Construction Engineering/ Observation and Contract Administration Services to OHM Advisors, and Material Testing Services to G2 Consulting.

10. COMMENTS AND MOTIONS FROM COUNCIL

11. CITY ATTORNEY REPORT

12. CITY MANAGER REPORT

13. ADJOURNMENT

City Council meeting minutes are on file in the City Clerk's Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 or the City Manager's Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 4A

CITY COUNCIL



CITY OF AUBURN HILLS REGULAR CITY COUNCIL MEETING **DRAFT** MINUTES

APRIL 15, 2024

CALL TO ORDER & Mayor Marzolf at 7:00 PM.

PLEDGE OF ALLEGIANCE:

LOCATION: Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

ROLL CALL: Present: Council Members Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel and Verbeke

Absent: None

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Asst. Fire Chief Robinson, Construction Coordinator Lang, Director of Recreation and Senior Services Adcock, Assistant Director of Recreation and Senior Services Beckett, Program Coordinator for Support Services Ries, Economic Development Mgr. Carroll, Mgr. of Municipal Properties Wisser, Engineers Juidici & Driesenga

14 Guests

4. APPROVAL OF MINUTES

4a. City Council Workshop Minutes, April 1, 2024.

Moved by Knight, Seconded by Hawkins.

RESOLVED: To approve the City Council Workshop Minutes of April 1, 2024.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.60

Motion Carried (7 - 0)

4b. City Council Regular Meeting Minutes, April 1, 2024.

Correction was made in the Attachment B resolution title which stated Pacific Holdings, this is to be corrected to show Mancini Holdings.

Moved by Verbeke, Seconded by Ferguson.

RESOLVED: To approve the City Council Regular Meeting Minutes of April 1, 2024 as corrected.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.61

Motion Carried (7 - 0)

5. APPOINTMENTS AND PRESENTATIONS

5a. Proclamation recognizing ABB's 50th Anniversary (Attachment A)

Mayor Marzolf showed appreciation to ABB for their years of service with the city.

6. PUBLIC COMMENT

Ms. Jean Boyer, 1267 Candlestick Lane Rochester Hills, thanked the Police Department for taking the time to speak with the Chabad Jewish Center.

Ms. Florence Etefia of 3035 Debra Ct. addressed City Council.

7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Downtown Development Authority, March 25, 2024

7a2. Planning Commission, April 3, 2024

RESOLVED: To receive and file the Board and Commission Minutes.

7b. Motion – To approve the CDBG 2024 Lawn Service Contract.

RESOLVED: To award the CDBG Lawn Service Program 2024 contract to S & H Lawn and Snow in the amount of \$33,380.00 following CDBG procurement and Public Service contract guidelines.

7c. Motion – To approve the Oakland County Tactical Consortium Interlocal Agreement.

RESOLVED: To approve the updated Oakland County Tactical Consortium Inter-Local Agreement and to authorize the Chief of Police to sign the agreement.

7d. Motion – To adopt the Resolution Supporting the Revenue Sharing Trust Fund.

RESOLVED: To adopt the resolution supporting the Revenue Sharing Trust Fund. (Attachment B)

Moved by Verbeke, Seconded by Ferguson.

RESOLVED: To approve the Consent Agenda.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.62

Motion Carried (7 - 0)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9a. Motion – To approve the combined PUD Step One – Qualification / Step Two – Site Plan / Greystone Pickleball Club - Auburn Hills.

Mr. Lang presented the request from Greystone Pickleball Club to construct a 60,528-square-foot indoor recreational facility and event venue near N. Opdyke and Featherstone Roads. This facility will have 18 indoor courts and the flexibility to host special events with a full kitchen and central gathering area. This facility will have 18% of the required 20% greenspace coverage which is required, making the qualification for this project a PUD. The high-quality landscape plan exceeds the ordinance requirements.

Mr. Patrick Chisholm of Greystone Pickleball Club LLC was present.

There was discussion that included the parking spaces. It was explained that there will be a surplus of parking for this facility and that the business plan will include open play/walk-in use as well as tournaments and other events. It was mentioned that the business plan allows for the facility will be open seven days a week and will be able to host various types of events.

Mr. Lang explained that the PUD qualification is based primarily on the greenspace issue as well as a few other issues that are explained in the packet. He also noted that there is a shared driveway with the Mobile gas station. The shared access and maintenance agreement has already been recorded.

Jason Murphy, 2790 E. Walton Blvd questioned what the pricing on court rental. Mr. Chisholm explained that open play would be a 2-3 hour time slot with \$10 fee but prices will vary. Mayor Marzolf shared that he appreciates the discount being provided to residents.

Moved by Fletcher, Seconded by Ferguson.

RESOLVED: To accept the Planning Commission's recommendation and approve the combined PUD Step One – Concept Plan and PUD Step Two – Site Plan for the Greystone Pickleball Club – Auburn Hills subject to the conditions of the City's Administrative Review Team.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.63

Motion Carried (7 - 0)

9b. Motion – To award a bid for the construction of the Public Square in downtown Auburn Hills.

Mr. Wisser presented the proposed plan to construct the Public Square located south of Auburn Road between the Den and the 3400 Auburn building. This area previously held a temporary pop-up green space which became a popular space with the residents providing a sense of community/ The area has been designed based on the past uses of the space. The scope of work will remove the existing pavement and infrastructure, installing turf, proper drainage, and stage as well as landscape and sight lighting.

The city sought extra funding sources for this project and in 2023 the city was awarded a \$450,000.00 grant from the Michigan Economic Development Corporations (MEDC) revitalization and place making program. A 50% match was required and \$381,651.00 has been provided by TIFA and \$250,000.00 from the Community Foundation. A budget amendment of \$1,081,651 will be made to reflect these contributions to the Public Square line item in the budget.

It was discussed that this space is being designed with the surrounding residents in mind. The access to the driveway is the same and has not changed. The stage is small in size to be able to accommodate small musical groups or classes. The turf is a high-quality commercial grade turf and will have a maintenance schedule to keep it maintained. It was discussed that at this time there are no seating options, but it is being looked into. Mr. Skopek shared that the DDA has purchased outdoor furniture in the past and it is currently in storage. This would be the first step to introduce that again, the planter boxes are raised so they could be considered a seating option when the furniture is not on the site. People would be encouraged to bring their own seating.

Moved by Verbeke, Seconded by Fletcher.

RESOLVED: To award the bid for the construction of the Public Square to Warren Contractors & Development, Inc., Construction Engineering/Observation and Contract Administration Services to OHM Advisors, and Material Testing Services to G2 Consulting for a total project cost not to exceed \$1,081,651. Furthermore, amend the General Fund Capital Projects department budget increasing appropriations and revenues \$1,081,651.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.64

Motion Carried (7 - 0)

10. COMMENTS AND MOTIONS FROM COUNCIL

Mr. Knight thanked the DPW for sharing the snow removal process at the Optimist Club meeting. He also asked about a vacant building in the city. Mr. Tanghe shared that he has spoken with the property owner and information will be forthcoming.

Mr. McDaniel thanked the Police Department for tracking down a hit and run driver as well as for the increase in enforcement for the illegal truck traffic passing through downtown.

Dr. Fletcher questioned the progress at 3325 University Dr. Mr. Lang shared that this is a multi-tenant center with five units and development is still taking place.

Mr. Ferguson shared that the traffic at Premier Car Wash, 941 S. Opdyke has traffic out on the road so to be aware when in that area.

Mayor Marzolf thanked the Fisheries Division of the Michigan DNR for recently stocking Riverside Park with over 600 adult brown trout and for assisting the city with stocking the river for over 30 years.

11. CITY ATTORNEY REPORT

12. CITY MANAGER REPORT

Mr. Tanghe shared that he appreciates the funding that is available for the new Public Square project and that it is not coming from a line item in the general fund.

13. ADJOURNMENT

Moved by Knight, Seconded by Verbeke.

RESOLVED: To adjourn the meeting.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

No: None

Resolution No. 24.04.65

Motion Carried (7 - 0)

The meeting was adjourned at 7:54 PM.

Brain W. Marzolf, Mayor

Laura M. Pierce, City Clerk



ATTACHMENT A

PROCLAMATION

PROCLAMATION IN RECOGNITION OF THE 50th ANNIVERSARY OF ABB

WHEREAS, in 1974 ABB began its journey in what would become the industrial robot era; and

WHEREAS, in 1993, ABB opened its North American headquarters facility in Auburn Hills, solidifying their presence in the robotics market; and

WHEREAS, in 2015, ABB opened the manufacturing plant becoming the first global industrial robotics company to fully commit to a North American robotics production footprint; and

WHEREAS, ABB continues to be on the cutting-edge of robotics technology and supports the production of electric vehicles, medical devices, electronics and even pastries; and

WHEREAS, ABB continued to create economic momentum by investing \$20 Million on a recent expansion to their robotics headquarters facility that includes a state-of-the-art Customer Experience Center and training facility; and

WHEREAS, Auburn Hills recognizes the significance of ABB's presence in Auburn Hills due to the demand of robotics technology and ABB's commitment to long-term growth in the U.S. market as well as their continued investment.

NOW, THEREFORE, it is with the highest regard, that the City of Auburn Hills, through its Mayor and City Council, hereby congratulates ABB on the expansion of their U.S. robotics headquarters and manufacturing facility and for 50 years of robotics innovation.

Hereby presented on this 15th day of April 2024,
on behalf of the Auburn Hills City Council.

Brian W. Marzolf, Mayor



ATTACHMENT B

CITY OF AUBURN HILLS
1827 N. SQUIRREL ROAD
AUBURN HILLS, MI 48326
248.370.9402
WWW.AUBURNHILLS.ORG

RESOLUTION SUPPORTING STATUTORY REVENUE SHARING REFORM “REVENUE SHARING TRUST FUND”

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the City Council Chamber at 1827 N. Squirrel Road, Auburn Hills, MI 48326 at 7:00 PM, on the 15th day of April, 2024. The following resolution was offered by Council Member ____ and seconded by Council Member ____:

WHEREAS, The City of Auburn Hills, along with other local units of government, rely upon State Revenue Sharing to provide general fund services to its residents; and

WHEREAS, State revenue sharing in Michigan is divided into two types: constitutional and statutory, with the latter being subject to legislative appropriations; and

WHEREAS, Through the State government’s annual appropriation process, actual statutory revenue-sharing payments to cities, villages, townships, and counties have been below full funding each year since 2001; and

WHEREAS, In 2017, for example, the City of Auburn Hills received \$458,735 less in statutory revenue-sharing payments than it did in 2003; and

WHEREAS, This reduction in statutory revenue sharing is a cumulative \$8,004,837 over the period beginning in 2003 and ending in 2017, for which the City of Auburn Hills has reliable data from the Michigan Municipal League, that has placed an undue financial strain on the City of Auburn Hills and other Michigan cities, resulting in a reduction of essential services or increased local taxation, both of which adversely affect residents; and

WHEREAS, The 2023 State budget allocated \$530 million in Statutory Revenue Sharing to be distributed to all cities, villages, townships, and counties through its annual appropriation process; and

WHEREAS, In October 2023, The State House of Representatives voted 106-4 to amend the Michigan Trust Fund Act and the General Sales tax Act, respectively, to establish a “Revenue Sharing Trust Fund” that would distribute money from sales tax revenue to local units of government; and

WHEREAS, The act creates a stable and predictable revenue source by dedicating a portion of sales tax revenue for annual statutory revenue sharing payments dedicated for cities, villages, townships, and counties; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of Auburn Hills hereby ask our State Representatives and Governor Whitmer’s administration to support the adoption of House Bills 4274 and 4275.

BE IT FURTHER RESOLVED, that the City Clerk’s Office provide certified copies of this Resolution to State Representatives Carter and Steele, Senator Moss, and Governor Whitmer.

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, Laura M. Pierce, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 15th day of April, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this ____ day of _____, 2024.

Laura M. Pierce
City Clerk



PROCLAMATION

PROCLAMATION IN RECOGNITION OF KATHLEEN STACHURSKI'S 100th BIRTHDAY

WHEREAS, Kathleen Stachurski was born on April 28, 1924. She was raised in Bolton, England, where she lived with her parents, Mary Ellen, and James, as well as her six siblings, and

WHEREAS, in 1942, Kathleen married Vick Stachurski for whom she met in England during WW2, and

WHEREAS, the Stachurski's lived in Windsor, Ontario, for five years, where they had their only son, Anthony Stachurski, in 1942, and

WHEREAS, they eventually moved to Grosse Pointe, Michigan where Kathleen worked as a property manager for an apartment complex, and

WHEREAS, the couple settled in Auburn Hills in 1974, where she has resided for the past 50 years, and

WHEREAS, those who know Kathleen have the highest praise for her; saying "She is a very smart and talented woman with a great business sense, and despite a sparse upbringing, has always done well for herself," and

WHEREAS, Kathleen has been attending the Auburn Hills Community Center for over 15 years, enjoying the senior travel program, and participating in numerous senior functions.

NOW, THEREFORE, BE IT KNOWN that the Mayor and City Council for the City of Auburn Hills recognize Kathleen Stachurski on this, her 100th Birthday, for a life well lived and her many achievements, and extend their best wishes on this monumental occasion, and wish her continued health and happiness in the years to come.

Hereby presented on this 6th day of May 2024,
on behalf of the Auburn Hills City Council.

Brian W. Marzolf, Mayor



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 7A1

TAX INCREMENT FINANCE AUTHORITY

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

April 9, 2024

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:04 PM.

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

LOCATION: 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 – March 12, 2024

There was no discussion on the approval of the minutes.

Moved by Mr. Goodhall to approve the TIFA Regular Meeting Minutes from March 12, 2023, as presented.

Seconded by Dr. Eldredge

Yes: Kneffel, Goodhall, Eldredge, Fletcher
No: none

Motion carried

CORRESPONDENCE & PRESENTATIONS

None

CONSENT AGENDA

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

There was no discussion on the approval of the consent agenda.

Moved by Mr. Goodhall to approve the Consent Agenda.

Seconded by Dr. Eldredge

Yes: Kneffel, Goodhall, Eldredge, Fletcher
No: none

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Approval of a Budget Amendment for the Construction of the Public Square

Mr. Wisser presented the agenda item concerning a budget amendment for the Public Square project to the TIFA Board of Directors. Mr. Wisser gave a brief history of the project and how it has been altered since city staff first started designing the proposed Public Square. Additionally, Mr. Wisser provided an update regarding the bidding process for the project and the vendors that bid on the project. The winning bidder, Warren Contracting & Development, has completed multiple projects for the City of Auburn Hills, including the Riverside Park Amphitheater.

Finally, Mr. Skopek provided context to the funding sources of the project, which include the Tax Increment Finance Authority, the Michigan Economic Development Corporation Grant, and the Auburn Hills Community Foundation.

Moved by Dr. Eldredge to authorize a budget amendment to increase appropriations in the 2024 TIF-A budget by \$181,651 in support of the construction of the Public Square. The total funding match by the TIFA shall be in the amount of \$381,651. Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Eldredge, Fletcher
No: None

Motion Carried

EXECUTIVE DIRECTOR REPORT

Mr. Skopek let the Board know that a private vendor has taken interest in The DEN as a potential location for their taproom business. Mr. Skopek advised the Board that nothing is imminent, but rather let the Board know that a private vendor has taken an interest in The DEN.

BOARD MEMBER COMMENTS

The Board brought up recent destruction of city property in the downtown area caused by semi-trucks driving in restricted areas of the downtown. City staff were able to advise the Board that the truck that destroyed a planter box was caught on camera and the truck's company will be held responsible for damages.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, May 14, 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 Dr. Eldredge to adjourn the TIFA Board meeting.
Seconded by Mr. Goodhall**

Yes: Kneffel, Goodhall, Eldredge, Fletcher
No: None

Motion Carried

The TIFA Board of Directors meeting adjourned at 4:51 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Assistant to the City Manager



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 7B

FINANCE DEPARTMENT

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Salvatore Vittone, Deputy Treasurer
Submitted: April 30, 2024
Subject: Motion – To receive and file the Mariner Consulting 1st quarter Cash Management Investment Performance Review.

INTRODUCTION AND HISTORY

Public Act 213 of 2007 requires local governments to prepare periodic investment reports for presentation to the governing body. The investment of the City's working capital or surplus monies is governed by the City's Investment Policy document, which incorporates both state (Public Act 20 of 1943 as amended) and local statutes.

In January of 2011, the City engaged the services of a third-party consultant to provide a level of due diligence beyond internal staff review, perform quarterly reviews of the performance of the City's investment portfolio, and to ensure the City's investment portfolio remains in compliance with Public Act 20 of 1943. Currently, the City's investment consultant is Brian Green of Mariner Consulting, and Mary Donovan of Insight Investment serves as the City's investment manager.

Beginning in 2015, cash and investment reporting was provided quarterly in a summarized format, to be included on the City Council's consent agenda. The City's investment consultant began addressing City Council a minimum of two times during the year to provide updates on the City's managed cash and investments.

Attached is the 1st quarter 2024 investment performance review condensed report prepared by Mariner Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City's asset allocation of investments, past and current performance, market values, and an evaluation. The complete 17-page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, Mariner Consulting's report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, and Michigan CLASS. Cash held by the City for operational needs is not reported. As of March 31, 2024 (unaudited), there was approximately \$59.7M available for City operations in the City's operational checking account and allocated as follows:

- \$34.9M Governmental Funds
- \$12.1M Enterprise Funds
- \$982K Internal Service Funds
- \$11.6M Component Unit Funds

STAFF RECOMMENDATION

Staff recommends acceptance of the 2024 1st quarter (March 31, 2024) Cash Management Investment Performance review as attached and submitted by Mariner Consulting.

MOTION

Move to receive and file the Mariner Consulting 1st quarter Cash Management Investment Performance Review for period ending March 31, 2024.

I CONCUR:

A handwritten signature in black ink, appearing to read "Brandon Skopek", written in a cursive style.

BRANDON SKOPEK, ASSISTANT CITY MANAGER

City of Auburn Hills - Cash Management

Investment Performance Review
Period Ending March 31, 2024

MARINER

CONCLUSIONS

1. Investment Results for the \$90.3 million portfolio managed by Insight Investment and the Finance Director/Treasurer were behind expectations for the quarter and for the trailing year. The investment rate of return was +0.68% for the quarter and +3.93% for the past 12 months. These results compare to +1.29% return for T-Bills this quarter, and +5.24% for the past 12 months. While the portfolio has lagged the benchmark for the year, it has significantly outperformed peers over that same time period. Longer term results (trailing 3 year and 5 year) are well ahead of peers.

2. Investment Activity for the quarter:

<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1) Insight Investment	\$205,523	\$87,154	\$292,677
2) Oakland County Invest Pool	\$27,149	(\$177)	\$26,972
3) CDs plus J Fund	\$1,171	\$0	\$1,171
4) Michigan CLASS	\$26,889	11993	\$26,889
5) Michigan CLASS EDGE	\$188,838	\$66,911	\$255,749
TOTAL	\$449,570	\$165,881	\$603,458

3. Investment Activity for the trailing 12 months:

<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1) Insight Investment	\$1,200,893	\$877,312	\$2,078,205
2) Oakland County Invest Pool	\$91,638	(\$177)	\$91,461
3) CDs plus J Fund	\$5,623	\$0	\$5,623
4) Michigan CLASS	\$192,702	11993	\$192,702
5) Michigan CLASS EDGE	\$1,073,439	\$84,943	\$1,158,382
TOTAL	\$2,564,295	\$974,071	\$3,526,373

4. The Average Credit Quality on the portfolio is AAA.

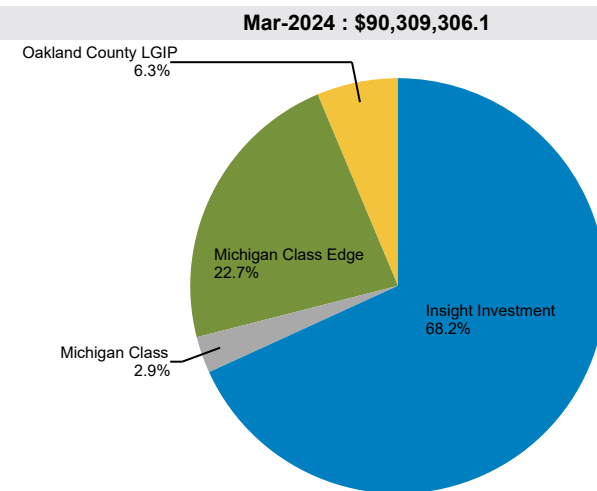
5. General investment guidelines and policies, as well as specific guidelines on safety and liquidity, are being followed.

6. Insight Investment and the Finance Director/Treasurer are earning competitive returns, net-of-fees. The active cash management program is both paying for itself and providing a significantly greater return on investment for the city after more than 13 years. Of note, the professional management of the Cash pools has added \$850,749 in additional return since January 2010.

Summary Report
City of Auburn Hills - Cash Management
As of March 31, 2024

Asset Allocation & Performance												
	Allocation		Performance(%)									
	Market Value \$	%	QTR Ending Jun-2023	QTR Ending Sep-2023	QTR Ending Dec-2023	QTR Ending Mar-2024	1 YR	2 YR	3 YR	5 YR	Inception	Inception Date
Aggregate Cash Management	90,309,306	100.0	0.23	0.81	2.16	0.68	3.93	2.69	1.37	1.76	1.22	01/01/2010
90 Day U.S. Treasury Bill			1.17	1.31	1.37	1.29	5.24	3.86	2.58	2.02	0.98	
Insight Investment	61,568,338	68.2	-0.23	0.64	2.59	0.48	3.49	2.10	0.62	1.44	1.17	01/01/2010
90 Day U.S. Treasury Bill			1.17	1.31	1.37	1.29	5.24	3.86	2.58	2.02	0.98	
IM U.S. Cash Fixed Income (SA+CF) Median			1.27	1.38	1.76	1.34	5.58	4.07	2.61	2.23	1.43	
Michigan Class	2,576,044	2.9	1.29	1.34	1.37	1.35	5.45	4.18	2.79	2.14	2.05	05/01/2017
Michigan Class Edge	20,457,112	22.7	1.13	1.29	1.50	1.25	5.28				4.17	05/01/2022
Oakland County LGIP	5,686,894	6.3	0.37	0.31	0.47	0.48	1.63	1.31	1.04	1.37	1.31	05/01/2015
Comerica Govt Cash	20,918	0.0	1.25	1.14	1.00	1.26	4.73	3.49	2.32	1.77	1.53	03/01/2016

Financial Reconciliation					
	Market Value 01/01/2024	Income	Net Investment Gain/Loss	Net Cash Flow	Market Value 03/31/2024
Aggregate Cash Management	90,971,801	449,569	165,881	-1,277,945	90,309,306
Insight Investment	61,299,641	205,523	87,154	-23,980	61,568,338
Michigan Class	3,214,828	26,889	11,993	-677,665	2,576,044
Michigan Class Edge	20,719,580	188,838	66,911	-518,217	20,457,112
Oakland County LGIP	5,660,440	27,149	-177	-518	5,686,894
Certificates of Deposit	-	-	-	-	-
Comerica Govt Cash	77,311	1,171	-	-57,565	20,918



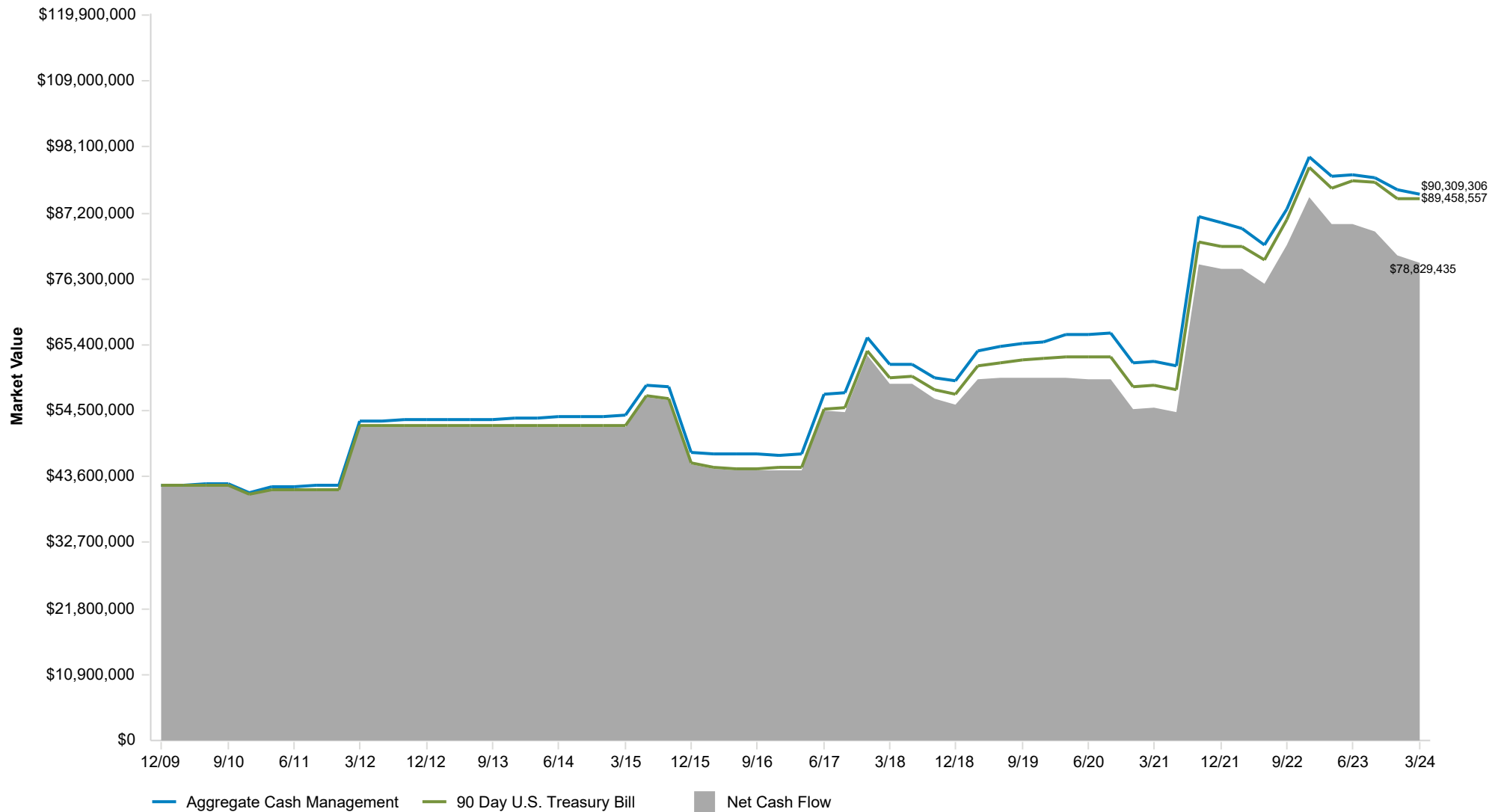
Comparative Performance Trailing Returns
City of Auburn Hills - Cash Management
As of March 31, 2024

Comparative Performance															
	MTH		QTR		YTD		1 YR		3 YR		5 YR		Inception		Inception Date
Aggregate Cash Management	0.39	(62)	0.68	(27)	0.68	(27)	3.93	(21)	1.37	(10)	1.76	(9)	1.22	(14)	01/01/2010
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	0.98	(40)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		0.90		
 Oakland County Investment Pool	 0.17	 (100)	 0.48	 (46)	 0.48	 (46)	 1.63	 (88)	 1.04	 (11)	 1.37	 (10)	 1.31	 (7)	 05/01/2015
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	1.53	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		0.75		
 Michigan Class	 0.46	 (36)	 1.35	 (5)	 1.35	 (5)	 5.45	 (6)	 2.79	 (1)	 2.14	 (1)	 2.05	 (1)	 05/01/2017
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	1.92	(3)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		0.92		
 Michigan Class Edge	 0.36	 (78)	 1.25	 (13)	 1.25	 (13)	 5.28	 (7)	 N/A		 N/A		 4.17	 (3)	 05/01/2022
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	4.03	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		1.51		
 Comerica Govt Cash	 0.43	 (51)	 1.26	 (13)	 1.26	 (13)	 4.73	 (16)	 2.32	 (7)	 1.77	 (9)	 1.53	 (6)	 03/01/2016
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	1.69	(4)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		0.81		
 Insight Investment	 0.42	 (57)	 0.48	 (46)	 0.48	 (46)	 3.49	 (29)	 0.62	 (14)	 1.44	 (10)	 1.17	 (21)	 01/01/2010
90 Day U.S. Treasury Bill	0.45	(42)	1.29	(11)	1.29	(11)	5.24	(7)	2.58	(3)	2.02	(3)	0.98	(40)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.43		0.36		0.36		2.85		-0.44		0.77		0.90		
<i>Insight Investment (Net of Fees)</i>	<i>0.42</i>	<i>(57)</i>	<i>0.44</i>	<i>(47)</i>	<i>0.44</i>	<i>(47)</i>	<i>3.45</i>	<i>(30)</i>	<i>0.53</i>	<i>(16)</i>	<i>1.38</i>	<i>(10)</i>	<i>1.10</i>	<i>(30)</i>	

Returns for periods greater than one year are annualized.
Returns are expressed as percentages.

Schedule of Investable Assets
City of Auburn Hills - Cash Management
 January 1, 2010 To March 31, 2024

Schedule of Investable Assets



Schedule of Investable Assets					
Periods Ending	Beginning Market Value \$	Net Cash Flow \$	Gain/Loss \$	Ending Market Value \$	%Return
Jan-2010 To Mar-2024	42,139,379	36,690,056	11,479,871	90,309,306	1.22

Mariner Institutional compiled this report for the sole use of the client for which it was prepared. Mariner Institutional is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. Mariner Institutional uses the results from this evaluation to make observations and recommendations to the client.

Mariner Institutional uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. Mariner Institutional analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides Mariner Institutional with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides Mariner Institutional with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause Mariner Institutional to believe that the information presented is significantly misstated.

This performance report is based on data obtained by the client's custodian(s), investment fund administrator, or other sources believed to be reliable. While these sources are believed to be reliable, the data providers are responsible for the accuracy and completeness of their statements. Clients are encouraged to compare the records of their custodian(s) to ensure this report fairly and accurately reflects their various asset positions.

The strategies listed may not be suitable for all investors. We believe the information provided here is reliable, but do not warrant its accuracy or completeness. Past performance is not an indication of future performance. Any information contained in this report is for informational purposes only and should not be construed to be an offer to buy or sell any securities, investment consulting, or investment management services.

Additional information included in this document may contain data provided by index databases, public economic sources, and the managers themselves.

This document may contain data provided by Bloomberg.

This document may contain data provided by Standard and Poor's. Nothing contained within any document, advertisement or presentation from S&P Indices constitutes an offer of services in jurisdictions where S&P Indices does not have the necessary licenses. All information provided by S&P Indices is impersonal and is not tailored to the needs of any person, entity or group of persons. Any returns or performance provided within any document is provided for illustrative purposes only and does not demonstrate actual performance. Past performance is not a guarantee of future investment results.

This document may contain data provided by MSCI, Inc. Copyright MSCI, 2017. Unpublished. All Rights Reserved. This information may only be used for your internal use, may not be reproduced or disseminated in any form and may not be used to create any financial instruments or products or any indices. This information is provided on an "as is" basis and the user of this information assumes the entire risk of any use it may make or permit to be made of this information. Neither MSCI, any of its affiliates or any other person involved in or related to compiling, computing or creating this information makes any express or implied warranties or representations with respect to such information or the results to be obtained by the use thereof, and MSCI, its affiliates and each such other person hereby expressly disclaim all warranties (including, without limitation, all warranties of originality, accuracy, completeness, timeliness, non-infringement, merchantability and fitness for a particular purpose) with respect to this information. Without limiting any of the foregoing, in no event shall MSCI, any of its affiliates or any other person involved in or related to compiling, computing or creating this information have any liability for any direct, indirect, special, incidental, punitive, consequential or any other damages (including, without limitation, lost profits) even if notified of, or if it might otherwise have anticipated, the possibility of such damages.

This document may contain data provided by Russell Investment Group. Russell Investment Group is the source owner of the data contained or reflected in this material and all trademarks and copyrights related thereto. The material may contain confidential information and unauthorized use, disclosure, copying, dissemination or redistribution is strictly prohibited. This is a user presentation of the data. Russell Investment Group is not responsible for the formatting or configuration of this material or for any inaccuracy in presentation thereof.

This document may contain data provided by Morningstar. All rights reserved. Use of this content requires expert knowledge. It is to be used by specialist institutions only. The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied, adapted or distributed; and (3) is not warranted to be accurate, complete or timely. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information, except where such damages or losses cannot be limited or excluded by law in your jurisdiction. Past financial performance is not guarantee of future results.

***IMPORTANT DISCLOSURE INFORMATION RE GREENWICH QUALITY LEADER AWARD**

These ratings are not indicative of Mariner Institutional's future performance. These awards or any other rankings and/or recognition by unaffiliated rating services and/or publications should not be construed as a guarantee that a client will experience a certain level of results or satisfaction if they invest with Mariner Institutional, nor should it be construed as a current or past endorsement by any of our clients. Mariner Institutional did not pay a fee to participate in this award survey.

Methodology for this Award: For the 2022 Greenwich Quality Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and November 2022, Coalition Greenwich conducted interviews with 727 individuals from 590 of the largest tax-exempt funds in the United States. These U.S.-based institutional investors are corporate and union funds, public funds, and endowment and foundation funds, with either pension or investment pool assets greater than \$150 million. Study participants were asked to provide quantitative and qualitative evaluations of their asset management and investment consulting providers, including qualitative assessments of those firms soliciting their business and detailed information on important market trends.



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 7C

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: April 25, 2024
Subject: Motion – To Reallocate Seasonal Staff Funding from Grounds to Local Roads

INTRODUCTION AND HISTORY

Over the last few months, the dynamic and operations of the Roads Division has experienced some significant changes. In October 2023, our Roads Crew Leader retired after 28 years of service with the City. This retirement resulted in the Department of Public Works' (DPW) sign shop maintenance staff member being promoted and a new staff member being assigned to sign shop maintenance. Also, with the expansion of the City's traffic painting program beginning this year, additional assistance is desired within the division to assist in the completion of this year's tasks. Therefore, a seasonal staff member with over 10 years of DPW experience (roads preferably) will be sought to assist in the DPW's sign shop and painting program. The DPW Grounds Division has been able to add two permanent part-time positions and are confident that these staff members will be able to handle the same amount of work of one of their full-time positions and one seasonal position would not be required in the Grounds Division. With this thought in mind, staff requests reallocation of seasonal funding from the grounds budget to the local roads budget in the amount of \$7,800. This will not result in additional staff, but rather a reallocation of resources.

STAFF RECOMMENDATION

Staff recommends removing seasonal staff funding from the grounds account (101-266-703.000) in the amount of \$7,800 and adding to the local roads account (203-453-703.000) in the amount of \$7,800.

MOTION

Move to remove seasonal staff funding from the grounds account (101-266-703.000) in the amount of \$7,800 and adding to the local roads account (203-453-703.000) in the amount of \$7,800 for the 2024 fiscal year.

I CONCUR:

BRANDON SKOPEK, ASSISTANT CITY MANAGER



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 7D

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: April 24, 2024
Subject: Motion – Approve Purchase of Three (3) RAM Promaster Vans

INTRODUCTION AND HISTORY

Since 2020, vehicle orders have been difficult to complete. The city has had orders cancelled, not accepted, and missed very small ordering windows; all due to a shortage of parts and a high demand for vehicles that grows each year that normal manufacturer production goals are not met. Also, due to the lack of parts being supplied across the industry, average new vehicle prices have climbed at near record rates since 2020; climbing nearly 20% in that time after climbing only 1.78% over the previous 22-year period. While the price of new vehicles has increased, the city has seen an increase in prices for retired vehicles that are being auctioned as well. This period of instability within the automotive market has required the fleet division to be more forward thinking when it comes to replacement of vehicles. Staff have been working with the State's MiDEAL consortium bid dealership closely over the last few years to ensure that orders can be processed while short order windows are open. The one that has been very difficult to order from Stellantis has been the RAM Promaster Vans because of a restriction from the manufacturer due to lack of inventory and parts. Stellantis notified dealers recently that they would open a short window for ordering 2024 RAM Promaster vans that will be price protected for the 2025 model year. What this typically means is that the vans ordered now will most likely be built as 2025 model year vans and delivered in the fourth quarter of 2024, at the earliest, while maintaining the 2024 price. Also, Stellantis may not accept additional orders for Promaster vans in the 2025 model year. While there are not any vans planned for replacement in 2024, we do have vans that are projected to be replaced as follows.

Current Vehicle					New Vehicle			Budget Year	Price
Asset ID	Year	Make	Model	Mileage	Year	Make	Model		
D1516	2015	RAM	Promaster 3500 EXT	48,797	2024/5	RAM	Promaster 3500 EXT	2025	\$55,637
D1609	2016	RAM	Promaster 3500	72,887	2024/5	RAM	Promaster 3500	2026	\$52,991
D1711	2017	RAM	Promaster City	40,499	2024/5	RAM	Promaster 1500	2029	\$49,761
								Total:	\$158,389

The city's 20-year fleet capital plan is a standardized approach for replacement of vehicles and equipment based on average usage and maintenance costs, while getting adjusted using our software's fleet replacement schedule near the end of the standard projection of replacement. Our fleet replacement schedule considers various items that include trends with purchase price, resale value, age, mileage, maintenance costs and maintenance frequency per year. Our software runs a report based on these factors, rating each vehicle from 5-25; 5-6 being excellent, 7-11 being good, 12-18 should be considered for replacement, and 19-25 needs to be replaced. D1516 is the DPW's main facilities maintenance van and is like a mobile hardware store, keeping many parts ready to make quick and necessary repairs at any time. This vehicle's age and maintenance numbers make it a candidate for replacement

(rating of 16). D1609 is our electrician's van and, like our facilities van, maintains an inventory of parts that may be needed to complete quick and necessary repairs at any time. This vehicle's age, mileage, and rating (of 17) make it a candidate a year early for replacement. Finally, D1711 was purchased in 2017 as a custodial vehicle to transport employees and supplies to the city parks. Since that time, these positions have been privately contracted. In early 2020, a new facilities maintenance position was created within the DPW. As with the creation of any new position, there has been some adaptation and growth that has transpired. Late last year, the employee in that position made a move out of state. In February 2024, a replacement with a broader skillset was hired. With this skillset in mind, the Promaster City model will no longer fit the tools and materials needed to support the position for which the vehicle will be utilized. As it is already 8 years old (and has a 14 rating), the current vehicle will be auctioned (along with the other 2 vehicles being replaced) and replaced with a Promaster 1500 like our water meter program currently utilizes.

Current electric vehicles on the market and the tasks asked of the current fleet were studied. At this time, electric vehicles do not have the ability to run the continuous 24-hour shifts that are sometimes required with DPW vehicles. The city has acquired and put into service a plug-in hybrid van for the community center, allowing extended range if needed while prioritizing usage of the battery. Additionally, the city has 7 Ford Maverick Hybrids in service and 4 additional on order; being used across multiple departments.

The three new vehicles will be purchased under the MiDEAL contract #071B7700183 (State of Michigan contract) with LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI, the total cost for the 3 vehicles is \$158,389.00. All vehicles include a 3-year/ 36,000-mile bumper to bumper warranty and a 5-year/ 60,000-mile powertrain warranty. We have used cooperative bids throughout the years to purchase a variety of items that include vehicles, equipment, and road salt. The cooperative bids that are used most often are the State of Michigan MiDEAL, the Oakland County Cooperative, Sourcewell, and the Rochester Hills Consortium. These cooperative bids are based on larger volumes which result in lower prices, a high-quality contract, and meet the requirements of the Purchasing Ordinance. A budget amendment of \$158,389.00 in the 2024 budget year is necessary as well since these are currently planned for replacement in the future. Removal of these vehicles from their respective budgeted years will happen upon approval of this memo.


STAFF RECOMMENDATION

Staff recommends amending the 2024 fleet vehicle budget (661-594-981.000) in the amount of \$158,389.00. Staff also recommends the approval to purchase the three (3) RAM Promaster vans listed above for \$158,389.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183. Funding for the purchase will be available via account number 661-594-981.000 once this memo is executed.

MOTION

Move to amend the 2024 fleet vehicle budget (661-594-981.000) in the amount of \$158,389.00. Staff also recommends the approval to purchase the three (3) RAM Promaster vans listed above for \$158,389.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183 and to authorize the City Manager to execute a purchase order on behalf of the city.

I CONCUR:



THOMAS A. TANGHE, CITY MANAGER

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: City of Auburn Hills

Address:

City: State MI

Contact: Jason Hefner

Phone: 248.364.6931

Email: jhefner@auburnhills.org

Date: 4/5/2024

Quote # 040524

State of Michigan		
2024 Ram ProMaster 3500 Cargo Van H/r 159 wb ext		\$52,542.00
22B	3.6L V6	
PW7	Bright White	
A7X9	Black Cloth Bucket Seats	
AZ3	Upfitters Prep Package	\$475.00
ATT	Power Group (for 220-amp alternator	\$475.00
AJK	Convenience Group (for mirrors)	\$800.00
XAA	ParkSense Rear Park Assist System	\$280.00
CKL	Caro Compartment Floor Mat	\$315.00
CTE	side Wall Paneling Upper & Lower	\$560.00
Note per contract delivery is available @ \$2.00 per one way mileage.		\$190.00
95 x 2.00 = 190.00		
By signing here you are agreeing to the purchase agreement for stated vehicle or vehicles X		
Please note this quote is created using the Chrysler code guides, there may be additional requirements once orders are open		
Total Cost:		\$55,637.00

Signed Michelle Deacon

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: City of Auburn Hills

Address:

City: State MI

Contact: Jason Hefner

Phone: 248.364.6931

Email: jhefner@auburnhills.org

Date: 4/8/2024

Quote # 040824

State of Michigan		
2024 Ram ProMaster 1500 Cargo Van H/r 136wb		\$46,666.00
22B	3.6L V6	
PW7	Bright White	
A7X9	Black Cloth Bucket Seats	
AZ3	Upfitters Prep Package	\$475.00
ATT	Power Group (for 220-amp alternator	\$475.00
AJK	Convenience Group (for mirrors)	\$800.00
XAA	ParkSense Rear Park Assist System	\$280.00
CKL	Caro Compartment Floor Mat	\$315.00
CTE	side Wall Paneling Upper & Lower	\$560.00
Note per contract delivery is available @ \$2.00 per one way mileage.		\$190.00
95 x 2.00 = 190.00		
By signing here you are agreeing to the purchase agreement for stated vehicle or vehicles X		
Please note this quote is created using the Chrysler code guides, there may be additional requirements once orders are open		
Total Cost:		\$49,761.00

Signed Michelle Deacon

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: City of Auburn Hills

Address:

City: State MI

Contact: Jason Hefner

Phone: 248.364.6931

Email: jhefner@auburnhills.org

Date: 4/8/2024

Quote # 040824

State of Michigan		
2024 Ram ProMaster 3500 Cargo Van H/r 159 wb		\$49,896.00
22B	3.6L V6	
PW7	Bright White	
A7X9	Black Cloth Bucket Seats	
AZ3	Upfitters Prep Package	\$475.00
ATT	Power Group (for 220-amp alternator	\$475.00
AJK	Convenience Group (for mirrors)	\$800.00
XAA	ParkSense Rear Park Assist System	\$280.00
CKL	Caro Compartment Floor Mat	\$315.00
CTE	side Wall Paneling Upper & Lower	\$560.00
Note per contract delivery is available @ \$2.00 per one way mileage.		\$190.00
95 x 2.00 = 190.00		
By signing here you are agreeing to the purchase agreement for stated vehicle or vehicles X		
Please note this quote is created using the Chrysler code guides, there may be additional requirements once orders are open		
Total Cost:		\$52,991.00

Signed Michelle Deacon



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 9A
CITY MANAGER'S OFFICE

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager; Lisa Passalacqua, Community Engagement Manager
Submitted: April 10, 2024
Subject: Motion – To award a contract for website redesign services to Octane/Inside Out

INTRODUCTION AND HISTORY

The City's website, auburnhills.org, is the digital face of the City and our digital presence is often the first impression for residents, businesses, and visitors. The average lifespan of a website is two to three years. The City's last redesign was completed in 2016. Rolling out a website redesign will ensure the City website meets current best practices, uses the latest design trends, and keeps up with user behavior and search engine algorithms to improve accessibility, responsiveness, user experience, and navigation.

In 2023, City Staff contacted three website design companies to determine an estimated cost to redesign and develop the City's website. As a result of this research, funds in the amount of \$30,000 were allocated in the 2024 budget to pursue a website redesign. On January 8, 2024, the City of Auburn Hills issued a Request for Proposal (RFP) to solicit responses from interested and qualified website development companies to provide design and development services for the redesign. The intention of the RFP was to select a qualified company and ultimately enter into a contract with that company to provide the necessary design and development services for this endeavor.

Twenty-eight (28) vendors responded to the City's RFP, which was due to the City Clerk by February 16, 2024 at 10:00 AM.

Company Name	Rating	Location	Redesign Cost	Annual Fees
Octane Design, Inc.	★★★★★+	Ferndale, MI	\$54,000	\$2,000
Planeteria Media, LLC	★★★★★+	Santa Rosa, CA	\$55,250	\$4,750
Recess Creative	★★★★★+	Cleveland, OH	\$159,500	\$25,000
Stirling Brandworks	★★★★★	Winchester, MA	\$54,880	\$6,300
Steven's Advertising	★★★★★	Grand Rapids, MI	\$66,700	\$4,200
TanDev, LLC	★★★★★	Vancouver, WA	\$196,000	\$40,000
Jesse James Creative	★★★★★	NYC, NY	\$32,500	\$7,200
GHD Services	★★★★★	Farmington Hills, MI	\$34,460	\$6,330
Cynerge Consulting	★★★★★	Pontiac, MI	\$40,292	\$2,800
CivicPlus	★★★★★	Manhattan, KS	\$35,612	\$8,895
Revize	★★★★	Troy, MI	\$24,800	\$4,400
Promet Source	★★★	Chicago, IL	\$64,578	

Ingeniux	★★★	San Francisco, CA	\$79,000	
M:7 Agency	★★★	Beaver, PA	\$95,885	\$10,620
Netlink Software Group	★★	Madison Heights, MI	\$10,519	
CivicLift	★★	Bantam, CT	\$13,500	\$7,000
Brand Institute Inc.	★★	Miami, FL	\$15,000	
WorldWise Net	★★	Clarkston, MI	\$28,650	\$3,588
BES Technology	★★	Charles Town, WV	\$28,706	\$6,951
V3iT Consulting, Inc.	★★	Naperville, IL	\$40,000	\$18,000
Globe Scope	★★	Washington DC	\$41,480	\$13,200
Nation Media	★★	Grand Rapids, MI	\$45,000	
Technology International, Inc	★★	Lake Mary, FL	\$53,400	\$15,000
AppZoro Technologies	★★	Atlanta, GA	\$59,000	\$12,000
Gajda Corp	★	Wixom, MI	\$12	
Decima LLC	★	Detroit, MI	\$48,000	
SNVA, LLC	★	Waldorf, MD	\$84,825	
DevsOperative	★	Grand Rapids MI	\$329,400	

Submitted proposals were ranked by ability to meet the RFP requirements, experience with municipal government, samples of work, design aesthetic, and presentation of the proposal, then sorted by the quoted redesign cost. Three of the nine top companies were taken out of consideration as they far exceeded the budget. A staff committee representing six departments reviewed the remaining top proposals for further consideration. Based on body of work and the proposed Content Management System (CMS) software, the committee narrowed the selection down to two companies: Octane/Inside Out and Planeteria Media.

A subcommittee consisting of Community Engagement Manager Lisa Passalacqua, Assistant City Manager Brandon Skopek, and City Clerk Laura Pierce elected to interview Octane/Inside Out and Planeteria Media. Staff followed up with the references supplied by the vendors. Four out of four references for Octane/Inside Out were outstanding. Five out of six references for Planeteria Media were satisfied.

Following the interviews and reference checks, the committee determined that Octane/Inside Out was well-qualified and best matched for the City's needs. As a result, Octane/Inside Out drafted an agreement for the City's consideration, which has been reviewed and approved by City Attorney Beckerleg and City Staff.

Octane Design and Inside Out Design + Development submitted a joint proposal, with Octane acting as primary and Inside Out as a subcontractor. Octane Design focuses on graphic design, branding, content development, and user experience. Inside Out has expertise in coding and programming to build a usable and maintainable website.

Design services that are to be provided by Octane/Inside Out include the following:

- Define phase to discuss goals and establish vision
- Design services using City brand as a guide
- Development services including front-end and back-end development
- Quality assurance and accessibility testing
- Launch of new website

These services are to be provided by Octane/Inside Out at a cost not to exceed \$54,000. There is currently \$30,000 budgeted in the General Fund in account number 101-261-885.000. Therefore, a budget amendment to increase appropriations by \$24,000 would be required. Annual fees would be included in future budgets. In addition, there will be an annual fee of \$2,000 for website maintenance. This will simply be added into our budget on an annual basis and is not part of the website cost you are approving this evening. There will also be an annual fee for website hosting. We have yet to determine if we will host the website ourselves or host it elsewhere, such as with a cloud-based hosting service. Like the annual maintenance, this too will become part of our annual budget and is not part of this evening's approval. Offsite website hosting costs are determined by site traffic and document storage and range for a community like ours from \$500 to \$2,000 annually.

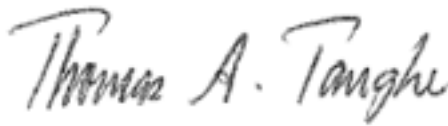
STAFF RECOMMENDATION

Staff recommends that the City Council award a contract for website redesign and development to Octane/Inside Out for the redesign of the City's website. Furthermore, staff recommends a budget amendment increasing the 2024 General Fund appropriations in account 101-261-885.000 from \$30,000 to \$54,000.

MOTION

Move to award a contract for website development services to Octane and Inside Out in an amount not to exceed \$54,000. Also, move to approve a budget amendment to increase General Fund appropriations by \$24,000 in account number 101-261-885.000. Furthermore, the City Manager is authorized to execute the Agreement on behalf of the City.

I CONCUR:



THOMAS A. TANGHE, CITY MANAGER

City of Auburn Hills Website Rebuild

The following pages will constitute an Agreement between the City of Auburn Hills (also referred to as “you” or “client”) and Octane Design, Inc. with subcontractor InsideOut Design and Development (also referred to as “us” or “we” or “company”) for the redesign and development of the City of Auburn Hills website.

Client: City of Auburn Hills

Delivered on: March 21, 2024

Revised on April 1, 2024

Submitted by: William Bowen and Ian Gray



Overview and Goals

The City of Auburn Hills is seeking the services of an experienced website design company to redesign, develop, implement, host, and maintain the City's website. This project will involve utilizing information on the existing website as well as the implementation of new information and features suggested by Octane and InsideOut.

The new website will:

- Recreate and enhance the City's existing website to be resourceful and informative, and emphasize access to services, departments, and information.
- Must provide consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic.
- Be visually appealing with a consistent and standardized format and enhanced visual look for all pages.
- Follow all City of Auburn Hills communications and style guidelines, including logo, font, and colors.
- Easily expandable.
- Post news releases or updates dynamically to relevant pages based on category.
- Store images in a central location on the website.
- Ability to schedule content and set dates for content to automatically publish and expire.
- Back-end ability to search within published and unpublished documents.
- Enhance delivery and awareness of public services and facilitate a clearly accessible process for public inquiry.
- Department landing pages for Department of Recreation & Senior Services, Police Department, and Downtown Auburn Hills.
- Internal site search engine
- Ability to create online polls and surveys, including ability to download resulting data into Microsoft Excel for analysis.

Improved User Experience

- Mobile friendly responsive design that looks great on many screen sizes and devices
- Clear navigation so each user segment can find what they need quickly
- Create content hierarchy on the home page, delivering the most valuable items toward the top
- Web Accessibility - WCAG AA - <https://www.w3.org/WAI/WCAG2AA-Conformance>

Scope of Work

Key Known Deliverables

Design

- Main site design
- Special page design for Downtown page(s)

Website Content (based on current and planned content)

- Perform content audit and redevelop sitemap.
- Migration of content from current site mapped to new content designs
- The City of Auburn Hills to determine how many years back in data we need to have available for legal requirements

Features - As Requested per RFP

- Compatibility with multiple browsers including, but not limited to, Chrome, Internet Explorer, Firefox, and Safari
- Mobile responsive.
- Compliance with ADA AA requirements.
- Main calendar to display all events with ability to filter by department or category.
- Display alerts prominently on website with notifications. Ability for visitors to enroll in email and SMS text alert system.
 - Note SMS sending fees are not in scope, this will be 3rd Party services
- Be easily updated and managed by staff with a user friendly content management system (CMS) that does not require knowledge of HTML.
- Allow system administrators to establish levels of rights for staff to update/manage/access content based upon roles
- Train technical staff in the maintenance and support of the new website.
 - Video training with recordings
 - How To Document
- Integrate social media platforms: Facebook, Instagram, X, LinkedIn and WordPress blog.
- Note to import current WordPress blog to the new site
- Multilingual support using Google Translate or similar.
 - Free version will automatically convert text.
 - If text needs to be custom for certain languages then a 3rd Party system will need to be paid for - service fees not covered this scope
- Fully searchable central document repository with ability to create an unlimited number of folders and the ability to link to documents throughout the website.
- PDF documents no longer linked on the website shall not be accessible via the website's search feature.
- Ability to create friendly (short) URLs.

Features per Octane/InsideOut RFP Response

- Fully customized code to be built around your business needs and help facilitate a more agile development process for future features and requests
- A WYSIWYG editor and ability to add rich content through a HTML editor via the CMS
- Custom publishing workflow and approval process(draft, approve, post)
- Ability to set publish dates and expiration dates on articles and/or blog posts
- Ability to include in-text linking
- Ability to create image galleries and slide shows
- Ability to upload and manage PDF files
- Manual URL and metadata editing
- Print-friendly pages
- Based on final requirements, a complete listing paid plugins will be supplied and will be the client's responsibility to purchase
- Images and other media would be stored and uploaded in the WordPress media
- Videos would be housed on Vimeo or YouTube within your own account

Define Phase Services and Deliverables

Kickoff: Discuss goals and establish design vision, editorial direction, project tasks and team roles

Analytics review: We will work with your team to understand demographics, user trends and other key analytics from your current site to help us define the best approach for you

Benchmarking and competitor research: Analyze key competitors and industry benchmarks

Website usability and content questionnaire: We will survey the appropriate staff and stakeholders to better understand content priorities, your business and website goals. Questions will highlight key pain points, user action goals, features, wish lists and more.

Sitemap: We will use the sitemap outlined on auburnhills.org as a starting point for the development of this site

UI/UX and wireframes: Wireframes are page schematics or visual guides that represent the skeletal framework and key features of a website. We use wireframes to inform and define the user interface and user experience for apps and websites.

Architecture and technical requirements: When engaged to provide programming, our development team will work with your IT team and key stakeholders to determine the best technology, Third party plugins, APIs, current database structure, core platforms and features that must be integrated or custom developed based on findings of the Define phase.

Design Services and Deliverables

Design concepts: Using your brand as a guide, we will create three unique concepts with three rounds of refinements

Final page designs and refinement: Page designs are refined based on wireframes and client feedback

Website style guide: We produce a style guide for the core page templates

Content mapping and planning: We will work with your team to determine what content from your current site will migrate or be deleted. We can also help you prepare a plan for creating new content, if needed.

Development Services and Deliverables

Front-end development: The front-end team converts design documents into HTML, CSS and JavaScript to produce the user experience. The front-end team works hand in hand with the design team to implement all visual elements of the website.

Back-end development & customization: In this portion of the project all database and code needed for the customized CMS is developed. Based on the documentation collected during the define phase, the back-end team creates the mechanisms for an administrator to manage the content within the CMS and integrates closely with the front-end development team's efforts.

Integrations: Mechanisms for 3rd Party connections are developed/configured so the web site functions and works to meet the requirements.

Content optimization: Ensure that title tags, meta descriptions, etc. align with your SEO objectives.

Development server: We will use a dedicated development server separate from the current and eventual production environment for the building and reviewing of your website.

Quality Assurance

Quality Assurance and Accessibility Testing: Before launching the newly designed website, it is imperative that it is functionally tested in all commonly acceptable browser versions and mobile devices.

Launch

Deployment Process: Our launch process begins with a content freeze five (5) business days prior to launch. During this time, we will complete the remaining site optimizations, deploy any critical hot-fixes identified in the Q/A phase, and test all functionality and design in the production environment. We will ensure a smooth migration from the dev server to the live server environment, and we will engage a thorough plan with your team.

Quarterly Maintenance

Maintenance will be conducted quarterly and includes:

- Backup website of the live site, sync data and files to Development site
- Run WordPress Updates and Plugin Updates
- Conduct Security Scan
- Conduct Page Speed test
- Ensure Google Analytics and tracking codes are installed
- Supply paperwork to Client contact for review of development site and approval to conduct maintenance on the live site
 - 5 business day approval window, if there isn't a response from the contact we will conduct the maintenance on the live site
- Provide final paperwork of updates to Live site to the contact
- Make recommendations, handle minor edits to site based on maintenance updates

Ongoing Support

The following services can be packaged to help support your site on an ongoing basis:

- ADA compliance audit
- Requests for new features
- Feature consultation
- Special projects related to the website

In addition, we are always available to help with design, UI/UX, content creation, editorial and other supporting roles on a per project basis or with a retainer contract.

Hosting

The City of Auburn Hills retains the ownership of the hosting account. InsideOut will provide recommendations and work with the city's IT department to determine the best fit. InsideOut will provide support for hosting with a separate maintenance contract.

Projected Timeframe

To complete the work outlined in the project scope, it will take approximately 16-24 weeks from beginning to end, depending on when we receive feedback at each milestone. Upon signing the Agreement we are prepared to start work immediately.

Define	4-8 weeks
Design	4-12 weeks
Development	8-12 weeks
ADA and Q/A	4 weeks
Training	1-3 days

Estimated Budget

Below is the budget for the cost of the project as outlined in this Agreement.

Description			Price
Define			\$10,000
Design			\$18,000
Development			\$26,000
Total			\$54,000

PAYMENT SCHEDULE

33% to start the project

33% upon Design approval

Balance prior to Launch date

All payments are due within 30 days of invoicing.

RATE SCHEDULE

Content Changes - \$75/hour

Programming/Consulting - \$150/hour

Art direction and concept development \$150/hr

Graphic design production \$125 /hr

Copy writing and editorial services \$1.50 per word or \$125/hr

BUDGET ASSUMPTIONS

Pricing does not include search engine marketing. All costs are not-to-exceed prices based on the project.

Based on the budget, some features and options may not be feasible and we will determine the final website deliverables and features based on our findings from the define phase. We will do our best to provide as many features as possible with options that optimize the approved budget.

Web total does not include 3rd party plug-in fees, stock art or photography. Those will be determined, once the scope is clearly defined.

The client will provide all images, video and content.

Agreement and Terms

The following will constitute an Agreement between the City of Auburn Hills (also referred to as “you” or “client”) and Octane Design, Inc. with subcontractor InsideOut Design and Development (also referred to as “us” or “we” or “company”) to redesign and develop the City of Auburn Hills website for the estimated total not to exceed price of \$54,000.00 as outlined in our proposal. The Recitals including all subheadings and the text contained thereunder shall be part of the Agreement and shall be enforceable terms and conditions under the Agreement.

1.0 Services Provisions and Terms

DESIGN

As outlined in the scope of work, we will provide 2-3 custom concept designs and refine the designs based on your feedback until a final look is approved and signed-off. We allow 3 rounds of refinement for concepts.

Approved designs will be transferred to web page designs built in HTML and CSS. These designs are flexible layouts that adapt to the capabilities of many devices and screen sizes.

You will have two or more weekly opportunities to review our work (on a staging server) in which you will be able to provide feedback. If, at any stage, you’re not happy with the direction our work is taking, you may terminate this agreement with a written notice and payment in full for everything we’ve produced up to that point.

WARRANTY OF ORIGINALITY

We warrant and represent that, to the best of our knowledge, the work to be created for this project will be original and has not been previously published. For anything that has been published, consent to use will be obtained from third parties. This warranty does not extend to any uses that you or others may make beyond our end products for this project.

CONTENT CREATION

Writing posts, stories or creating new copy or content is not included in this contract. If you’d like us to write new content for you, we’re happy to provide a separate estimate for content creation and copy writing or other services such as proofreading, copyediting, photography or videography.

PHOTOGRAPHS AND GRAPHICS

Graphics and logos must be provided to us in editable, digital vector formats such as EPS, SVG, PDF or Adobe Illustrator files. Photographs must be in a high resolution digital format between 300PPI and 72PPI at 100% size. Acceptable formats include: PSD, PNG and JPG.

If you choose to buy stock photographs, we can suggest stock libraries and style of photography/images. If you’d like us to search for photographs for you, we can provide a separate estimate for that. Cost of buying stock photographs or a photo shoot is not included in this contract.

We are not liable for any images you provide that have not been released by the owner or creator. You must ensure and guarantee that you have rights and permission to use the

images you provide to us for your website.

BROWSER TESTING

Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device.

DESKTOP BROWSER TESTING

We test our work in current versions of major desktop browsers including those made by Apple (Safari), Google (Chrome), Microsoft Edge, and Mozilla Firefox. If you need an enhanced design for an older browser, we can provide a separate estimate for that.

MOBILE BROWSER TESTING

Testing popular small-screen devices is essential in ensuring that a person's experience of a design is appropriate to the capabilities of the device they're using. We test our work in:

iOS: Safari

Android: Google Chrome

We currently don't test other browsers not natively installed on devices, Blackberry OS, Opera Mobile, Symbian or other mobile browsers. If you need us to test using these, we can provide a separate estimate for that.

TECHNICAL SUPPORT

We are not supplying website hosting, email or other services outside of this scope. We will help you procure and set up an account for you at one of our preferred hosting providers. To have maximum uptime will work with the Hosting support team to help out with any issues.

CHANGES AND REVISIONS

Any changes to the project not outlined in this Agreement will require a separate quote, which we will provide. The costs associated with the changes must be approved by you, the client, prior to commencement of work.

The following are examples of changes to the project scope that would trigger a Change Order incurring additional costs and project schedule changes.

Change orders are triggered

- upon any notification of Project scope changes that are not outlined in this document
- upon Design handoff, if any new features, requirements, and/or design features are added to the Project Scope
- when there are any major changes to pages or code that has already been completed

Any additional programming requests not outlined in this document will be billed at \$150/hour and will be executed upon proper approval before proceeding.

ERRORS

We can not guarantee that our work will be error-free. Therefore, we can not be held liable to you or any third-party for lost profits, lost savings or other consequential or special damages, even if you've advised us of them.

GO-LIVE SUPPORT

Once the changes are implemented and in production, support will be available to investigate issues or bugs. A report of the findings will be sent to the client's main contact. A determination will be made to classify the issue as a syntax bug or a logic bug and then cross referenced to this proposal or any Change Management documents. There will be no charge to fix any issue that has been determined to be a program error within the documented scope of this project. If the issue is due to a change in scope or logic not documented, there will be a cost associated with the fix. **Logic changes, omissions from original scope will be estimated for approval before work resumes.**

For a period of 30 days post launch, any coding/syntax issues will be fixed at no additional charge.

2.0 Mutual Cooperation

We agree to use our best efforts to fulfill and exceed your expectations on the deliverables listed above. You agree to aid us in doing so by making available to us needed information pertaining to your website and to cooperate with us in expediting the work.

3.0 Charges for Services Performed

Functionality or feature requests above and beyond those listed in the budget and/or the functionality specs may be considered out-of-scope and an amendment to the budget will be recommended. Projects that go dormant for longer than 45 days will incur a fee to resume work at the discretion of InsideOut Design + Development.

4.0 Payment Terms

4.1 BILLING SCHEDULE

We're sure you understand how important it is as a small business that you pay the invoices that we send you promptly. We're also sure you'll want to maintain a positive working relationship and keep the project moving forward, so you agree to stick tight to the following payment schedule.

The total not to exceed budget for this project: \$54,000.00 Payment Schedule:

33% to start the project

33% upon Design Approval

Balance prior to Launch date

The City of Auburn Hills will provide Octane Design and InsideOut Design + Development with all necessary purchase order numbers and other internal information required for invoice processing before the close of the month of work (if applicable).

4.2 LATE PAYMENT

We ask that you pay your invoice by the due date provided, typically **30 day** terms. In the event you cannot, please communicate your timing immediately. If no other arrangements are made with us, and the payments pass 30 days overdue, you will be reminded to pay the full balance owed. In the case of 45 days overdue, all work will be suspended and the collections process will begin.

4.3 CLIENT AGREEMENT TO PAY

In the event that we incur legal fees, costs and disbursements in an effort to collect our invoices, in addition to **5%** interest on the unpaid late balance, you agree to reimburse us for these expenses.

5.0 Cancellation of Plans

You have the right to modify, reject, cancel or stop any and all plans or work in process. However, you agree to reimburse us for all costs and expenses we incurred prior to your change in instructions, and which relate to non-cancelable commitments, and to defend, indemnify and hold us harmless for any liability relating to such action. We agree to use our best efforts to minimize such costs and expenses.

6.0 Releases and Ownership

6.1 OCTANE DESIGN AND INSIDEOUT DESIGN + DEVELOPMENT'S RESPONSIBILITY FOR RELEASES

We shall obtain at our own cost any releases, licenses, permits or other authorization to use testimonials, copyrighted materials, photographs, art work or any other property or rights belonging to third parties obtained by us for use in performing services for you (when applicable).

6.2 CLIENT RESPONSIBILITY FOR RELEASES

You guarantee that any elements of text, data, graphics, photos, designs, trademarks, or other artwork furnished to us for inclusion in the scope of services are owned by you or that the you have permission from the rightful owner to use each of these elements, and will hold harmless, protect, indemnify, and defend Octane Design, Inc. and its subcontractors from any liability (including attorneys' fees and court costs), including any claim or suit, threatened or actual, arising from the use of such elements furnished by you.

6.3 CLIENT RESPONSIBILITY FOR ACCURACY

You shall be responsible for the accuracy, completeness and propriety of information concerning your products and services which you furnish to us verbally or in writing in connection with the performance of this Agreement.

6.4 OWNERSHIP

When your final payment has cleared, copyright will be automatically assigned as follows:

You'll own the visual elements that we create for this project. We'll give you source files and finished files and you should keep them somewhere safe as we're not required to keep a copy. You own all elements of text, images and data you provided, unless someone else owns them.

You will own the unique combination of these elements that constitutes a complete design for this project.

7.0 Confidentiality

InsideOut Design + Development acknowledges its responsibility, both during and after the term of its appointment, to use all reasonable efforts to preserve the confidentiality of any proprietary or confidential information or data developed by InsideOut Design + Development on behalf of Octane Design or disclosed by Octane Design to InsideOut Design + Development.

8.0 Term of Agreement and Termination

8.1 PERIOD OF AGREEMENT AND NOTICE OF TERMINATION

This Agreement shall become effective as of _____ and shall continue until terminated by either party for any reason, or for no reason (for convenience) upon not less than 60 days' notice in writing given by either party to the other. If the client terminates this Agreement for convenience, the client shall pay to the Company the amount for the services rendered to the date of termination.

8.2 TERMINATION FOR CAUSE

Either party to this Agreement may terminate the Agreement if the other party defaults in the performance of any of its material duties and obligations and the default is not cured within thirty (30) days of the receipt of notice of said default, or if the default is not reasonably curable within said period of time, unless the defaulting party commences cure within said period of time and diligently proceeds to cure the default.

In addition, either party may immediately terminate this Agreement by giving written notice to the other party if the other party is insolvent or has a petition brought by or against it under the insolvency laws of any jurisdiction, if the other party makes an assignment for the benefit of creditors, if a trustee, or similar agent is appointed with respect to any property or business of the other party, or in the case of the Client, if the Client materially breaches its obligations to make payment pursuant to this Agreement.

8.3 PAYMENT FOR NON-CANCELABLE MATERIALS

Any non-cancelable materials, services, etc. that we have properly committed ourselves to purchase for your account, (either specifically or as part of a plan such as modules, photography and/or external services) shall be paid for by you, in accordance with the provisions of this Agreement. We agree to use our best efforts to minimize such liabilities immediately upon written notification from you. We will provide written proof, upon request of the Octane Design, that any such materials and services are non cancelable.

8.4 MATERIALS UNPAID FOR

Upon termination of this agreement, provided that there is no outstanding indebtedness then owing by Octane Design to InsideOut Design + Development, InsideOut Design + Development shall transfer, assign and make available to Octane Design all property and materials in its possession or control belonging to Octane Design. Octane Design agrees to pay for all costs associated with the transfer of materials.

9.0 General Provisions

9.1 GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Michigan.

9.2 RELATIONSHIP OF PARTIES.

The parties understand and acknowledge that Company shall perform the Services as Client's independent contractor and that this Agreement does not create a joint venture, partnership or employment relationship between Company and Client.

9.3 REPRESENTATIONS AND WARRANTIES

The parties each individually represent and warrant that each has full power and authority to enter into this Agreement and to perform all of their obligations hereunder without violating the legal or equitable rights of any third party.

9.4 INDEMNIFICATION

Client agrees to indemnify, save, defend, and hold Us harmless from any and all damages, liabilities, costs, losses, or expenses arising out of any claim, demand, or action by a third party arising out of the client's performance of its obligations under this Agreement, unless such claims are based on the gross negligence and willful misconduct by us. Under such circumstances, we shall promptly notify you in writing of any claim or suit and (1) you shall pay all costs and expenses (including reasonable attorneys' fees) arising out of such third-party claims; and (2) we shall cooperate with you in the defense of any such third-party claim as reasonably requested by you. You will reimburse the reasonable out-of-pocket expenses incurred by us in providing such assistance.

9.5. HOLD HARMLESS AGREEMENT

We will sign the required Hold Harmless/Indemnification Agreement with the City and we agree to be bound by the terms of the Hold Harmless/Indemnification Agreement.

9.6 LIMITATION OF LIABILITY

THE SERVICES AND THE WORK PRODUCT OF OCTANE DESIGN AND INSIDEOUT DESIGN AND DEVELOPMENT ARE SOLD "AS IS" AND "AS PROVIDED". IN ALL CIRCUMSTANCES, THE MAXIMUM LIABILITY OF COMPANY, ITS MEMBERS, MANAGERS, OFFICERS, EMPLOYEES, SERVICE AGENTS AND AFFILIATES TO CLIENT FOR DAMAGES FOR ANY AND ALL CAUSES WHATSOEVER, AND CLIENT'S MAXIMUM REMEDY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL BE LIMITED TO THE SERVICE FEES PAID TO US FOR THE SERVICES CONTEMPLATED UNDER THIS AGREEMENT. IN NO EVENT SHALL WE BE LIABLE FOR ANY LOST PROFITS, BUSINESS INTERRUPTION, OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THE SERVICES PROVIDED BY US, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9.7 ENTIRE AGREEMENT

Except as otherwise set forth or referred to in this Agreement, this Agreement, the Recitals, and the City's Website Design and Development Request for Proposals (RFP) constitutes the sole and entire Agreement and understanding between the parties hereto as to the subject matter hereof, and supersedes all prior discussions, agreements and understandings of every kind and nature between them as to such subject matter. In the event of a conflict between the terms of the RFP and this Agreement, the terms of this Agreement shall prevail and control.

9.8 SEVERABILITY

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any present or future law, then that provision will be fully severable. In such an instance, this Agreement will be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement will remain in full force and effect.

Signatures below shall be proof of acknowledgement of this agreement.

William Bowen
President

Date

Octane Design, Inc.
780 Withington
Ferndale, MI 48220

Legal and authorized representative
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326

Date



WEBSITE REDESIGN & DEVELOPMENT

REQUEST FOR PROPOSAL

RFP NUMBER: 01-08-2024-001

ATTENTION: CITY OF AUBURN HILLS, CITY CLERK'S OFFICE, WEBSITE REDESIGN & DEVELOPMENT PROPOSAL,
1827 N. SQUIRREL ROAD, AUBURN HILLS, MI 48326

PROPOSALS DUE: FEBRUARY 16, 2024 | 10:00 AM EST





INTRODUCTION

The City of Auburn Hills is a distinguished leader in southeast Michigan, known not only for its 22 high-technology parks but also for having world-renowned retail, entertainment, and manufacturing. Home to more than 24,000 residents, it also serves as Michigan's global business address, with 40 international corporations from 32 countries, including many world and North American headquarters. Auburn Hills' residents enjoy the amenities of city and suburban living with parks, a revitalized downtown district, and a welcoming city complex with a library and community center. Additionally, the city has two colleges and universities, and Great Lakes Crossing Outlets, one of the state's largest destination shopping centers, providing a variety of cultural, social and educational opportunities to residents, workers, and visitors.

The City uses its website to communicate our mission - to be stewards for the community through a connected, transparent and efficient government. Our website is also used to promote the City's vision to be a community with the heart of a small town that operates with the excellence of a world class city.



PROJECT SCOPE

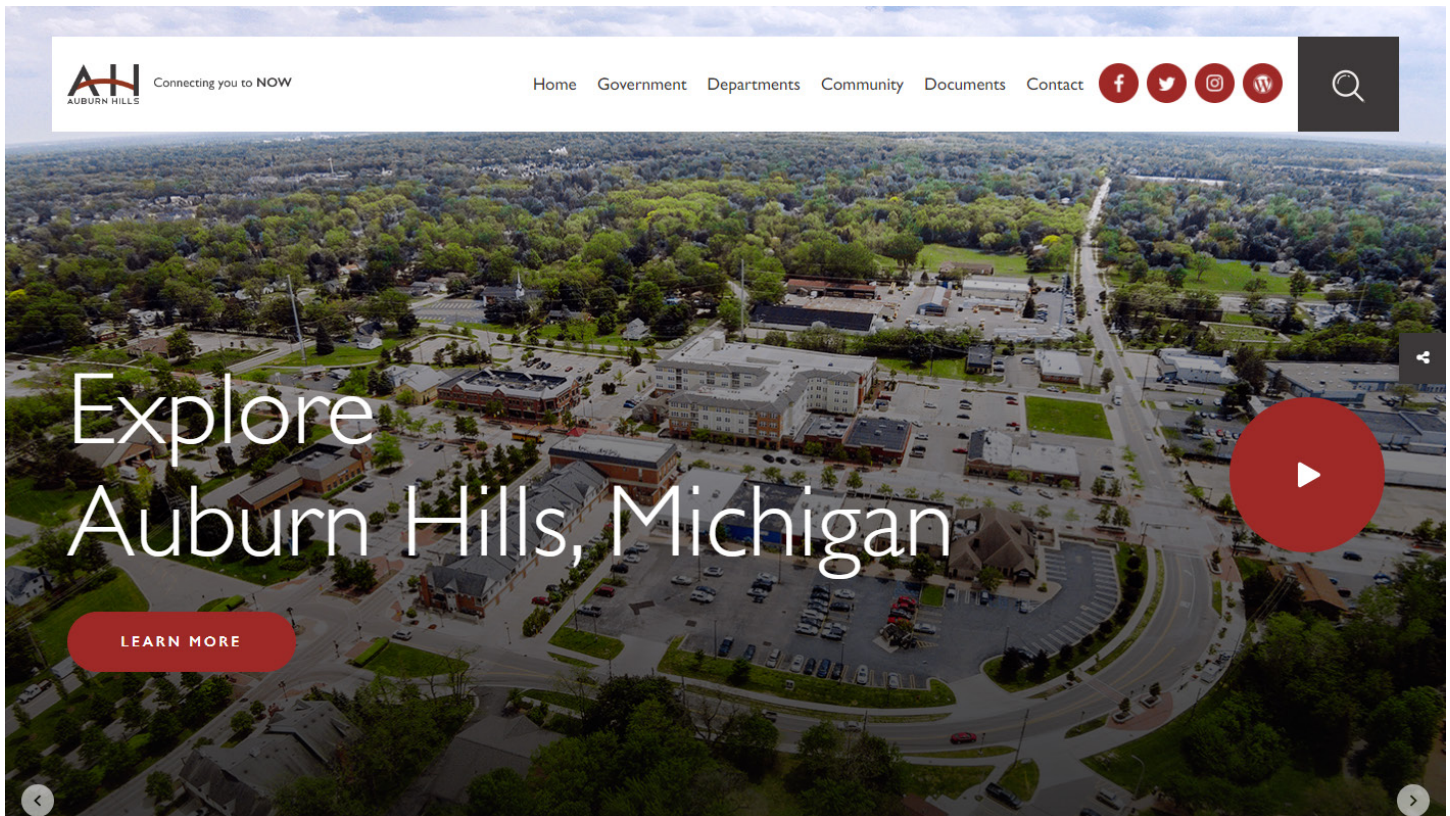
The City of Auburn Hills is seeking the services of an experienced website design company to redesign, develop, implement, host, and maintain the City's website. This project will involve utilizing information on the existing website as well as the implementation of new information and features as suggested by the City and the firm selected.

The City is committed to redesigning and building a new website that is designed on best practices for usability from the viewpoint of our residents and our corporate community. We're looking for strong, clean designs that aid website visitors who generally know what information they need or service they want to secure, as well as by visitors who may not understand how to find the information or services they seek. At a minimum, the new website must be developed with a responsive design that will adjust to all devices. Further, the site must be easily maintained without requiring HTML knowledge. The new website will have the depth of functionality that will enable the City's staff to streamline processes and provide the best user experience for our residents.



AUDIENCE

The information on the City's website should be directed toward residents, businesses, visitors, prospective businesses, prospective residents, elected officials, other government agencies, civic groups and associations, community groups, and any person or agency seeking to conduct business with, or obtain information about, the City of Auburn Hills.



HISTORY

The current auburnhills.org site structure and design was developed in 2016. At a minimum, the site requires design enhancements and usability improvements; specifically, a better balance of critical/current versus archived information, and a new design model that supports mobile users, easy search, and promotes the City with a friendly and professional feel.

CURRENT WEBSITE CHALLENGES

- Our current Content Management System is clunky, slow and unintuitive. Multiple site administrators making updates results in undesirable design irregularities.
- Site search powered by Google.
- ADA – the City of Auburn Hills is an AARP Age-Friendly Community and it is important for content to be easily readable.
- Difficult for users to navigate; site map is sprawling.
- Rigid home page display without ability to make seasonal announcements.

CURRENT WEBSITE LIKES

- Ability for each department to have their own staff web editors with limited permissions.
- Home page communicates City character.
- The website has a lot of flexibility, allowing creation of pages and subpages as needed.
- FAQ format option.
- Links to PDFs and outside websites automatically open in a new browser window.

NEW WEBSITE OBJECTIVES

The goal of the City's website is to provide simple digital access to public services, serve as public information and communications tools, serve as the platforms upon which to tell City stories and news, and streamline business operations.

- Recreate and enhance the City's existing website to be resourceful and informative, and emphasize access to services, departments, and information.
- Perform content audit and redevelop sitemap. Must provide consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic.
- Be visually appealing with a consistent and standardized format and enhanced visual look for all pages.
- Follow all City of Auburn Hills communications and style guidelines, including logo, font, and colors.
- Easily expandable.
- Post news releases or updates dynamically to relevant pages based on category.
- Store images in a central location on the website.
- Ability to schedule content and set dates for content to automatically publish and expire.
- Back-end ability to search within published and unpublished documents.
- Enhance delivery and awareness of public services and facilitate a clearly accessible process for public inquiry.
- Department landing pages for Department of Recreation & Senior Services, Police Department, and Downtown Auburn Hills.
- Internal site search engine.
- Ability to create online polls and surveys, including ability to download resulting data into Microsoft Excel for analysis.



MINIMUM REQUIREMENTS

- Compatibility with multiple browsers including, but not limited to, Chrome, Internet Explorer, Firefox, and Safari.
- Mobile responsive.
- Compliance with ADA requirements.
- Main calendar to display all events with ability to filter by department or category.
- Display alerts prominently on website with notifications. Ability for visitors to enroll in email and SMS text alert system.
- Be easily updated and managed by staff with a user friendly content management system (CMS) that does not require knowledge of HTML.
- Allow system administrators to establish levels of rights for staff to update/manage/access content based upon roles
- Train technical staff in the maintenance and support of the new website.
- Integrate social media platforms: Facebook, Instagram, X, LinkedIn and WordPress blog.
- Multilingual support using Google Translate or similar.
- Fully searchable central document repository with ability to create an unlimited number of folders and the ability to link to documents throughout the website.
- PDF documents no longer linked on the website shall not be accessible via the website's search feature.
- Ability to create friendly (short) URLs.



ANTICIPATED PROJECT TIMELINE

- **January 8, 2024:** RFP published
- **February 16, 2024:** Proposals due to Auburn Hills
- **February 19:** Internal committee review; possible factfinding calls with top candidates
- **February – March:** Contract approval; initial meetings, communication, and strategy
- **March:** Project launch, discovery and design
- **April – May:** Design, develop website
- **June – July:** Quality assurance testing and optimization
- **July:** Staff Training
- **August:** Website launch

PROPOSAL SUBMISSION REQUIREMENTS

Sealed proposals will be received by the City of Auburn Hills at the office of the City Clerk, 1827 N. Squirrel Road, Auburn Hills, MI 48326 no later than 10:00 AM EST February 16, 2024.

All proposals must be labeled: Website Redesign & Development Proposal. Five (5) hard copies of proposals must be signed and include a digital thumb drive when submitted. Digital copies must be in PDF format. The digital copy submitted on the thumb drive/USB must be identical to the hard copy.

Proposals to receive consideration shall be received prior to the specified time. NO LATE SUBMISSIONS WILL BE ACCEPTED. Proposals are considered officially submitted when received and date stamped by the office of the City Clerk.

The proposal shall clearly address all of the information requested herein. Proposals should be thorough yet concise. Proposals are to be prepared at the firm's expense. To assist in the evaluation process, proposals should contain the following information and submitted in the format outlined below:

1. INTRODUCTION AND GENERAL INFORMATION

Describe the vendor's areas of expertise and other information that helps to characterize the vendor. Provide identifying information about the vendor, including name, year established, address, contact information, and the name, title, address, phone number of the primary contact. For a multi-firm team, the prime Consultant shall list each Subconsultant and their respective areas of expertise and primary contact information. Describe your overall understanding of the project.

2. PROJECT TEAM

Describe the project team, including name and office location of key personnel. Include a listing of each Subconsultant and their respective office location of key personnel. Provide key personnel's resumes detailing their role for this project, their qualifications and relevant related experience, and their approximate percentage of time that would be dedicated to this project.

3. RELEVANT EXPERIENCE

Describe the project team's experience and capabilities in website design and highlight past experience that demonstrates familiarity with the issues that this project addresses. Provide a list of comparable websites, including municipalities and governmental agencies, designed by your firm.

4. PROJECT APPROACH/SCOPE

Provide an outline and description of the tasks that must be accomplished to complete this project along with a narrative of how the vendor proposes to execute each of the tasks. Highlight any particular challenges foreseen on this project and how they will be managed or resolved. Identify any key team members who will be instrumental in resolving any particular challenges.

- Please state how the vendor intends to gather all the required information, format preferred, and assistance expected from the City in order to complete this project.
- Comprehensive timeline for each phase of the website redesign, including meetings with City staff, redesign, development, draft presentation, implementation, and training.

- Description of vendor's technical support services, including hours of support, methods to access support, and the availability of emergency support.
- Identify any online, self-service training, and support resources available after launch.
- Description of provided maintenance, including system releases, patches, and enhancements.
- Description of proposed hosting and security services.
- Description of security, backup, and disaster recovery processes.

5. REFERENCES

References for three (3) recent similar projects shall include the date and type of services performed and contact information for an owner's representative having knowledge of the lead firm's work.

5. PROJECT/HOURLY BILLING RATE SCHEDULE

Provide hourly billing rates for all personnel/classifications assigned to the project as well as rates for all Subconsultants. Include any/all other anticipated fees such as mileage, per diem, document production, etc. Provide a lump sum fee for total first year cost (combined one-time fees and first year annual fees) as well as annual fees beginning year two. Include the cost for all labor, materials, and deliverables required to complete this project. Include annual services with details on hosting and security, technical support, and maintenance.

SELECTION CRITERIA

The vendor selection will be based on the submitted proposals information. After the proposals are received and an initial review is performed, the City may conduct interviews to assist in the selection of a final firm. However, it is not the City's intent to request extensive clarification of the proposals received. Therefore, it is to the benefit of the respondent to provide an explicit, detailed, and complete discussion of the team's experience and capabilities in the proposal. For the interview, each firm's project manager and key personnel must be present.

All submittals made in response to this Request for Proposals will be evaluated using the following (unranked) criteria:

1. Compliance with the Request for Proposals
2. Relevant and demonstrated experience/expertise with similar projects
3. Qualifications and experience of key project team members, including Subconsultants, who will be actively involved in the project
4. Project approach and understanding
5. References
6. The quality of related work and knowledge exhibited in both written and graphical form, and if necessary, during the interview

After a vendor is selected, the City will negotiate with the successful vendor to draft a final scope of work and fee schedule. During negotiations, the selected vendor must demonstrate that it has adequate and qualified staff and the necessary resources to perform the work. If the City and the selected vendor are unable to agree to terms for a mutually acceptable contract, similar negotiations will occur with the second-ranked vendor or the process may be re-advertised.

COST OF PREPARING PROPOSALS

All costs associated with responding to this RFP are the sole responsibility of the responding vendors.

ADDITIONAL INFORMATION

Submitted responses to this RFP become the property of the City of Auburn Hills. The City reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

Please direct your questions by email to Lisa Passalacqua at lpassalacqua@auburnhills.org by February 5, 2024. Any questions received after this date will not be considered. All questions will be answered by February 9, 2024.

INSURANCE REQUIREMENTS

The firm must comply with the City's Insurance Requirements as set forth below.

1. LIABILITY INSURANCE

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

- A. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):
 - I. Check mark indicating occurrence as opposed to claims made form
 - II. Limits of Liability:
 - \$1,000,000 each occurrence
 - \$2,000,000 general and products-completed operations aggregates
 - III. Personal Injury
 - \$2,000,000 aggregate
- B. Automobile Liability:
 - I. Check mark indicating coverage as to any automobile.
 - II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded.
 - III. Limits of Liability: \$1,000,000 combined single limit
- C. Commercial Umbrella (Excess) of at least \$4,000,000.
- D. The Proposer shall insure the Proposer's equipment and property and the City and those persons and entities described in section 1(e) herein shall not be liable and/or responsible for any damage to said equipment and/ or property.
- E. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials,*

all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the Proposers' required worker's compensation/employer's liability.

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

2. OWNER'S AND PROPOSER'S PROTECTIVE LIABILITY IS REQUIRED BY CITY

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

3. WORKERS COMPENSATION

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

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

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

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

4. PROFESSIONAL LIABILITY IS REQUIRED BY CITY

If applicable, if the Proposers are providing professional services/work, then the Proposers shall procure and maintain during the life of the contract Professional Liability insurance in the amount of \$1,000,000. (Professional services is defined but not limited to architects, builders, engineers, agents, attorney, IT services).

5. THE PROPOSERS SHALL PROCURE AND MAINTAIN DURING THE LIFE OF THE CONTRACT

- A. If applicable, cyber Liability Insurance with limits of at least \$1,000,000 and this policy shall include \$1,000,000 of third-party liability. This coverage is required if the Proposers is providing computer/data services and/or has access to private City data.
- B. Employee dishonesty coverage with limits of at least \$1,000,000 including third party endorsement.

6. CERTIFICATE OF INSURANCE

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

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

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326

7. SUB-PROPOSERS INSURANCE REQUIREMENTS

If approval is granted by the City of Auburn Hills for Proposers to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Proposers shall furnish certificates evidencing the same insurance for the City of Auburn Hills as required in Sections 1 through 4 of the requirements. Such approval to sub-contract is at the sole discretion of the City of Auburn Hills.

8. REQUIREMENT AS PART OF CONTRACT

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the Proposers and the City.

9. HOLD HARMLESS 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 as set forth in section 1(e) herein, 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.

CITY OF AUBURN HILLS HOLD HARMLESS AGREEMENT

As required for approval of the _____
(Activity)

_____ herein referred to as _____
(Name of Company) (Abbreviated Name Form)

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.

In addition, _____ agrees to furnish an ACORD certificate of insurance
(Abbreviated Name Form)

- a. a. as required by the City of Auburn Hills with the description of the ACORD form to read as follows:
It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees, 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. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.

Name of Company

Witness

By _____

Witness

Date _____

Auburn Hills

Website Proposal / 02.16.2024



Table of contents

1. Introduction and General Info

- 1.0** Company Overview / 3
- 1.1** Philosophy / 4

2. Project Team

- 2.0** Our Team / 6
- 2.1** Our Development Partner / 7
- 2.3** Team Structure / 8
- 2.4** Project Management / 8

3. Relevant Experience

- 3.0** Detailed Case Studies / 10-18

4. Project Approach/Scope

- 4.0** High-level Approach / 20
 - Website Basics / 21
- 4.1** Discovery / 22
- 4.2** Design / 22
- 4.3** Content Migration / 22
- 4.4** Product Development / 23
- 4.5** Timeline / 24
- 4.6** CMS: WordPress / 25
- 4.7** Mobile Optimization / 26
- 4.8** SEO and Analytics / 27
- 4.9** Accessibility Compatibility / 28
- 4.10** Browser Testing / 28
- 4.11** Maintenance / 29
- 4.12** Ongoing Support / 29
- 4.13** Web Hosting / 29
- 4.14** On-site Search / 30
- 4.15** Calendar / 31
- 4.16** Forms and Surveys / 32

5. References

- 5.0** Relevant Client References / 34

6. Project/Hourly Billing Rate

- 6.0** Budget / 36



Design for what's next.

We are a full-service creative studio specializing in brand interaction for destinations and more.

Inspired thought, a spirit of invention, collaboration ... this is how we design for the future of your business.

We are a team of dedicated strategists, art directors, producers, designers, writers, faithful business partners and genuine cheerleaders excited to move your business forward. When you surround yourself with this kind of talent, there's no telling how far you'll go.

BUCK THE TRENDS

With decades of experience across all industries, we know the trends and patterns that will impact your success. We listen to your vision, ask the important questions, push you to creative heights and help you get meaningful results.

We have a reputation in the industry for premium quality, organization and attention to detail. But don't worry, we still like to have fun. Our top priority is making sure your creative experience is both successful and enjoyable.

Our team of seasoned experts and fresh new voices act as trusted members of your team, not like an outside agency. We build trust quickly because we deliver everything promised, and then some.

We are the group you want in your corner to take your creative forward.

HOW WE WORK

We push the envelope, but we're always rooted in a methodical, strategic framework. We develop creative that elicits action and produces results.

AREAS OF EXPERTISE

- Agile branding
- Web design and digital strategy
- UI/UX (User interface/User experience)
- Publication and print design
- Graphic design and art direction
- Photography
- Video production
- Content creation and support
- Editorial services, copy writing, editing and proofreading

OCTANE DESIGN

780 Withington
Ferndale, Michigan 48220
S-Corp, State of Michigan
M: 313-300-1660

Bill Bowen
President, owner and creative director
bill@octanedesign.com

OCTANE

1.1 PHILOSOPHY AND APPROACH

Creative can mean a lot of things. Here's what we mean.

We are dedicated to making our clients' lives easier, more successful and more fun. We do this with intelligent strategy, inventive design and an extraordinary overall experience. We ...

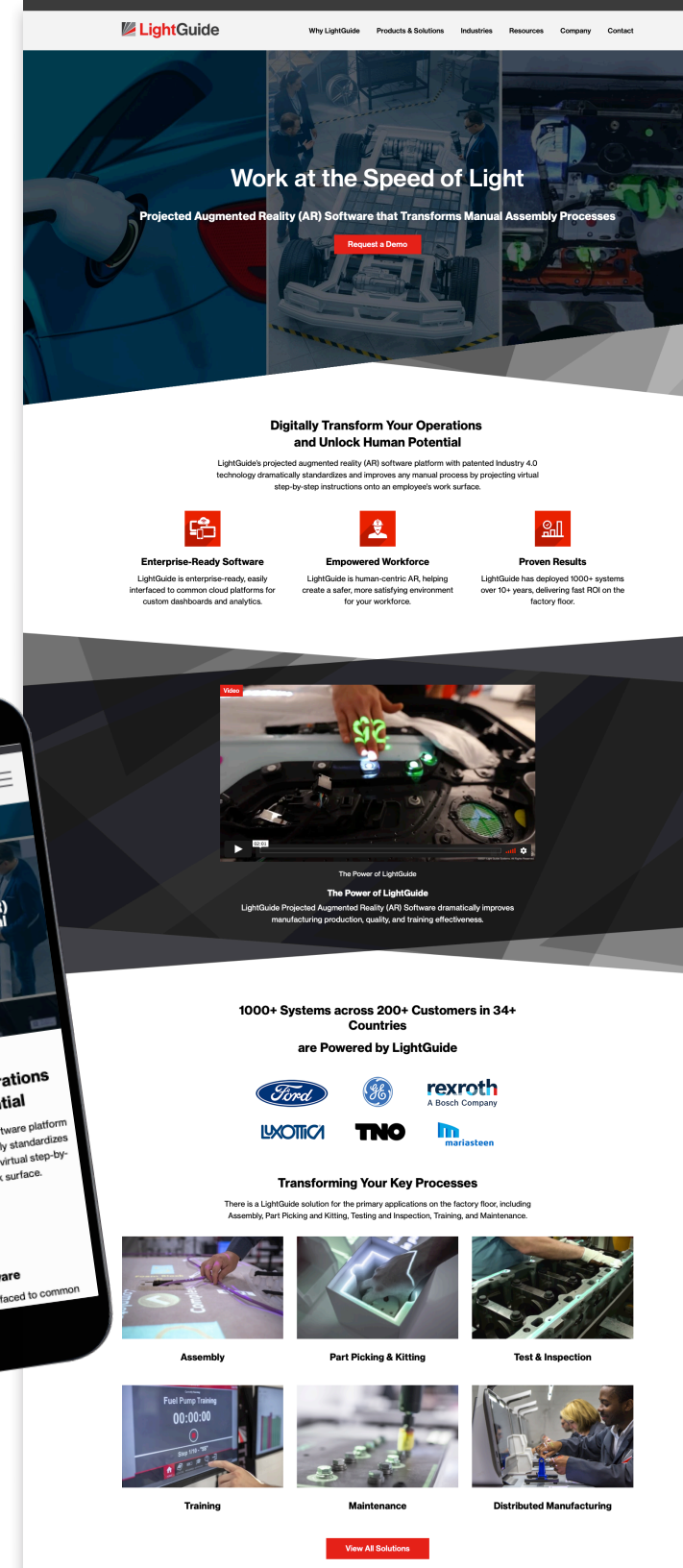
Make content accessible.

Put user needs first.

Create a seamless experience between desktop and mobile.

Design and program for people.

Inspire measurable actions.



2.

Project Team

Fuel for brands

We exist to move our clients forward. Whatever they want to accomplish, whatever is happening in their world ... we want to help them achieve their highest level of success.



OCTANE

Octane Design focuses on what we do best — great graphic design, branding, content development and well thought out user experiences. We leave the heavy coding to our partners that have what it takes to get the job done. Octane and InsideOut have teamed up several times to produce some excellent work, giving us more than 25 years of combined experience in this industry.

BILL BOWEN — PRINCIPAL

Bill Bowen is a rare combination of artist and successful entrepreneur. He has been bringing brands to life with his high energy level and design talent for more than 21 years. His understanding of the business behind design helps him quickly and easily translate his clients' needs into a creative approach that will get their products and services noticed.

Whether it's music, photography, design or technology, Bill is the type of guy who is secretly good at pretty much everything. He studied at College for Creative Studies in Detroit, the School of the Art Institute of Chicago and Wayne State University.

JULIE FRIEDMAN — CREATIVE DIRECTOR

RACHEL PEEPLES — UI/UX + DESIGNER

RICK MILLS — DESIGNER

JENNIFER LAFORCE — EDITORIAL DIRECTOR

CHRISTINE RIBUSOVSKI — PROJECT MANAGER

AREAS OF EXPERTISE

- Agile branding
- Web design and digital strategy
- User interface (UI)/User experience (UX)
- Publication and print design
- Graphic design and art direction
- Photography
- Video production
- Content creation and support
- Editorial services, copy writing, editing and proofreading
- Digital apps for iOS and Android

OCTANE DESIGN

780 Withington
Ferndale, Michigan 48220
S-Corp, State of Michigan
M: 313-300-1660

Bill Bowen
President, owner and creative director
bill@octanedesign.com

Development partner

We have selected our long-time partner Inside Out Design and Development to help with this project. Octane and Inside Out have teamed up several times to produce excellent work, giving us more than 25 years of combined experience in this industry. Our relationship will be seamless and Octane will handle all invoicing, project management and coordination during the life of the project.



Inside Out Design and Development is a website development firm that has the expertise to build usable and maintainable websites for clients that work as great as they look. Our development staff consists of members specially trained in a variety of the current programming languages used in web development today. Coming from multiple backgrounds, our development team can help plan your site as well, reducing the amount of time needed in developing your application. We ensure a unified user experience across browsers, platforms and devices.

IAN GRAY — PRINCIPAL/DEVELOPMENT LEAD

With more than 17 years of experience developing and managing complex web applications, Ian utilizes best practices in software development and project techniques to provide excellent service to our clients. Trained in programming, database design and user experience engineering, Ian is able to not only contribute the coding of a project but also is a great bridge for communications between customer needs and the development team. Ian graduated from Michigan State University with bachelor's degrees in both Computer Science and Telecommunications.

ANDREW VICKERMAN — FRONT END DEVELOPER

ROB BENZ — FRONT END DEVELOPER

BRITTANY STAFFORD — FRONT END DEVELOPER

NATHAN WILSON — FRONT END DEVELOPER

LYRA DUCUSIN — FRONT END DEVELOPER

JUSTIN SILLES — PROJECT MANAGER

MIRANDA RYSDORP — PROJECT MANAGER

AREAS OF EXPERTISE

- Custom web and application development with a concentration in WordPress, PHP, JavaScript and more
- E-commerce utilizing WordPress + WooCommerce and Shopify Platforms
- Responsive website development
- Information architecture
- ADA Accessibility
- Quality assurance testing

INSIDE OUT DESIGN AND DEVELOPMENT

316 Third Street, 2nd Floor
Royal Oak, Michigan 48067
248-586-9776 ext. 2

Ian Gray — Owner
ian@evolveInsideOut.com
evolveInsideOut.com

Team structure and experience

We work as a team and everyone is selected based on their strengths. The true measure of our success comes from each individual's contribution toward the award-winning design and editorial we produce. It's the care, craftsmanship and attention to detail that makes us special.

Team structure

- **Project lead — Bill Bowen**
- Creative leads — Bill Bowen and Julie Friedman
- Project management — Christine Ribusovski
- Strategy — Bill Bowen and Ian Gray
- Art direction — Julie Friedman, Rachel Peeples
- UI/UX — Rachel Peeples and Bill Bowen
- Design production and layout — Julie Friedman and Rachel Peeples
- Editorial lead — Jennifer LaForce
- Proofreading — Jennifer LaForce and Kathy O'Gorman

NETWORK OF CREATIVE PROFESSIONALS

- We work with a hand-picked network of professionals that includes writers, photographers, ad sales and programmers from around the country when we need extra support.

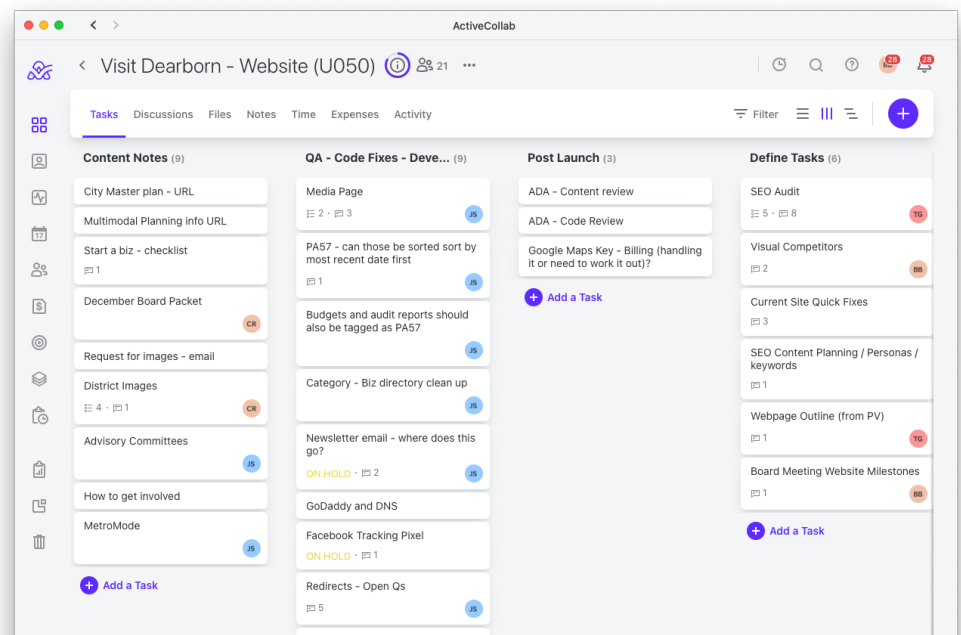
STANDARD PRODUCTION RATES

- Web programming rates are \$150 per hour
- Art direction and concept design rates are \$150 per hour
- Graphic design production rates are \$125 per hour
- Copy writing rates are \$1.50 per word or \$125 per hour

Project management

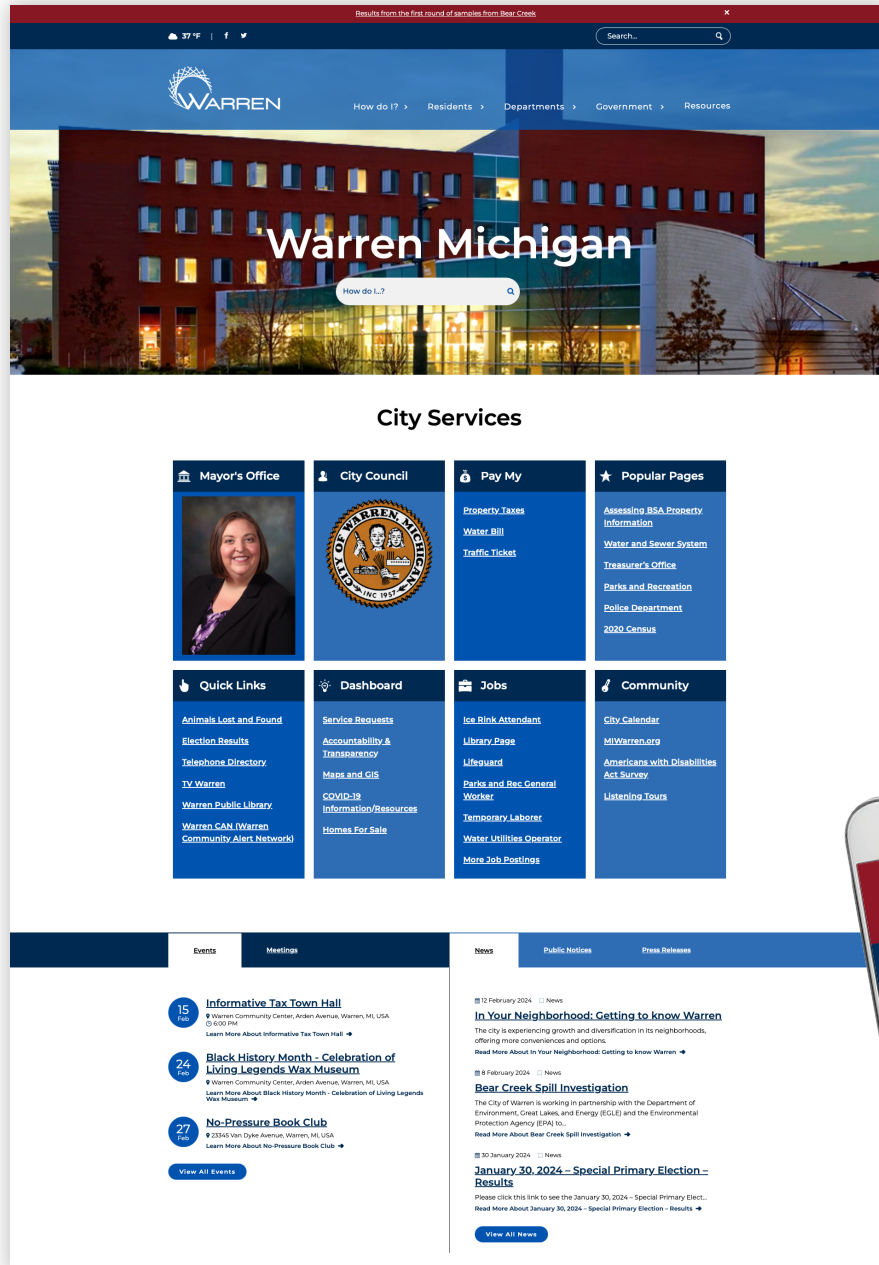
We believe in a collaborative environment and using tools that keep our team focused, on time and accessible. With every job, we start an **Active Collab** project and invite all team members and clients. We've found that **Active Collab** is an intuitive online project management service that helps us keep the tasks, schedule and team in check.

- Kick-off meeting to establish design vision, editorial direction, project tasks and major milestone dates
- Active Collab online project management
- Project timeline within Active Collab
- Progress meetings and status updates on a regularly scheduled day and time
- Key milestones include design concepts, editorial manuscripts, page layouts, rough and final proofs and review of printer proofs before publication



3. Relevant Experience

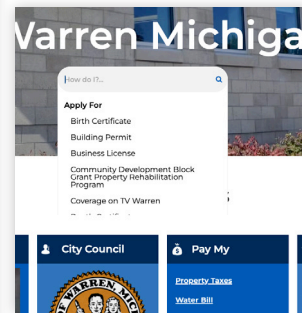
City of Warren Website



FRIENDLY USER EXPERIENCE + DIGESTIBLE FORMAT

The city of Warren is the third largest city in the state of Michigan, with a comprehensive calendar of events, infrastructure and available public services to match its size.

In order to bring Warren's website future forward, we approached the site by focusing on user needs, creating pathways for people to find what they needed right away. We implemented our tried-and-true design and develop processes, relying on user questionnaires and strategy meetings with stakeholders to make what seemed like a daunting task simple and straightforward.



The "How Do I?" search feature on the website's home page and drop-down menus help people quickly and efficiently find common city services such as permits. A more robust events section also offers residents an easy-access calendar for everything happening in the city from city council meetings to seasonal farmers markets. And since the city's website is the depository for so many documents, meeting minutes and information being produced by multiple departments, we helped the city pull it all together for online consumption and simplify the search functionality for documents of all types from meeting agendas to videos.

SERVICES

Web Strategy

UI + UX

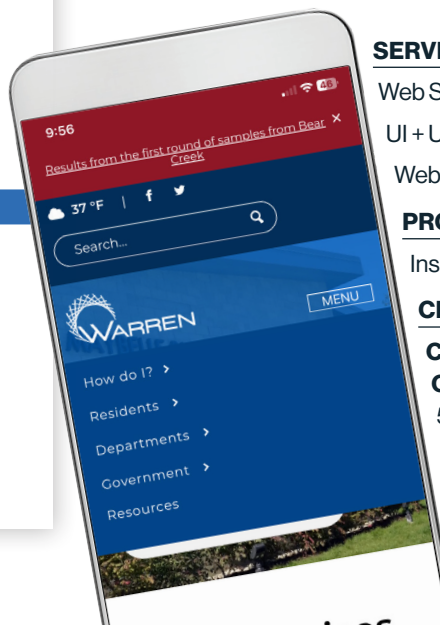
Website Design and Programming

PROGRAMMING PARTNER

InsideOut Design and Development

CLIENT

Clarissa Cayton —
Communications Director
 586-258-2000
 ccayton@cityofwarren.org



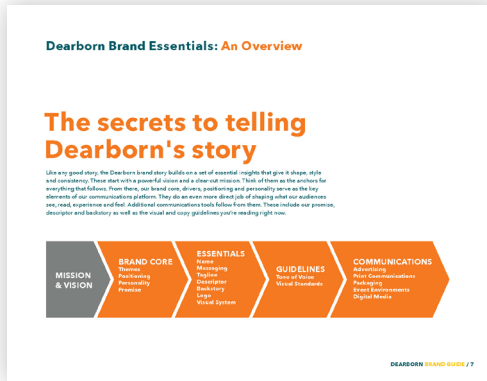
3.0 CASE STUDIES

Downtown Dearborn Branding

REINVENTING A CITY

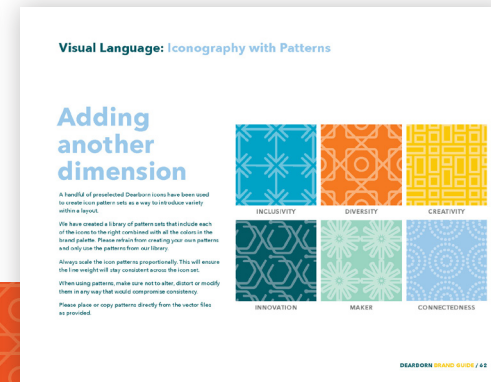
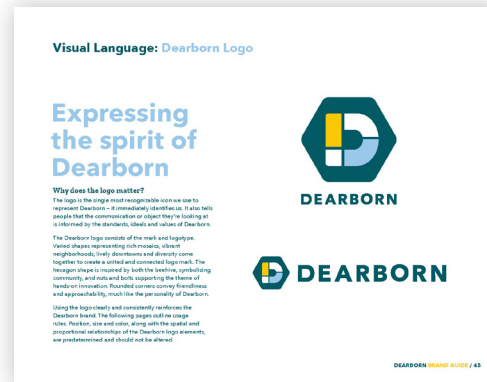
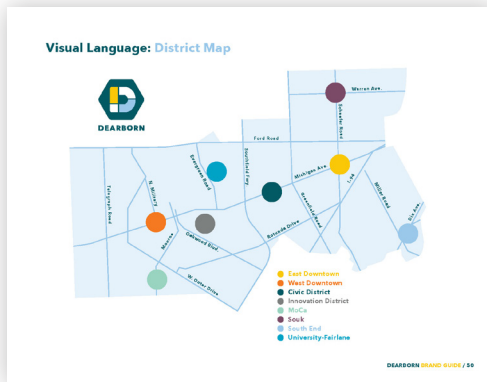
The city of Dearborn, Michigan, felt like it was missing out on opportunities to attract business and next-gen talent. We delivered a brand story that effectively allowed city stakeholders to showcase Dearborn's strengths as well as shape positive perceptions in the national media.

Download the brand guidelines at brandingdearborn.com/assets



SERVICES

Brand Development
Logo Design
Brand Expression
Content Development
Editorial and Copy
Art Direction
UI + UX
Video Production



CLIENT

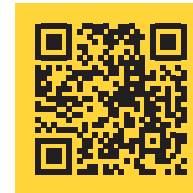
Cristina Sheppard-Decius
POW! Strategies, Inc.
csdecius@gmail.com
248-760-9265



What makes
Dearborn unique?
Diversity, Innovation,
Connectedness

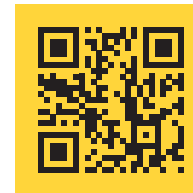
Downtown Dearborn Website

downtowndearborn.org



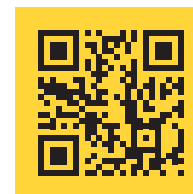
**Make Your Mark in Dearborn
TV Spot 2023**

<https://youtu.be/r9LLbHQwsCI>



Restaurant Week TV Spot 2022

<https://vimeo.com/678277522>



Love Your Local TV Spot

<https://youtu.be/WoRSsL5zELo>

3.0 CASE STUDIES

Detroit Metro Convention & Visitors Bureau

ONE AND DONE IS NOT IN OUR VOCAB.

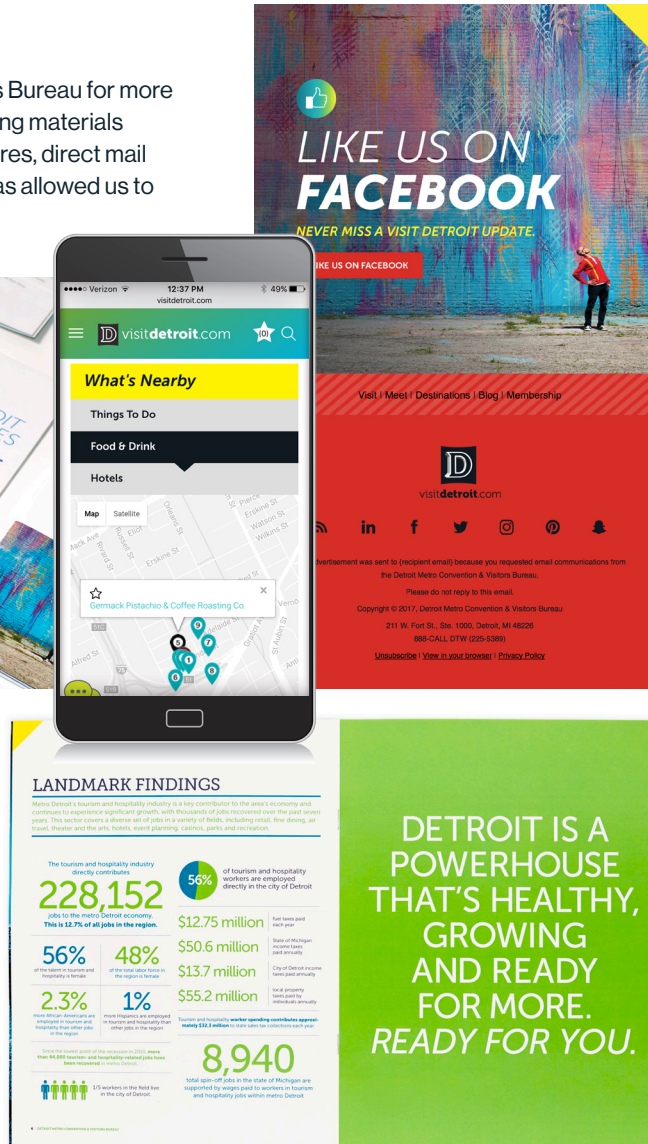
Octane Design has worked with the Detroit Metro Convention & Visitors Bureau for more than 22 years, producing a significant amount of award-winning marketing materials including *Visit Detroit* magazine, visitdetroit.com, annual reports, brochures, direct mail pieces, microsites, pitch books and ad development. This long tenure has allowed us to learn a great deal about DMOs and tourism marketing along the way.



EMMY® Award winning video

Over 2 million views on YouTube. Produced and directed by Bill Bowen, Octane Design.

<https://www.youtube.com/watch?v=WtoZvK1kB4>



PROJECTS

VisitDetroit.com

DetroitSports.org

Detroit Sports Commission Logo

Visit Detroit Magazine
(2000 - 2020)

Various microsites

Leisure ad campaign 2012

Ongoing design, editorial and
production services for various
marketing materials.

SERVICES

Brand Expression

Web Strategy

UI + UX

Content Development

Editorial and Copy

Website Design

Photography

Videography

3.0 CASE STUDIES

2016-2023

VisitDetroit.com

WEBSITE REDESIGN, STRATEGY AND CONTENT CREATION

A user-first mindset, teamwork and proper planning set the DMCVB up for success. Our leadership and strategic thinking led to an award-winning website. The end result is a responsive website design that puts the user first and integrates the DMCVB's CRM database into the hub so the bureau can easily update events, member information and content within the site. The hub also allows the DMCVB to share much of their content as a feed to DDAs, chambers and other outlets.

SERVICES

Web Strategy

UI + UX Design

Content Development Editorial and

Copy Website Design Photography

PROGRAMMING PARTNER

Inside Out Development

CLIENT

Stan Smith

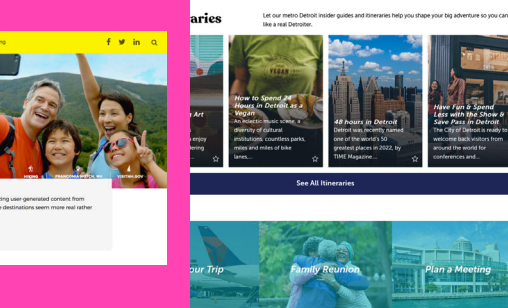
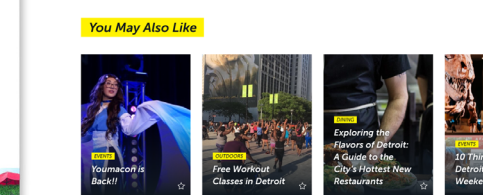
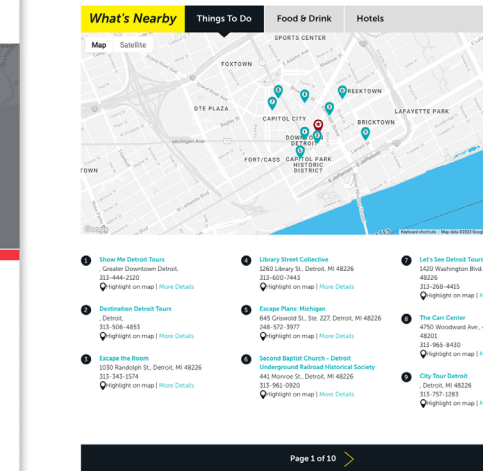
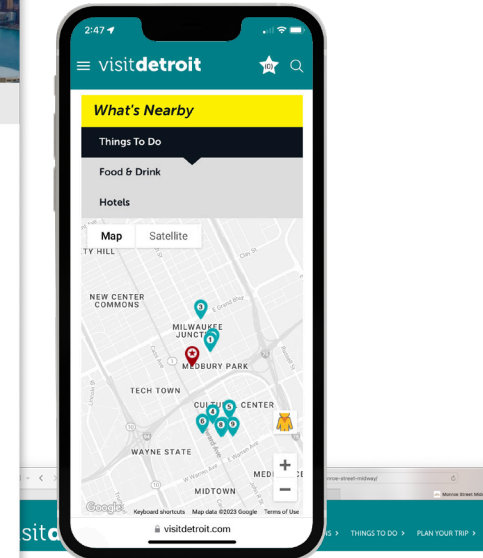
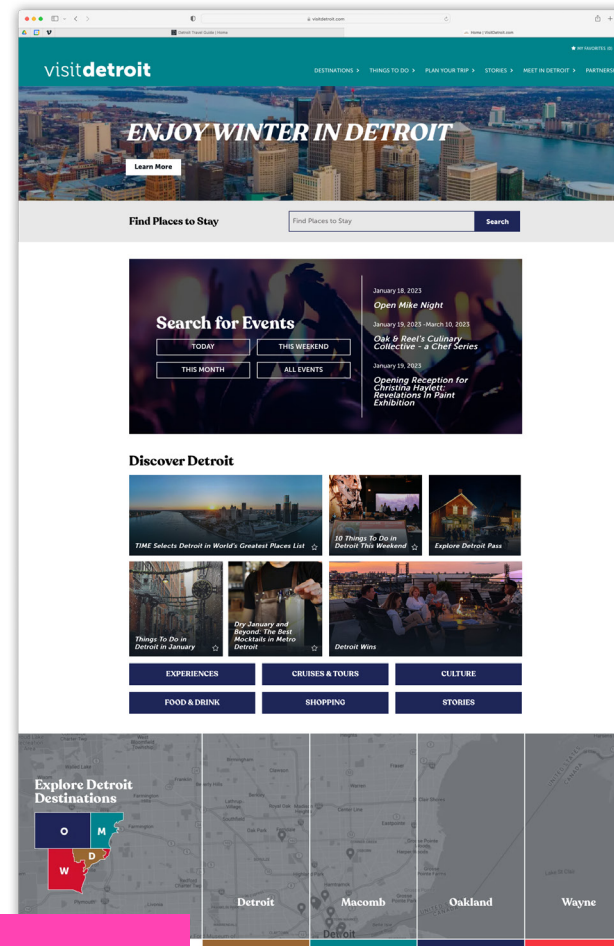
Detroit Metro Convention & Visitors Bureau

ssmith@visitdetroit.com

More views

Right after launch, visitdetroit.com experienced an uptick in page views from 48,700 the month prior to launch to more than 54,000 during the launch and more than 55,000 the month after. Through mid-year 2017 mobile traffic was already at more than 54 percent. VisitDetroit.com was awarded a spot in the Top 25 Best Tourism Board Websites in the World from Skift, a tourism industry marketing and insights leader.

<https://skift.com/2017/08/08/25-best-tourism-board-websites-in-the-world-in-2017/>



3.0 CASE STUDIES

Brighton Howell Area

Identifying an area's strengths and quantifying its personality can attract a broader audience in a competitive travel and leisure market.

See the case study online

<https://www.octanedesign.com/case-study/brighton-howell-area/>



Pine Tree
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 28732
Flora
PHS 300B / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A
Spring
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A
Sky
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A
Blueberry
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A
Sunset
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A
Melon
PHS 300C / CAL 1418 Y 64 N 61 / B 31 647 8 50 / HEX: 0078A

Accessible

Up North-esque without the drive

Scenic

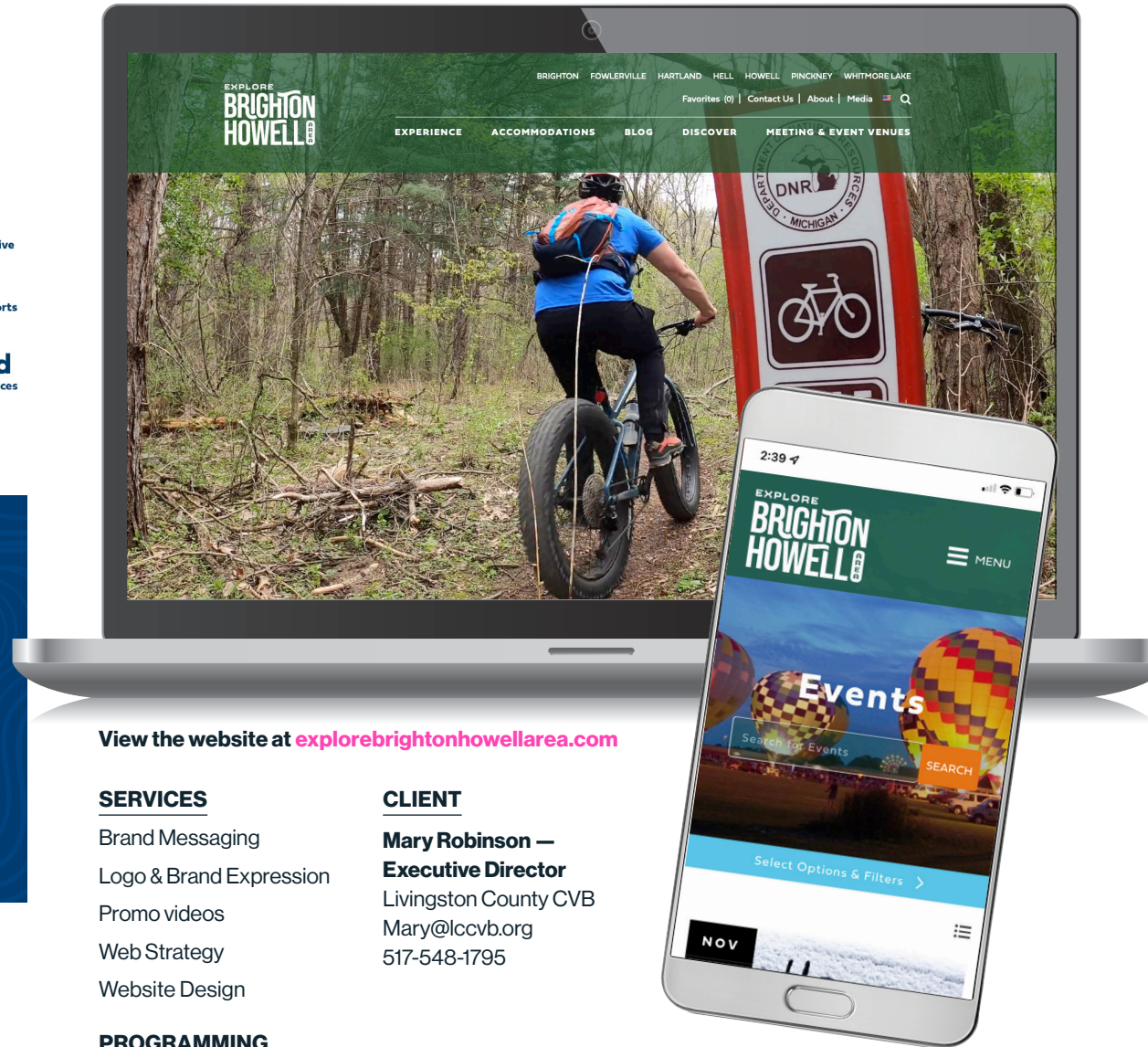
A natural landscape that supports tons of sights and recreation

Well-rounded

Rural as well as urban experiences for everyone

Adventure begins here

EXPLORE
BRIGHTONHOWELL AREA



View the website at explorebrightonhowellarea.com

SERVICES

Brand Messaging
Logo & Brand Expression
Promo videos
Web Strategy
Website Design

PROGRAMMING PARTNER

Inside Out Development

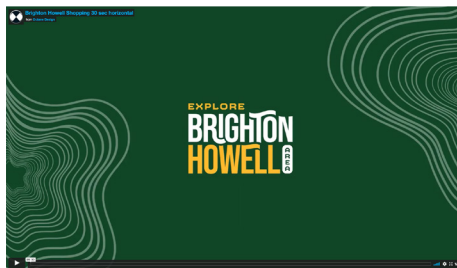
CLIENT

**Mary Robinson —
Executive Director**
Livingston County CVB
Mary@lccvb.org
517-548-1795

Brighton Howell Area ad campaign

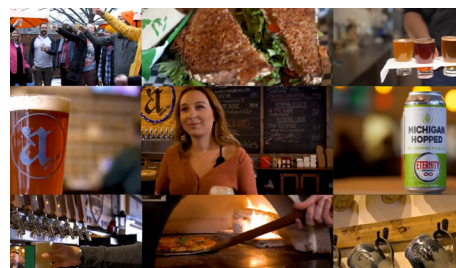


Instagram videos



Shopping highlight video

<https://vimeo.com/651601306/6f6d155ece>

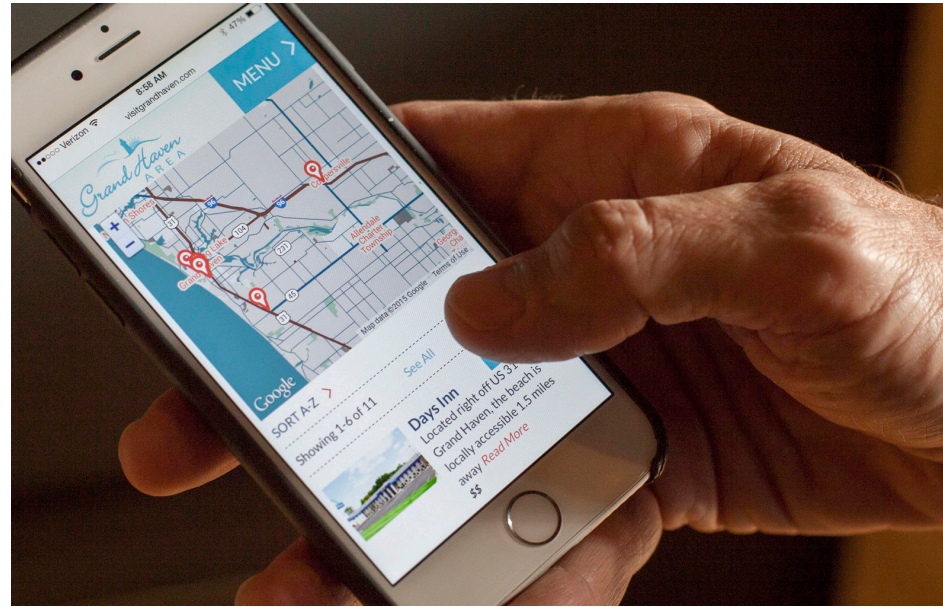
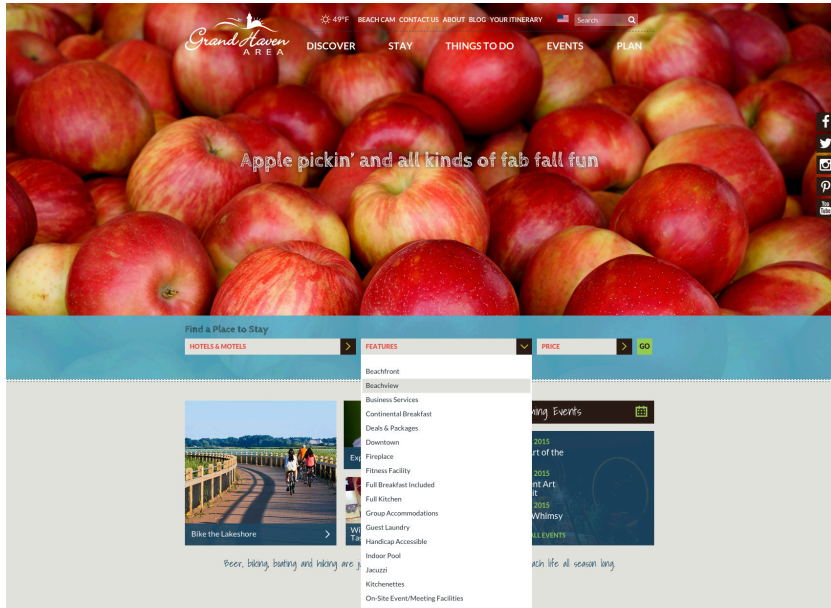


Breweries highlight video

<https://vimeo.com/664062901/6a0467cb93>

3.0 CASE STUDIES

VisitGrandHaven.com



THINKING BEYOND USABILITY

A focused brand vision and a user-centered design strategy can give you the power to create something great. The Grand Haven Area CVB trusted our methods and expertise from the start, and this positive relationship helped fuel an outstanding result. The process began with our Agile Branding Process, where we gleaned and produced a brand document, tone-of-voice guidelines and user personas that became the road map for producing great content and thoughtful design.

Octane Design employed several vital planning and usability methodologies such as card sorting, persona development, user case studies and mobile design best practices to keep this project focused on the main goal — the users' wants and needs.

We thought beyond usability. We know that travelers choose a destination based on emotion and personal likes. This site blends a good user interface with informative well-written content that appeals to many. When you couple that with useful search and mapping features, beautiful photography, social media feeds and sharing, an itinerary builder and more, you have a site that is as much fun to browse as it was to create.

SERVICES

- Brand Development
- Web Strategy
- UI + UX
- Content Development
- Website Design and Programming
- Photography

PROGRAMMING PARTNER

InsideOut Design and Development

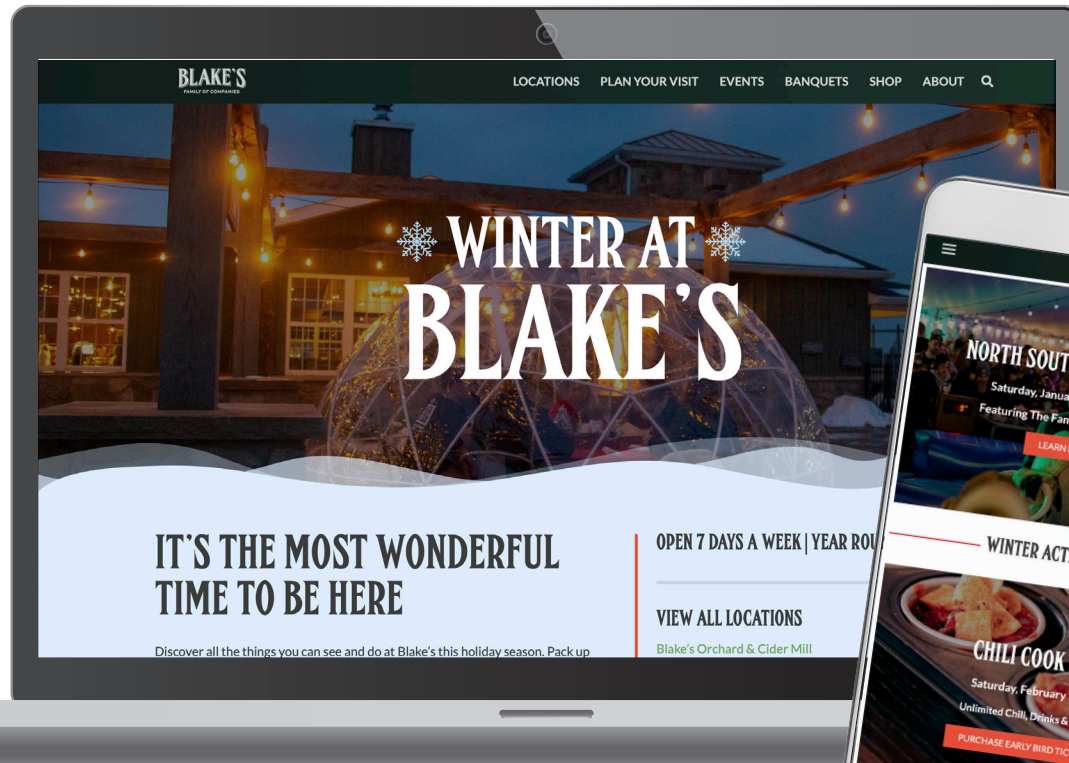
CLIENT

Marci Cisneros — Executive Director
Grand Haven Area CVB
616-842-4499
mcisneros@visitgrandhaven.com

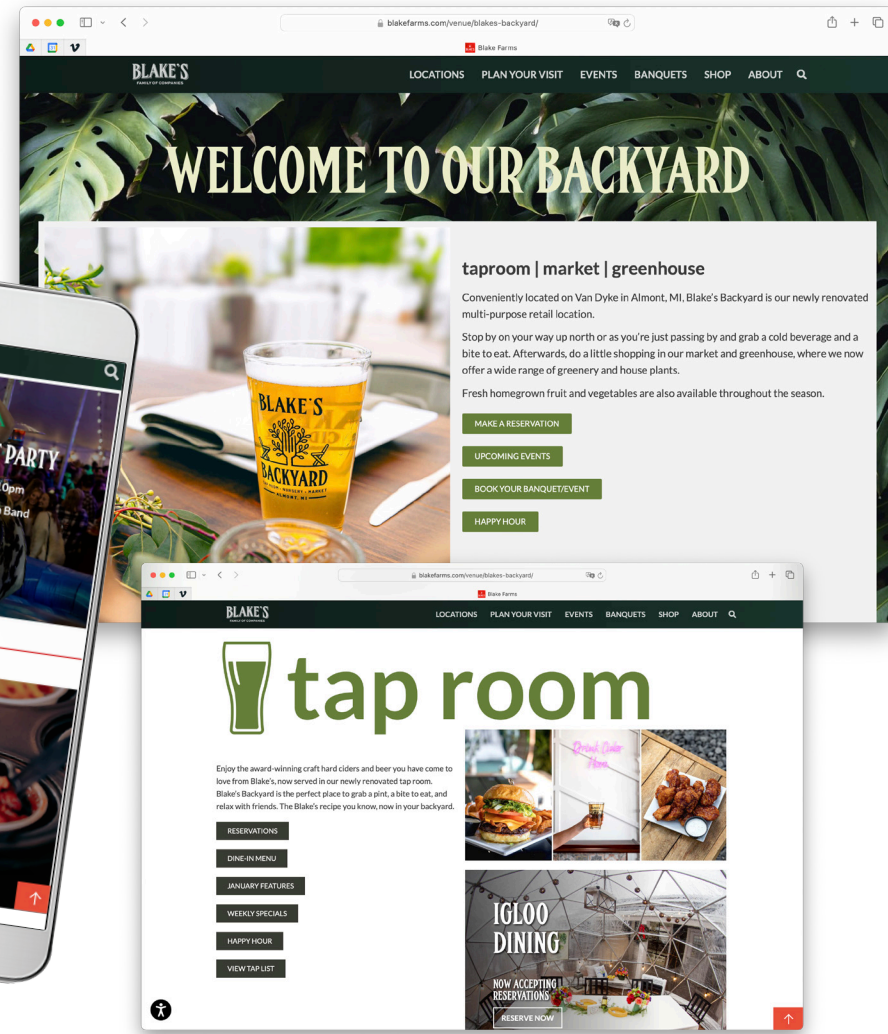
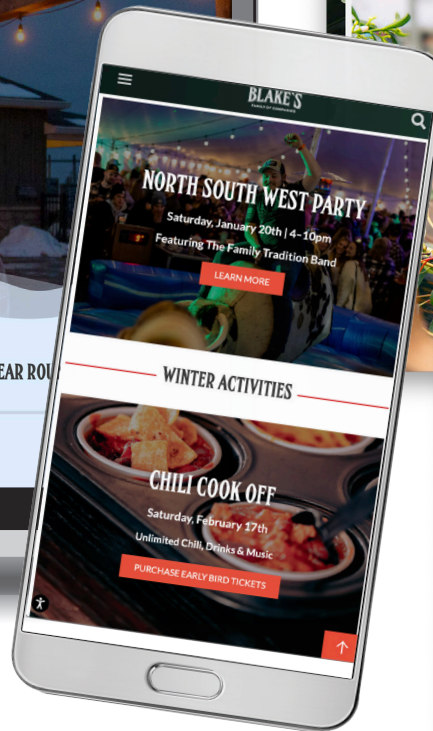
3.0 CASE STUDIES

BlakeFarms.com

Although Octane did not design this website, we feel it is relevant to note that our programming partner InsideOut provides programming and development for Blake's Farms family of websites including the farm site that has many events and frequently changed content.



View the website at <https://blakefarms.com>



4.

Project Approach/ Scope

The design process is a collaboration that relies on teamwork, trust and expertise.



Define

We meet. We listen. We research. The result is a thoughtfully crafted strategy that will inform our creative approach.



Design

Our hard-working team does what they do best. Execute on beautiful, innovative solutions that will elevate your brand.



Develop

We help turn the work into reality. We guide the creation process to ensure your ideas see the light of day.



Deliver

We provide final deliverables and make sure printers, web developers and anyone else has what they need to bring the project to life for the world to experience.



Evaluate

In our minds, the work is never done. Our data-driven approach allows us to refine and adjust to ensure your target audience's needs are met.

4. PROJECT APPROACH

Website basics

We guarantee success by delivering your wish list and building from a foundation of these core principals and features.

Good User Experience

- Mobile-friendly responsive design
- Clear concise navigation and interface
- Content hierarchy with the most valuable items toward the top of the page
- Well-organized resources within categories, content type and media type

Core Features

- Optimized with SEO best practices
- Easy-to-use content management system (CMS)
- Configurable landing pages and lead capture forms
- Social media integration (share buttons, etc.)
- Customizable forms
- Department landing pages for Department of Recreation & Senior Services, Police Department, and Downtown Auburn Hills.
- Ability to create online polls and surveys, including ability to download resulting data into Microsoft Excel for analysis.
- Fully searchable central document repository with ability to create an unlimited number of folders and the ability to link to documents throughout the website.
- Display alerts prominently on website with notifications. Ability for visitors to enroll in email and SMS text alert system
- Multilingual support using Google Translate or similar.
- Ability to create friendly (short) URLs.

ADA Compliance

- We recommend all sites should be at least at Level AA compliance

Analytics

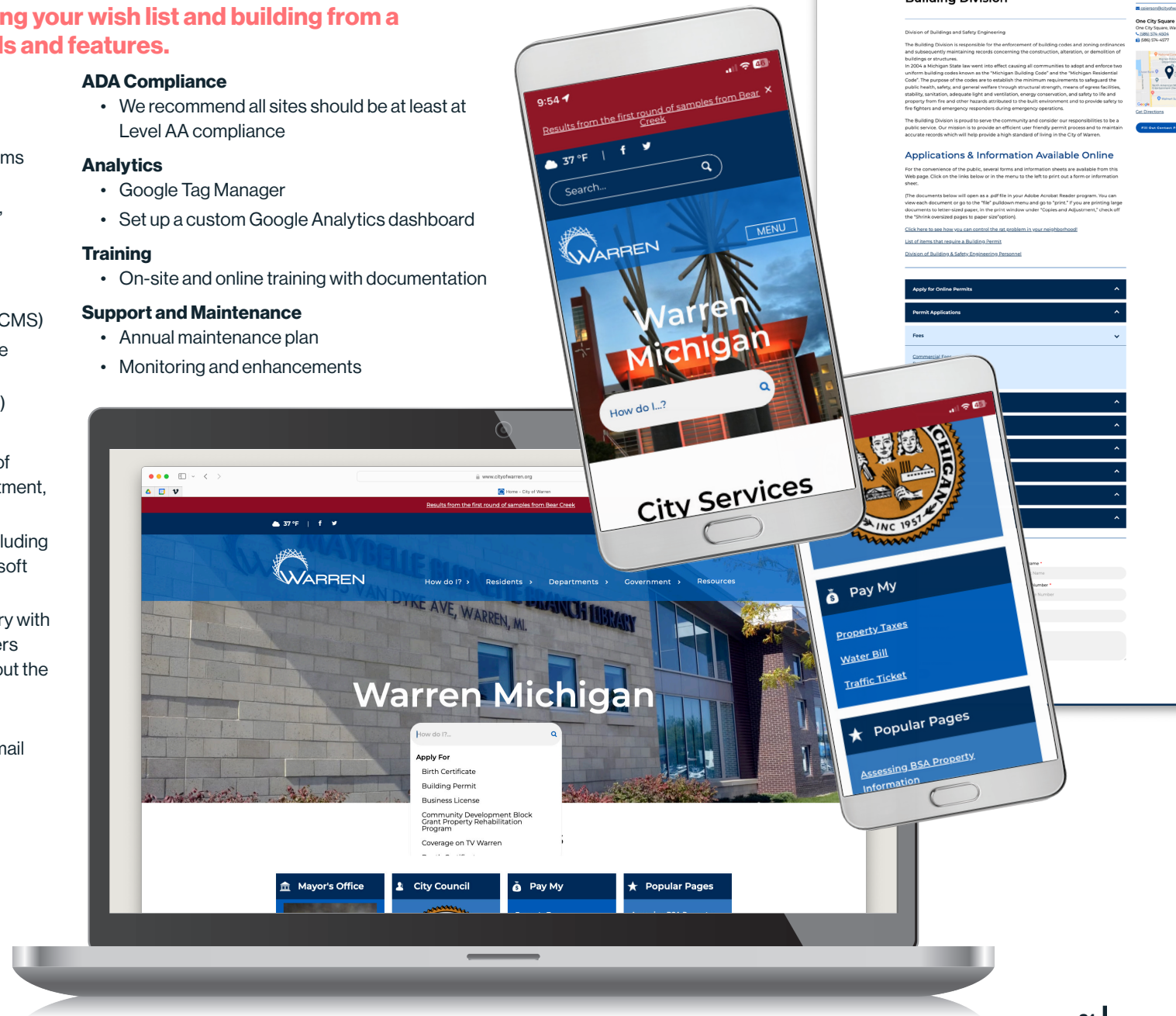
- Google Tag Manager
- Set up a custom Google Analytics dashboard

Training

- On-site and online training with documentation

Support and Maintenance

- Annual maintenance plan
- Monitoring and enhancements



4. PROJECT APPROACH

4.1 Define/Discovery

Kickoff / Discuss goals and establish design vision, editorial direction, project tasks and team roles

Analytics review / We will work with your team to understand demographics, user trends and other key analytics from your current site to help us define the best approach for you

Benchmarking and competitor research / Analyze key competitors and industry benchmarks

Website usability and content questionnaire / We will survey the appropriate staff and stakeholders to better understand content priorities, your business and website goals. Questions will highlight key pain points, user action goals, features, wish lists and more.

Sitemap / We will use the sitemap outlined on the previous page as a starting point for the development of this site

UI/UX and wireframes / Wireframes are page schematics or visual guides that represent the skeletal framework and key features of a website. We use wireframes to inform and define the user interface and user experience for apps and websites.

Architecture and technical requirements / When engaged to provide programming, our development team will work with your IT team and key stakeholders to determine the best technology, Third party plugins, APIs, current database structure, core platforms and features that must be integrated or custom developed based on findings of the Define phase.

4.2 Design

Design concepts / Using your brand as a guide, we will create three unique concepts with three rounds of refinements

Final page designs and refinement / Page designs are refined based on wireframes and client feedback

Editorial & content plan (as needed) / We work with your team to define the tone and topics as well as schedule the editorial, video and photography elements required

Website style guide / We produce a style guide for the core page templates

Content mapping and planning / We will work with your team to determine what content from your current site will migrate or be deleted. We can also help you prepare a plan for creating new content, if needed.

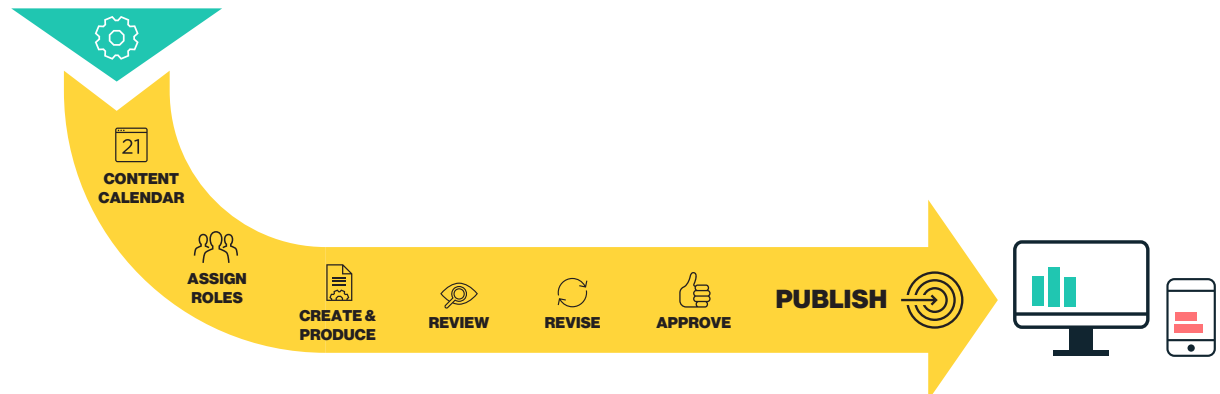
4.3 Migration

Migration / We will migrate relevant content and files as determined during the define phase

- Create a content inventory
- Identify content to migrate
- Archive unnecessary content
- Identify any redirects from ongoing campaigns or changed page URLs
- Monitor for lost links or missing pages after site launch and fix any broken links or add new redirects as needed.

INVENTORY AND CREATE CONTENT

IDENTIFY CONTENT TO MIGRATE
ARCHIVE UNNECESSARY CONTENT
PREPARE REDIRECTS
IDENTIFY NEW CONTENT NEEDS



4. PROJECT APPROACH

4.4 Development

Front-end development / The front-end team converts Photoshop documents into HTML, CSS and JavaScript to produce the user experience. The front-end team works hand in hand with the design team to implement all visual elements of the website.

Back-end development & customization / In this portion of the project, all database and code needed for the customized CMS is developed. Based on the documentation collected during the define phase, the back-end team creates the mechanisms for an administrator to manage the content within the CMS and integrates closely with the front-end development team's efforts.

Integrations / Based on the define phase recommendations, mechanisms, RSS feeds and API communications may be developed so the website can pull in content from identified partner sites, as well as provide a mechanism for other sites to access approved content and listings that you would like to push out.

Content creation / Graphics, copy writing and other content development and creation will be happening simultaneously with programming

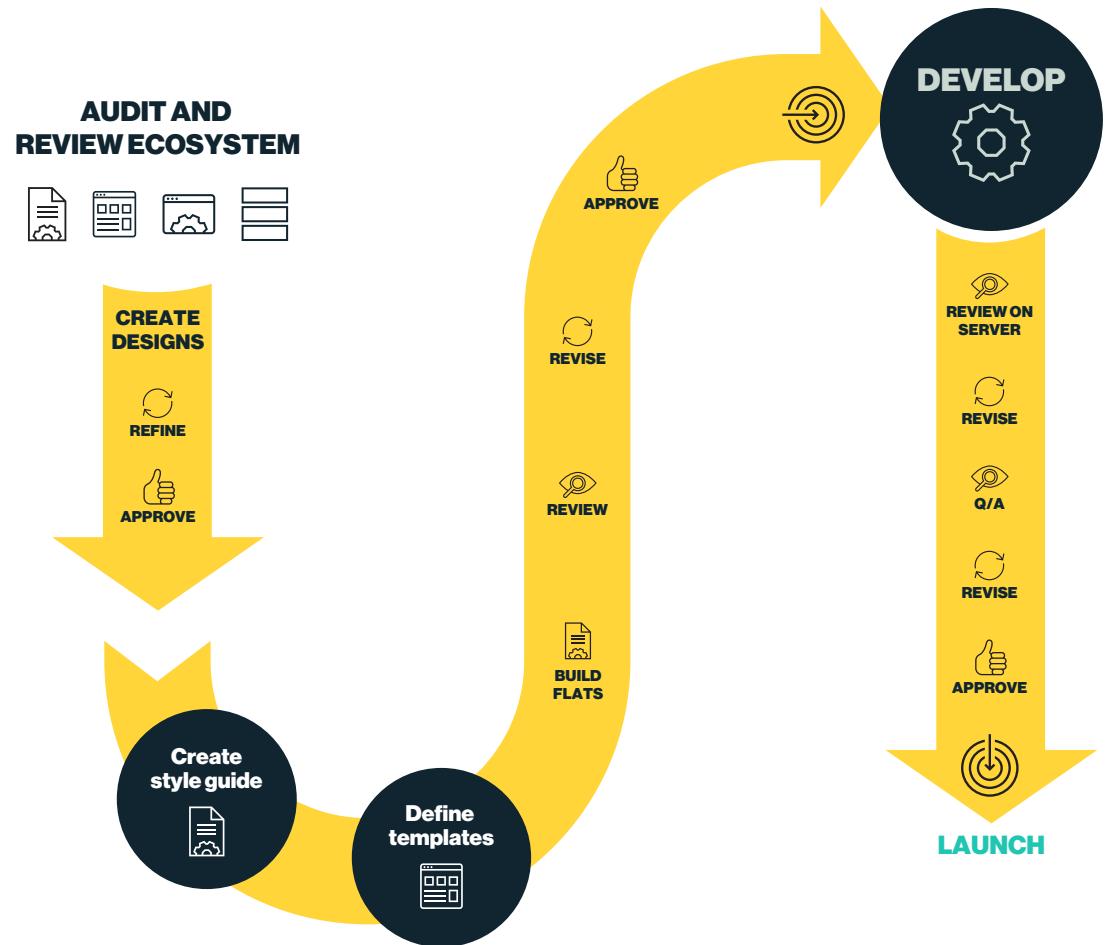
SEO setup / We will insure that SEO tools and best practices are implemented within the site structure and CMS

Content optimization / Ensure that title tags, meta descriptions, etc. align with your SEO objectives

ADA / We will work with you to create an accessibility plan for the website. Review content and designs against accessibility goals and educate your team on how to make content more accessible.

Quality Assurance and Accessibility Testing / Before launching the newly designed website, it is imperative that it is functionally tested in all commonly acceptable browser versions, mobile devices and for ADA compliance

Development server / We will use a dedicated development server separate from the current and eventual production environment for the building and reviewing of your website



4.5 Timeline

Projects similar to this can range from 4-6 months depending on feedback and response time. Our team will work with you to finalize a detailed project schedule shortly after a kick off meeting.

PRODUCTION PHASE	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6			
	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15	WK 16	WK 17	WK 18	WK 19	WK 20	WK 21	WK 22	WK 23	WK 24
DEFINE																								
DESIGN																								
DEVELOPMENT																								
ADA AND Q/A																								

March: Project launch, discovery and design

April – May: Design, develop website

June – July: Quality assurance testing and optimization

July: Staff Training

August: Website launch

4. PROJECT APPROACH

4.6 Simple and Scalable CMS

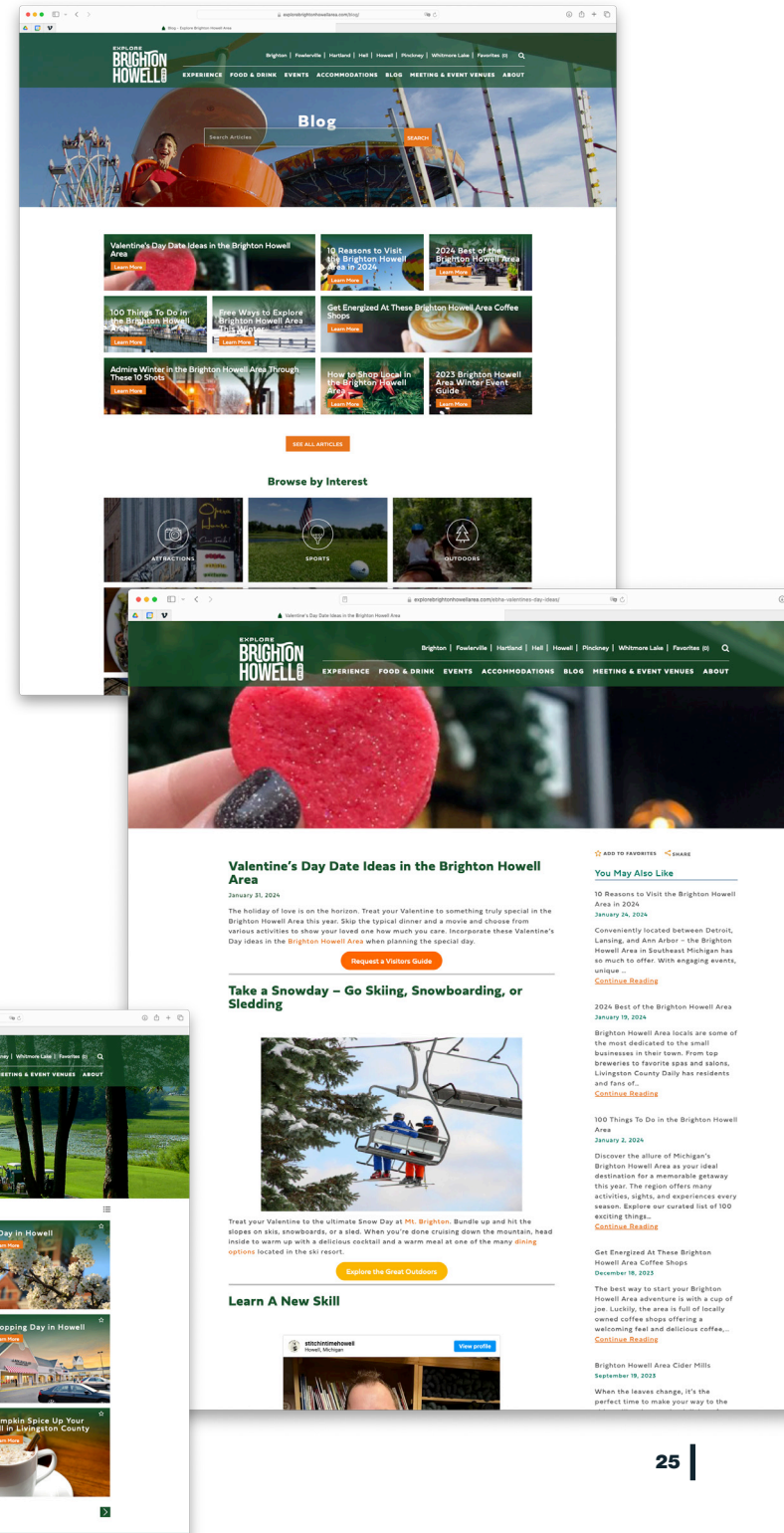
In our Define phase, we will work with your team to develop a structure/ architecture for how all content should be organized.

Easy to use WordPress CMS

- Fully customized code to be built around your business needs and help facilitate a more agile development process for future features and requests
- Built in HTML, JavaScript (vue.js, jQuery), CSS
- A WYSIWYG editor and ability to add rich content through a HTML editor via the CMS
- Custom publishing workflow and approval process (draft, approve, post)
- Ability to set publish dates and expiration dates on articles and/or blog posts
- Ability to include in-text linking
- Ability to create image galleries and slide shows
- Ability to upload and manage PDF files
- Manual URL and metadata editing
- Print-friendly pages
- Based on final requirements, a complete listing of paid plugins will be supplied and will be the client's responsibility to purchase
- Images and other media would be stored and uploaded in the WordPress media bin
- Videos would be housed on Vimeo or YouTube in your own account

Publishing capabilities

- Ability to produce stories, itineraries, guides and news or marketing-related content
- Implement standard blog features
- Ability for staff to create categories and tag posts
- Recent and archived posts lists
- Call to action modules — many sites we create include “calls to action” modules that can be added to most pages in any location within a page. Features like “sign up for our newsletter” could be placed alongside other CTAs throughout the site.
- Automated module dispersment across the site by creating pages that have specified modules automatically built within a page template. Once the module is edited, all pages are updated. Users would have the option to turn that module off on any page they do not wish it to appear.
- Ability to add modules to pages by checking a selection button or by choosing specific modules from the CMS menu when building a new page
- Additional features will be determined during the Define phase



4.7 Mobile Optimization

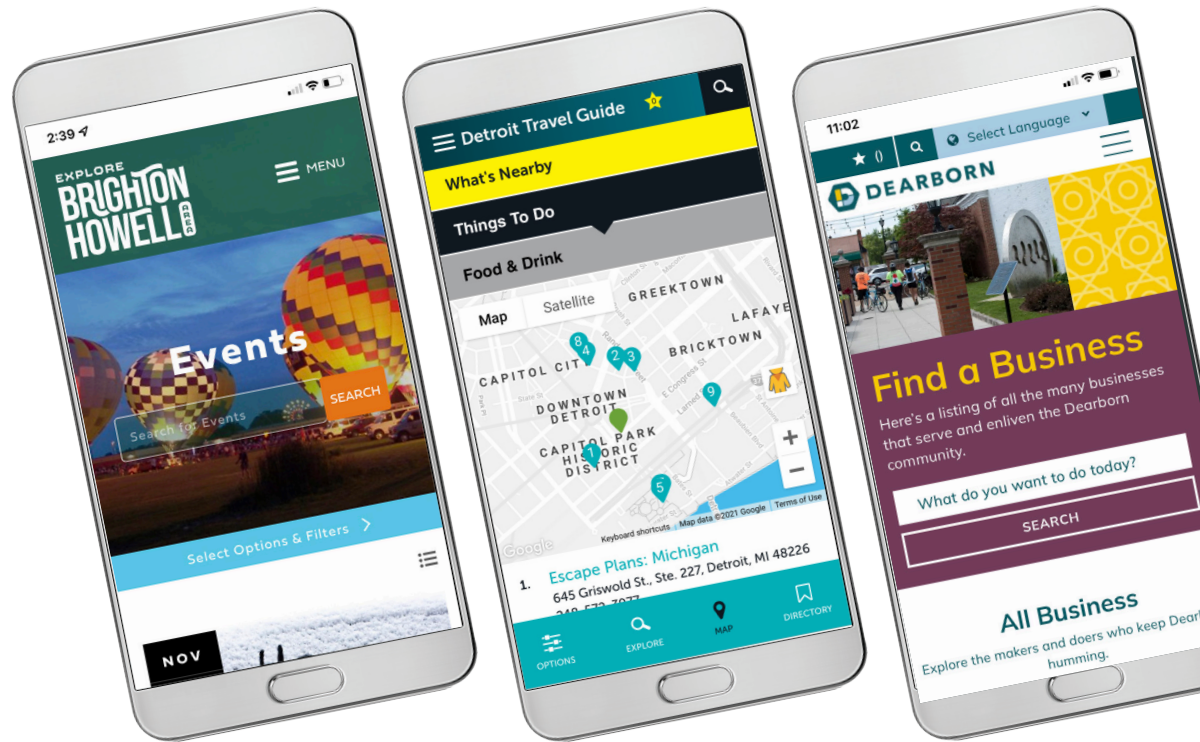
Mobile-friendly approach. It's vital that your site works seamlessly on desktop and mobile devices.

Design for each user type.

- Create a user experience that allows the viewer to find what they're looking for easily and quickly. Make the experience more app-like than desktop browser.
- Allow users to select profile options to view curated interest-based content
- Simple easy-to-use navigation and thoughtful UI design. Ensure that the navigation is clear concise and makes it easy to move through the website.
- Create easily shareable content for people to plan their vacation

Optimization techniques

- It starts with flexible designs that ensure the most important information is displayed first. The most important elements flow top to bottom and left to right.
- Use nextgen images — when you upload and select images for page optimization, remove any unnecessary data to serve up the best and smallest file sizes. Our code works with the browser and screen resolution to show the appropriately sized images.
- Leverage a minimal amount of code and external resources to reduce page load and increase speed
- Utilize a hosting platform like WP Engine to help syndicate and present WordPress sites fast and efficiently with caching
- Use caching utilities to compress and save code and style resources for optimal performance
- We plan to limit full-width video and images for mobile
- Limited usage of plugins and try to defer third party apps and code into Google Tag Manager to help load times



4.8 SEO and Analytics

Our main job is to create the framework for great SEO.

Content is king so producing compelling articles that are published on a regular basis within our framework is the best solution for content managers.

SEO Setup

- Utilizing the Yoast SEO plugin, content administrators can check search-ability ratings on keywords against the content on the page
- Pages will be coded to enforce best practices such as code hierarchy to improve SEO
- We recommend all pages have at least 400 words of content to help with SEO. We find that listing pages get high traffic, but not necessarily with keyword heavy content. The best way for organic traffic is to have excellent blog articles and page content that is targeted for a few key words.
- On-page optimization for 10-20 key landing pages, including the following throughout:
 - Proper title, meta description, headings and semantic markup
 - Custom titles and descriptions created or migrated for each page of the site
 - SEO-friendly URL permalink structure throughout
 - Image alt and link title usage where possible
 - Review of content for internal linking opportunities
- Microdata/schema markup to be utilized on location, restaurant, hotel, FAQ and appropriate pages when possible
- Review of content sections for proper utilization of schema, code structure, etc. and feedback provided to developer if needed
- Setup or migration of Google Analytics (GA) and Google Tag Manager (GTM), reconfiguration of settings for protocols, setting up demographic and interest reports
- Set up of conversion tracking within GA/GTM for all applicable goals, including clicks on external branded links for traffic tracking, contact forms, phone numbers, etc.
- Set up of Google Search Console and Bing Webmaster Tools, pre-launch
- Post-launch SEO crawl to verify all work and look for any broken links, etc.
- Creation of custom sitemap for website, submission to Google and Bing upon launch for proper consideration and indexation

Analytics

- Review Google Analytics and ensure set up is accurate for the new site
- Google Tag Manager
- Hotjar or other analytics for form tracking: feedback that would tracking where the user is when they click on the sticky note

4. PROJECT APPROACH

4.9 Accessibility Compatibility

WCAG Level AA: this is one of our strong capabilities.

The following is everything we can meet for WCAG A level (code & content) as well as any coding we can do for AA. Our process is to have accessibility top of mind through all stages of the project. During design review, we make sure what you are seeing is ADA Level A compliant and as we work through revisions we give you choices that are compliant with your goals. After coding and content is entered to the new site, we do a two-phase approach for ADA. First is utilizing code scanners to find and fix any issues. Then we do manual testing using our accessibility team to manually test pages to ensure good ADA practices.

- We recommend all sites should be at least at Level AA compliance
- All designs are reviewed and checked for color contrast, content hierarchy and other criteria before we even begin programming
- We write actual code that helps make the content accessible. Some accessibility plugins claim they are improving a site and providing accessibility tools, however, we go a step further and build controls through special coding to actually make your site more compliant.
- We test on screen readers, PC, Android, Mac as well as use various automated tools and manual testing techniques to provide a great experience based on the WCAG standards

4.10 Browser Testing

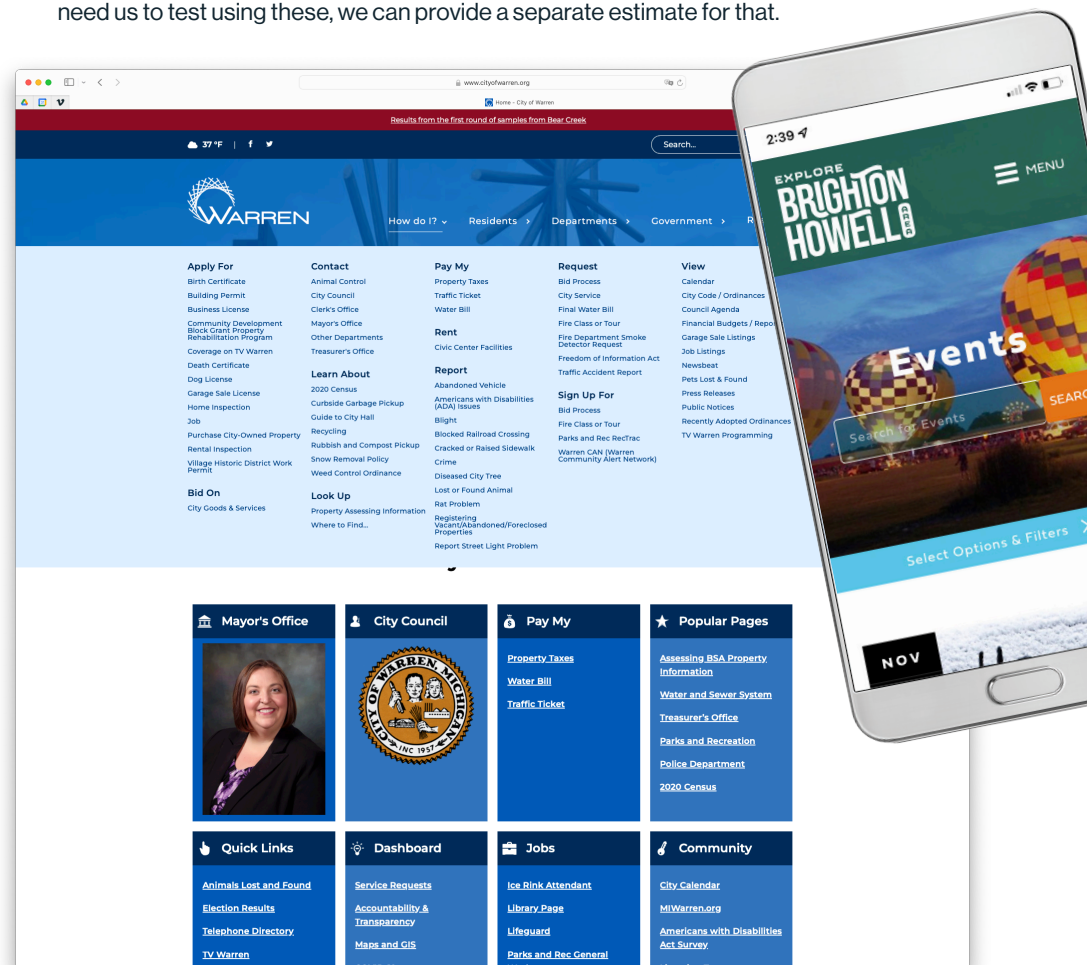
- Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device.

Desktop Browser Testing

- We test our work in current versions of major desktop browsers including those made by Apple (Safari), Google (Chrome), Microsoft Edge, and Mozilla Firefox. If you need an enhanced design for an older browser, we can provide a separate estimate for that.

Mobile Browser Testing

- Testing popular small-screen devices is essential in ensuring that a person's experience of a design is appropriate to the capabilities of the device they're using. We test our work in:
- iOS: Safari
- Android: Google Chrome
- We currently don't test other browsers not natively installed on devices, Blackberry OS, Opera Mobile, Symbian or other mobile browsers. If you need us to test using these, we can provide a separate estimate for that.



4. PROJECT APPROACH

4.11 Quarterly Maintenance

Maintenance will be conducted quarterly and includes:

- Backup website of the live site, sync data and files to Development site
- Run WordPress Updates and Plugin Updates
- Conduct Security Scan
- Conduct Page Speed test
- Ensure Google Analytics and tracking codes are installed
- Supply paperwork to Client contact for review of development site and approval to conduct maintenance on the live site
 - 5 business day approval window, if there isn't a response from the contact we will conduct the maintenance on the live site
 - Provide final paperwork of updates to Live site to the contact
- Make recommendations, handle minor edits to site based on maintenance updates

4.12 Ongoing Support

The following services can be packaged to help support your site on an ongoing basis:

- ADA compliance audit
- Requests for new features
- Feature consultation
- Special projects related to the website

In addition, we are always available to help with design, UI/UX, content creation, editorial and other supporting roles on a per project basis or with a retainer contract.

4.13 Web Hosting

- WP Engine for very reliable and secure WordPress Hosting
- WordPress designed hosting
- Server settings for high security
- Server settings for high performance
- Staging website included
 - Synchronization to Live site from Staging site
 - Synchronization to Staging site from Live site
 - SSL Certificate included
- Backups
 - Automated daily backups
 - Support can restore website as requested
- Recommend an SMTP account from Organization for outgoing

4. PROJECT APPROACH

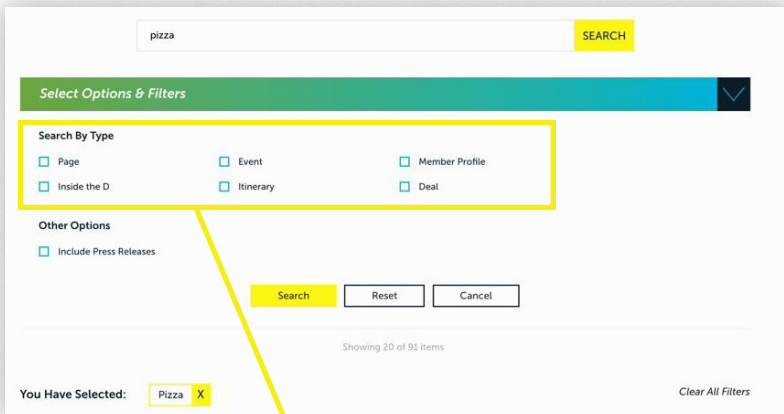
4.14 Site Search

We will implement better site-wide searching features and include relevant and related “You may also like” content suggestions on event, article and profile pages.

Relevant and related search results

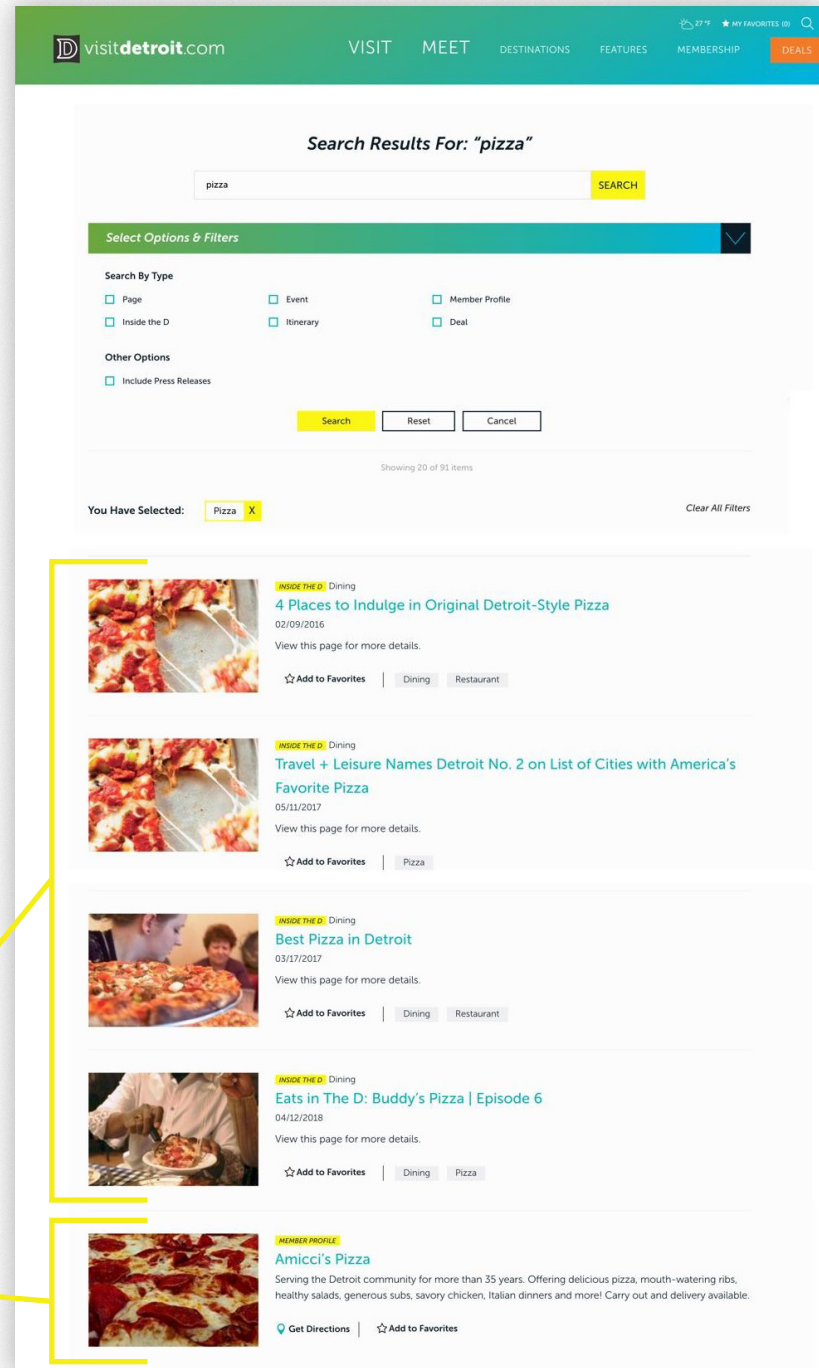
We utilize a professional version of a WordPress search plugin that allows for fine tuning of search results. Indexing custom data and setting priorities on which content to show first.

- Find, filter and organize by interest, destination, lodging, events, etc.
- Display relevant and related content for search results, including lodging, events, social media posts and more
- Display relevant and related content on detail pages
- Suggest related items “You might also like”
- Smart search



Filtering options such as these can be customized for your website.

Visit Detroit site search Results display by content type. We can set your site up to filter by categories and content type or other parameters that make sense for your users and your content.



4. PROJECT APPROACH

4.15 Calendar

We will arm you with the most appropriate tools and features to keep you engaged and connected to your audience.

Events Calendar Pro is the preferred solution. It has many common features and works great with ticketing or any other event-related activity.

We have built a simple events feature for Explore Brighton Howell that fits them well for managing their events.

Core features

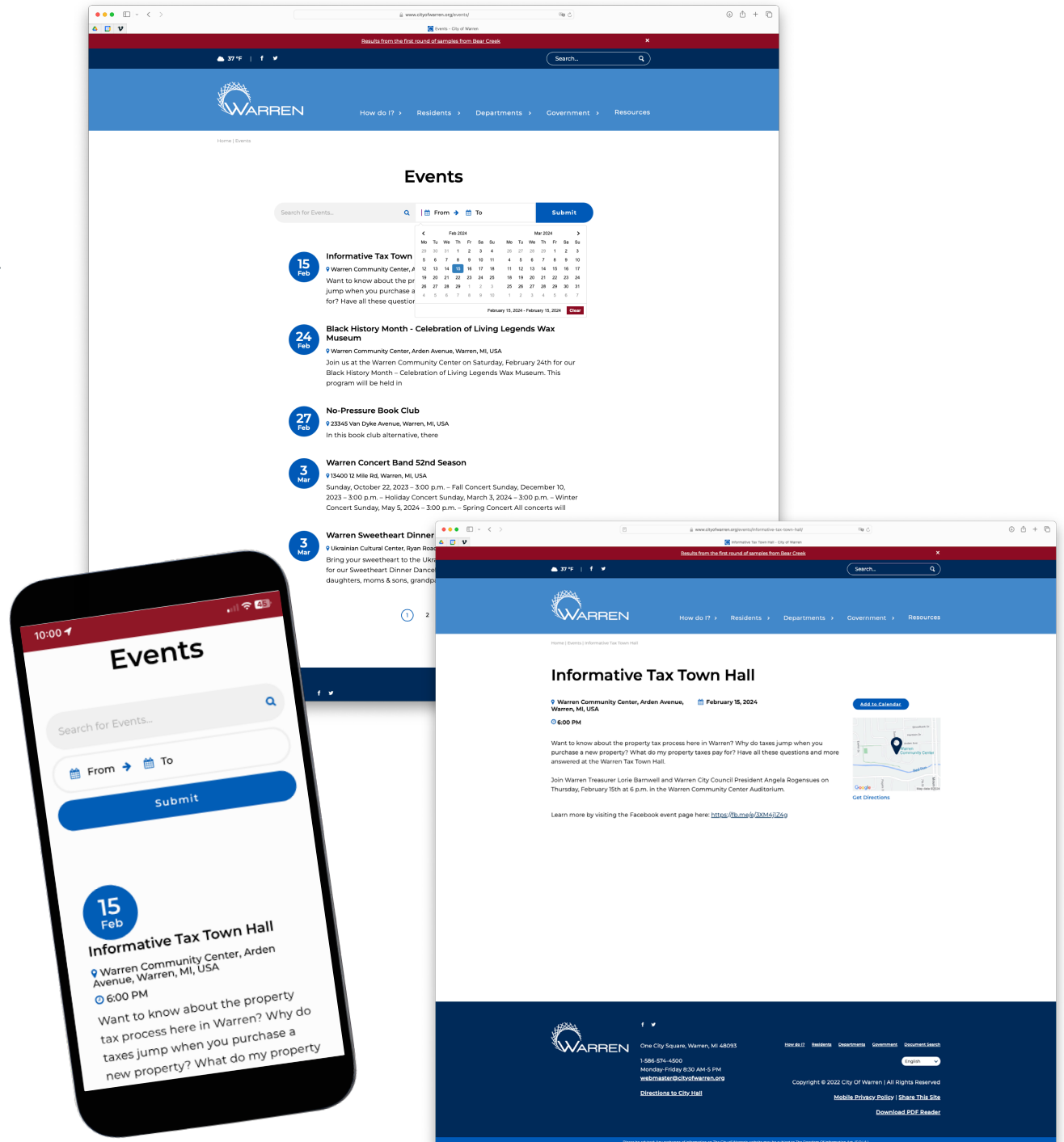
- Categories and interests filtering
- Search today, this week, this month or date ranges
- Single-day, multi-day events
- Recurring events — for example, every Tuesday and Saturday
- Ongoing events for long term events/exhibits
- Geo location search for venues
- Easy-to-use events search and listings
- Agenda view and calendar view by month, week and day
- Events can be saved to calendar apps on all devices
- Ability for staff to update and add events and images

See these sites for examples:

blakefarms.com/events/

explorebrightonhowellarea.com/events/

<https://www.cityofwarren.org/events/>



4. PROJECT APPROACH

4.16 Forms and Surveys

We work great with others — so as we learn how your fulfillment is handled, we can determine the best solutions and integrate with APIs and specialized systems to create better efficiencies for your team.

Our contact forms include the following core features:

- Customizable forms
- Conditional email will be sent based on the filled in data
- Ability to save entries
- Enable Captcha on all forms
- Specialized “Thank You” pages
- Export to CSV per form with selectable columns and date range
- Email validation for newsletter submission
- Surveys
- Polls

See these sites for examples:

<https://www.cityofwarren.org/departments/city-clerk/garage-sale-license/>

<https://explorebrightonhowellarea.com/get-a-visitors-guide/>

This screenshot shows the 'Garage Sale License' application form on the City of Warren website. The form includes a header with the city logo and navigation links. A sidebar on the right lists various city services. The main content area contains instructions, a completion note, and a 'Your Contact Information' section with fields for First Name, Last Name, Phone, Email, Address, City, State, and Zip Code. Below this is a 'Garage Sale Information' section with fields for Start Date, End Date, and Hours. There is also a 'Cross Roads' section and an 'Additional Notes' section. The form ends with a 'Submit' button.

This screenshot shows the 'Get a Visitor's Guide' form on the Explore Brighton-Howell Area website. The form has a header with the site logo and navigation links. The main content area includes a 'Request A Visitors Guide' section with fields for Name (First and Last), Email, and Delivery Method (Digital or Mail). Below this is an 'Address' section with fields for Street Address, Address Line 2, City, State/Province/Region, and Zip/Postal Code. There is also a 'Subscribe to Our E-Newsletter' section and a 'Where will you be staying during your visit?' section with radio button options. The form ends with a 'Submit' button.

5. References

Live sites

Visit octanedesign.com

B2C

anodynepain.com
biggby.com
continentalserves.com
econnectdirect.com
fortebelanger.com
guidance-center.org
hudsonvilleicecream.com
LawrenceHuntfashion.com
mykoolsmiles.com

TOURISM/CITIES

downtowndearborn.org
exploreBrightonHowellArea.com
VisitGrandHaven.com
TheRoseAwards.com
cityofwarren.org

B2B

aamtechnologies.com
argusww.com
benevis.com
cadillaccoil.com
Firecatt.com
GoBrightwing.com/jobs
market24-7.com
Tri-Chem.com
YourLifesecond.com
unitedpaint.com
mbssecurities.com
ProctorLP.com
lightguidesys.com
liparifoods.com

For case studies,
see pages 10-18.



Awards

2020 Emmy® recipient for a commercial single spot: *One Nation Under a Groove — Detroit's Tribute to the Funk* featuring the Detroit Academy of Arts and Sciences Choir.

Visit Detroit Magazine
The 2017 Silver Magellan Award from Travel Weekly
in the Overall Destination's In-Destination Visitor Program category

The 2012 Gold Magellan Award from Travel Weekly
in the Overall Destination's In-Destination Visitor Program category

Meetdetroit.com
The 2012 Gold Adrian Award from HSMIA in the CVB/Destinations/Offices of Tourism Digital Marketing category

VisitDetroit.com

A bronze award from the **HSMIA's Adrian Awards** in the CVB/Destinations/Offices Digital Marketing Category

Two honorable mentions from **Editor & Publisher's 2012 EPPY Awards** – one in the Best Travel Website category and the other in the Best Redesign and Relaunch category

2012 OMMA Awards for Online Advertising Creativity

One of only three finalists in the Website Excellence, Travel and Tourism category

References

Stan Smith — Senior Director, Marketing Visit Detroit
DMCVB
o: 313-202-1955
ssmith@visitdetroit.com

Mary Robinson
Executive Director
Brighton Howell Area
o: 517-518-1795
mary@lccvb.org

Marty Dobek
Deputy Director
Detroit Sports Commission
o: 313-202-1977
m: 313-590-4290
mdobek@detroitssports.org

Marci Cisneros
Executive Director
Grand Haven Area CVB
616-842-4499
mcisneros@visitgrandhaven.com

Amanda C. Bowers
Vice President of Marketing
Proctor Loan Protector
o: 248-824-1464
m: 586-321-2487
abowers@pfic.com

Matt Elliott — Head of Creative and Digital Experience
The Henry Ford
o: 313-982.6100 x 2009
Matte@thf.org

6.

**Project/
Hourly
Billing Rate**

Budget

Website

Website Define — visual discovery, planning meetings, wireframes	\$9,000
Design — concept development and design production of home page and all key pages	\$19,000
Development — programming, integration, hosting set up and migration as needed	\$26,000
Website total	\$54,000

Annual hosting and maintenance

Hosting with quarterly maintenance (\$2,000 per year)	\$2,500
Maintenance \$500 per quarter (if not using InsideOut Hosting)	\$2,000

Ongoing support rates

Content changes	\$75/hr
Consulting / Coding changes	\$150/hr
Web programming rates	\$150/hr
Art direction and concept development	\$150/hr
Graphic design production	\$125 /hr
Copy writing and editorial services	\$1.50 per word or \$125/hr

Assumptions

- Based on a budget of \$54,000, some features and options may not be feasible and we will determine the final website deliverables and features based on our findings from the define phase. We will do our best to provide as many features as possible with options that give you the best bang for your buck.
- Web total does not include 3rd party plug-in fees, stock art or photography. Those will be determined, once the scope is clearly defined.
- Client will provide all images, video and content.
- App development is an additional and separate project with its own discovery process.

Billing Details

Net 30 upon receipt of invoices. Invoices would be spread across multiple billings. 25% upfront to begin the project.


William Bowen
President, Octane Design

Let's get to work.

We have a great team that's ready to share our expertise and excitement for this project. — Bill Bowen and Ian Gray



OCTANE

Thank you for considering us.





CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 9B

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: May 1, 2024
Subject: Motion – Adopt Resolution Accepting the Special Assessment Roll and Setting Public Hearing on the Roll (Resolution No. 4) SAD No. 9 Superior Court

INTRODUCTION AND HISTORY

On April 1st, 2024, the Auburn Hills City Council held a Public Hearing for the purpose of hearing statements and objections to the proposed Special Assessment District (SAD) No. 9 Superior Court improvement project. Following the Public Hearing, City Council adopted Resolution No. 3 to declare necessity and to proceed with the proposed Special Assessment District (SAD) No. 9 regarding the repair of and improvements to Superior Court. The Superior Court road improvements will be constructed according to the plans and specifications prepared by OHM Advisors and are on file in the City Clerk's Office. The Public Hearing Minutes are available in the packet for your review.

The City received firm bids on Friday, April 26, 2024 from companies interested in performing the road work (the project was bid with the Hunt Club and Perry Walton subdivisions as part of the 2024 Paving Program). The updated cost estimate for the Superior Court road improvement portion of the project based on design costs, contract management costs, and construction costs is \$850,975.00, of which a 50% portion will be defrayed by special assessments upon specially benefited properties identified in the SAD (list provided as part of Resolution No. 4). The City's estimated share in the cost will be \$425,487.50 and the remaining balance will be divided equally among the seven benefiting properties and estimated at \$60,783.93 each. The special assessment roll was prepared by the City Assessor and filed with the City Clerk. The updated cost estimate based on the bids received was prepared by OHM Advisors. These items have been made available in the packet for your review.

Provided in the packet is Resolution No. 4 (exhibit 4) reviewed and approved by City Attorney, Derk Beckerleg. The resolution, if adopted, accepts the SAD Roll prepared by the City Assessor and filed with the City Clerk. Upon adoption of Resolution No. 4, a public hearing will be set to allow interested persons an opportunity to object to the special assessment roll, and to consider confirmation of the roll. The Public Hearing will be set for May 20, 2024, at 7:00 p.m., in the City Hall at 1827 N. Squirrel Road, Auburn Hills, MI 48326.

STAFF RECOMMENDATION

Resolution No. 4 is the 4th of 5 resolutions that requires City Council approval to satisfy the SAD proceedings prescribed by City Ordinance. Therefore, staff recommends approval of the resolution provided regarding the proposed SAD No. 9 for road improvements to Superior Court.

MOTION

Move to approve Resolution No. 4, a Resolution Accepting the Special Assessment Roll for the proposed Special Assessment District No. 9, regarding the repair of and improvements to Superior Court, and setting a Public Hearing on the Roll for May 20, 2024, at 7:00 p.m., in the City Hall at 1827 N. Squirrel Road, Auburn Hills, MI 48326.

EXHIBITS

Exhibit 1 – Public Hearing Minutes

Exhibit 2 – Special Assessment Roll

Exhibit 3 – Design Scope Approved at November 20, 2023 Meeting

Exhibit 4 – Construction Cost Estimate

Exhibit 5 – Resolution No. 4

I CONCUR:

A handwritten signature in black ink, appearing to read "Brandon Skopek". The signature is fluid and cursive, with the first name "Brandon" and last name "Skopek" clearly distinguishable.

BRANDON SKOPEK, ASSISTANT CITY MANAGER



CITY OF AUBURN HILLS

REGULAR CITY COUNCIL MEETING

MINUTES

APRIL 1, 2024

CALL TO ORDER & Mayor Marzolf at 7:00 PM.

PLEDGE OF ALLEGIANCE:

LOCATION: Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

ROLL CALL: Present: Council Members Ferguson, Fletcher, Hawkins, Knight, and Marzolf

Absent: Council Members McDaniel and Verbeke

Also Present: Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Fire Chief Massingill, Community Development Director Cohen, Construction Coordinator Lang, DPW Director Baldante, Manager of Fleet & Roads Hefner, Commercial/Industrial Appraiser Griffin, Engineers Driesenga

8 Guests

A workshop session was held prior to the regular City Council meeting at 5:30 PM. Workshop Topic: Fire Department Strategic Update

4. APPROVAL OF MINUTES

4a. City Council Regular Meeting Minutes, March 18, 2024.

Moved by Hawkins, Seconded by Ferguson.

RESOLVED: To approve the City Council Regular Meeting Minutes of March 18, 2024.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf

No: None

Resolution No. 24.04.54

Motion Carried (5 - 0)

5. APPOINTMENTS AND PRESENTATIONS

6. PUBLIC COMMENT

There was no public comment.

7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Tax Increment Finance Authority, March 12, 2024

RESOLVED: To receive and file the Board and Commission Minutes.

7b. Motion – To approve the dispatch agreement with the County of Oakland for the period April 1, 2024, through March 31, 2027.

RESOLVED: To approve the 2024-2027 Police and Fire Dispatch Service Agreement between the County of Oakland and the City of Auburn Hills for the period April 1, 2024, through March 31, 2027, under the terms and conditions contained in the agreement; and authorize the City Manager to execute the Agreement on behalf of the City. Furthermore, amend the police and fire budgets as directed herein.

7c. Motion – To approve a dump truck upfit for a 2024 RAM 5500 Chassis.

RESOLVED: To approve the dump truck upfit by Truck & Trailer Specialists, Howell, Michigan in the amount of \$31,517.

Mr. Hawkins sought clarification on Item 7a1 as to the use and cost of the splashpad in the downtown area and how DPW reduced the cost of operation from \$43,000 in 2019 to \$15,000 in 2023. Mr. Baldante shared that DPW has been exploring all possible options to keep the cost down by monitoring water usage and operating times. The splashpad will be operational and open to the public once the permit from EAGLE is available.

Moved by Hawkins, Seconded by Knight.

RESOLVED: To approve the Consent Agenda.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf

No: None

Resolution No. 24.04.55

Motion Carried (5 - 0)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9a. Motion – To accept the First, Second, Third, and Fourth Quarter 2023 Monitoring Network Review Summaries and the 2023 Annual Monitoring Network Review Summary of the Oakland Heights Development Landfill.

Mr. Foerg discussed the excess water that has been found in the secondary collection system. He explained that if the liquid goes over a certain amount, it is examined to see what is causing the increase. It has been sampled and it did not indicate any leachate, so the liquid is not coming from the landfill but rather surface water infiltration, a construction issue.

Moved by Fletcher, Seconded by Ferguson.

RESOLVED: To accept the First, Second, Third, and Fourth Quarter 2023 Monitoring Network Review Summaries and the 2023 Annual Monitoring Network Review Summary prepared by Environmental Consulting Solutions for the Oakland Heights Development Landfill.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf

No: None

Resolution No. 24.04.56

Motion Carried (5 - 0)

9b. Public Hearing/Motion – To adopt a Resolution declaring necessity and to proceed with the project and defray a portion of the costs of the project by special assessments upon specially benefited properties (Resolution No. 3).

Mr. Hefner presented the proposed Resolution No. 3 to the repair and improvements to Superior Court. He shared that Resolution No. 2 was approved on March 18, 2024. The legal requirements were followed, and no letters or comments were received. The cost estimate of this project is \$940,000 and 50% of the cost will be paid by the city with the remaining 50% being paid for by the seven benefiting properties at \$67,142.86 per property.

Mayor Marzolf opened the Public Hearing at 7:14 PM

Hear no comment, Mayor Marzolf Closed the Public Hearing at 7:15 PM

Moved by Knight, Seconded by Fletcher.

RESOLVED: To approve Resolution No. 3, a Resolution Declaring Necessity and to Proceed with Project and Defray a Portion of the Costs of the Project by Special Assessments upon Specially Benefited Properties for the proposed Special Assessment District No. 9 regarding the repair of and improvements to Superior Court. (Attachment A)

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf
No: None

Resolution No. 24.04.57

Motion Carried (5 - 0)

9c. Public Hearing/Motion – To establish a speculative building designation for Mancini Holdings LLC.

Mr. Griffin presented the request from Mancini LLC to build a speculative building at 1600 Atlantic Blvd. He shared that a speculative building must be constructed before a specific tenant is defined and must be approved by the City Council. A building with this designation allows the new tenant to apply for an abatement after the normal six-month construction deadline has lapsed. The design of the building is expected to be over 53,000 sq ft and will be a industrial light manufacturing building. The permit was issued on March 5, 2024.

Mr. Griffin confirmed for Mr. Knight that there are no empty speculative buildings in Auburn Hills.

Mayor Marzolf opened the Public Hearing at 7:17 PM.

Mr. Edward Mancini shared that they are optimistic to bring a great tenant to this site.

Hear no comment, Mayor Marzolf Closed the Public Hearing at 7:18 PM

Moved by Fletcher, Seconded by Knight.

RESOLVED: To approve the request to establish a Speculative Building Designation for Mancini Holdings LLC by adopting the attached resolution. (Attachment B)

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf
No: None

Resolution No. 24.04.58

Motion Carried (5 - 0)

10. COMMENTS AND MOTIONS FROM COUNCIL

Mr. Knight shared a brief report as the Brownfield Redevelopment Authority liaison. He also thanked those that inquired about the health of his wife.

Dr. Fletcher thanked DPW for the great care of the roads and shared that bordering residents have commented on how nice the roads were in Auburn Hills when the last snowstorm took place.

Mr. Ferguson commented that he enjoyed his time at the Bunny Bash event.

Mayor Marzolf asked the staff to check in with the management at Bloomfield Square. He stated that the conditions of the building are starting to look aged and may need repair. He also congratulated the Oakland University Basketball team and their tremendous season.

11. CITY ATTORNEY REPORT

12. CITY MANAGER REPORT

13. ADJOURNMENT

Moved by Hawkins, Seconded by Ferguson.

RESOLVED: To adjourn the meeting.

VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf

No: None

Resolution No. 24.04.59

Motion Carried (5 - 0)

The meeting adjourned at 7:24 PM.

Brain W. Marzolf, Mayor

Laura M. Pierce, City Clerk

ATTACHMENT A

CITY OF AUBURN HILLS

RESOLUTION DECLARING NECESSITY AND TO PROCEED WITH PROJECT AND TO DEFRAY A PORTION OF THE COSTS OF THE PROJECT BY SPECIAL ASSESSMENTS UPON SPECIALLY BENEFITED PROPERTIES (RESOLUTION NO. 3)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 PM. on the 1st day of April 2024, the following resolution was offered by Councilperson Knight and seconded by Councilperson Fletcher:

WHEREAS, the City has considered construction of the proposed improvement described below (the Project) and has further requested the establishment of a special assessment district to finance and defray a portion of the costs of the project; and

WHEREAS, the proposed improvement (the Project) is the repair of and improvements to Superior Court; and

WHEREAS, the Project is designed and intended to specially benefit the properties identified in the special assessment district (the District) attached to this Resolution; and

WHEREAS, after an initial consideration, the City Council on March 18, 2022, adopted its Resolution No. 2 declaring its tentative intent to proceed with the Project and with the establishment of the District; and

WHEREAS, plans for the Project, and an estimate of the costs of the project in the amount of \$940,000, of which amount it is estimated that approximately \$470,000 will be defrayed by special assessments against the properties in the special assessment district, have been prepared and notice of public hearing has been duly given, according to law, to the owners of property in the District to inform them of their opportunity to present comments and objections to the Project and to the District; and

WHEREAS, the hearing was duly conducted and held on April 1, 2024, consistent with the notice, following which the City Council determined to proceed with the project and the establishment of the district.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Council determines that the Project is necessary.
2. The City shall proceed with the Project.
3. The plans and specifications prepared for the Project and the cost estimate for the Project in the amount of \$940,000 presented at the hearing are approved.
4. The District shall consist of the properties identified in the special assessment district attached to this Resolution and against which 50% of the cost of the project shall be assessed.
5. The District shall be designated and known as the Superior Court Road Improvement Special Assessment District, Special Assessment District No. 9.
6. The duration of the District's existence shall be ten (10) years, and unless paid in cash earlier with respect to a particular property, the special assessment shall be paid in ten (10) annual installments at the rate of five percent (5%) interest to be charged on said installments, with

the date of the first assessment installment to be determined and set forth in the City Council’s Resolution confirming the special assessment roll.

7. The City Assessor shall prepare a special assessment roll that includes all lots and parcels of land within the District with the names of the respective record owners of each property, if known, and shall also include the total amount to be assessed against each property. The amount to be assessed against each property shall be based upon the proportionate amount of special benefit to be received by each property from the Project. The amount spread in each case shall be based upon the detailed estimate of costs as approved by the City Council.
8. When the Assessor completes the assessment roll, the Assessor shall file it with the City Clerk for presentation to the City Council, along with the Assessor’s certification that the roll has been prepared by the Assessor pursuant to the April 1, 2024, Resolution of the City Council and that in making the assessments contained in the assessment roll, the Assessor has, as near as may be, according to the Assessor’s best judgment, conformed in all respects with the directions contained in the April 1, 2024, Resolution of the City Council and the Auburn Hills City Charter and the provisions of Chapter 58 of the Auburn Hills City Code.
9. The City Manager is directed to obtain firm bids from companies and/or other entities who are interested in performing the work necessary to complete the project.

AYES: 5 (Ferguson, Fletcher, Hawkins, Knight, Marzolf)
NAYS: None
ABSENT: 2 (McDaniel, Verbeke)
ABSTENTIONS: None

RESOLUTION ADOPTED

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, Laura M. Pierce, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 1st day of April, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this _____ day of _____, 2024.

Laura M. Pierce,
City Clerk

Property Address	Parcel Number	Owner/Name	Mailing Address	City	State	Zip	Legal Description	Benefit	Assessment
2611 Superior Ct	02-14-02-201-001	Auburn Bus Park Unit 1 Investment	32 Journey	Also Volo	CA	92656-5329	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 1 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2631 Superior Ct	02-14-02-201-002	Auburn Bus Park Unit 2 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 2 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2661 Superior Ct	02-14-02-201-003	Auburn Bus Park Unit 3 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 3 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2800 Superior Ct	02-14-02-201-004	Auburn Bus Park Unit 4 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 4 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2660 Superior Ct	02-14-02-201-005	Auburn Bus Park Unit 5 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 5 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2630 Superior Ct	02-14-02-201-006	Auburn Bus Park Unit 6 Investment	2630 Superior Ct	Auburn Hills	MI	48326	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 6 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
2600 Superior Ct	02-14-02-201-007	Auburn Bus Park Unit 7 Investment	7680 Innovation Way	Mason	OH	45040-9695	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 7 L 22166 P 244 1-4-01 FR 200-018	1	\$ 67,142.86
Total Parcels Assessed	7						Grand Total		\$ 470,000.00

Certification of Assessor

I, William Griffin, City Assessor, do hereby certify that the roll has been prepared by the Assessor pursuant to the _____, 2024, Resolution of City Council, and that in making the assessments contained in the assessment roll, the Assessor has, as near as may be, according to the Assessor's best judgment, conformed in all respects with the directions contained in the _____, 2024 Resolution of the City Council and the Auburn Hills City Charter and the provisions of Chapter 58 of the Auburn Hills City Code.

Signed _____

Date _____

I hereby certify that on _____, 2024 the City Council of the City of Auburn Hills did confirm the attached special assessment roll.

Signed _____

Date _____

ATTACHMENT B

RESOLUTION APPROVING SPECULATIVE BUILDING DESIGNATION FOR ~~PACIFIC HOLDINGS LLC~~ MANCINI HOLDINGS LLC

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chamber at 1827 N. Squirrel Road, Auburn Hills Mi, 48326 on the 1st day of April 2024. The following resolution was offered by Councilperson Fletcher and seconded by Councilperson Knight.

Whereas, Mancini Holdings LLC has requested a Speculative Building designation located at 1600 Atlantic Boulevard under the provisions of Public Act 198 of 1974, as amended; and

Whereas, the building is being constructed as a manufacturing facility before the identification of a specific user of the building; and

Whereas, the building has not been occupied; and

Whereas the designation of the building as a Speculative Building would allow future tenants to apply for Industrial Facility Exemption Certificate for real property to be located at 1600 Atlantic Boulevard; and

Whereas, the availability of tax abatement may serve as an inducement for attracting tenants to occupy the building and increase the tax revenues to the City of Auburn Hills,

NOW, THEREFORE, BE IT RESOLVED that the request for Speculative Building Designation for 1600 Atlantic Boulevard is hereby approved with the following conditions,

That the Speculative Building Designation does not constitute approval of an Industrial Facility Exemption Certificate, but serves to give notice that City Council will consider future applications.

AYES: 5 (Ferguson, Fletcher, Hawkins, Knight, Marzolf)
NAYS: None
ABSENT: 2 (McDaniel, Verbeke)
ABSTENTIONS: None

RESOLUTION ADOPTED

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and appointed Clerk of the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council held on the 1st day of April 2024, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 2nd day of April 2024.

Laura M. Pierce, City Clerk

Superior Court Road Improvement Special Assessment District
Schedule A-Special Assessment Roll

Property Address	Parcel Number	OwnerName1	Mailing Address	City	State	Zip	LegalDescription	Benefit	Assessment
2611 Superior Ct	02-14-02-201-001	Auburn Bus Park Unit 1 Investment	32 Journey	Aliso Viejo	CA	92656-5329	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 1 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2631 Superior Ct	02-14-02-201-002	Auburn Bus Park Unit 2 Investment	27750 Stansbury, Ste 222	Famington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 2 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2661 Superior Ct	02-14-02-201-003	Auburn Bus Park Unit 3 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 3 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2800 Superior Ct	02-14-02-201-004	Auburn Bus Park Unit 4 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 4 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2660 Superior Ct	02-14-02-201-005	Auburn Bus Park Unit 5 Investment	27750 Stansbury, Ste 222	Farmington Hills	MI	48334-3803	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 5 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2630 Superior Ct	02-14-02-201-006	Auburn Bus Park Unit 6 Investment	2630 Superior Ct	Auburn Hills	MI	48326	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 6 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93
2600 Superior Ct	02-14-02-201-007	Auburn Bus Park Unit 7 Investment	7680 Innovation Way	Mason	OH	45040-9695	T3N, R10E, SEC 2 OAKLAND COUNTY CONDOMINIUM PLAN NO 1319 AUBURN BUSINESS PARK CONDO UNIT 7 L 22166 P 244 1-4-01 FR 200-018	1	\$ 60,783.93

Total Parcels Assessed	7	Grand Total							\$ 425,487.50
------------------------	---	-------------	--	--	--	--	--	--	---------------

Certification of Assessor

I, William Griffin, City Assessor, do hereby certify that the roll has been prepared by the Assessor pursuant to the _____, Resolution of City Council, and that in making the assessments contained in the assessment roll, the Assessor has, as near as may be, according to the Assessor's best judgment, conformed in all respects with the directions contained in the _____, 2024 Resolution of the City Council and the Auburn Hills City Charter and the provisions of Chapter 58 of the Auburn Hills City Code.

Signed _____

Date _____



October 31, 2023

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

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

Regarding: **2024 Asphalt Road Program**
Perry Walton Sub, Hunt Club, & Superior Court
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 rehabilitation and reconstruction of various local roads within the City, including the Perry Walton Subdivision (Zelma, Hatton, & Glenrose), the Hunt Club Subdivision (Hunt Club, Polo, Canter, & Horseshoe) and Superior Court. The anticipated construction cost for the overall project is approximately \$2.5 million.

The work within the Perry Walton subdivision will include pulverization of the existing asphalt pavement and installation of new asphalt pavement and edge drain as needed. Localized areas of base repair and subgrade undercutting will be completed as required. Since the pulverize/overlay process will result in a higher pavement elevation, it is anticipated that existing drive approaches will be replaced to meet new elevations. In addition, existing driveway culverts and roadside ditches will be evaluated and improved as necessary.

The work in the Hunt Club subdivision will include removal of the existing asphalt pavement, spot curb repairs, drainage structure repairs, and installation of new asphalt and edge drain as needed. It is anticipated that the existing aggregate base can remain, with a small amount of additional aggregate being placed. If the existing asphalt pavement thickness allows, once confirmed by the geotechnical investigation, milling of the existing pavement and installation of new asphalt pavement overlay may be considered.

The work on Superior Court will include removal of the existing concrete pavement/curb and installation of new asphalt pavement with concrete curb. It is anticipated that the existing aggregate base can remain, although localized areas of base repair and subgrade undercutting will be completed, as well as drainage structure repairs as needed. It is our understanding that the City wishes to implement a special assessment district for this reconstruction of Superior Court.

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 area.
- 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.
- 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 a meeting with City staff and other 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 road reconstruction of Superior Ct.
- Coordinate with the Geotechnical Engineer and assist in developing pavement cross-sections for the proposed reconstruction and rehabilitation areas.
- Evaluate sidewalk ramps to be upgraded to current ADA requirements within the Hunt Club project area.
- 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.
- Prepare technical specifications and method of payment 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 an Oakland County Water Resources Commission (OCWRC) soil erosion permit, Michigan Department of Transportation (MDOT) work in right-of-way permit, Road Commission for Oakland County (RCOC) work in right-of-way permit, and other permits deemed necessary to complete the project as described.
- Conduct up to two (2) public meetings with City staff and project stakeholders to review the project and identify concerns.
- 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, 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 (if required), and prepare up to four grading easements.
- 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. It is anticipated that the job will be advertised for at least three (3) weeks through BidNet, MITA & CAM.
- Prepare schedule for proposed work, including construction start, substantial completion, and final completion dates.
- Produce two (2) copies of contract documents for the DPW, if requested.
- Attend and plan one (1) meeting with the City to review contract documents prior to distribution for bid, if requested.
- Attend the bid opening.
- Prepare and evaluate a project bid tab. The bid tab shall include bidding contractors' total project bid and unit price breakdown.
- 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 fall of 2023, with design, permitting and bidding following. We anticipate that the project could be bid for a presentation to City Council in spring of 2024. If the project is approved, construction could commence in May/June of 2024. This schedule is based upon an authorization to proceed given by November 6, 2023 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 one hundred thirty-five thousand dollars (\$135,000.00). 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:

Perry Walton Subdivision	\$ 35,000
Hunt Club Subdivision	\$ 55,000
Superior Court	<u>\$ 45,000</u>
Total	\$135,000
Geotechnical Services Estimate – Road Portion (G2)	\$ 15,000

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.
- 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
Alex Parent, OHM
File

**City of Auburn Hills
2024 Asphalt Road Program**

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____



memorandum

Date: April 30, 2024

To: Jason Hefner, Manager of Fleet and Roads
Stephen Baldante, Director of Public Works
cc: Alex Parent, OHM
From: Tim Juidici

Re: 2024 Paving Program Budget Breakdown

As you are aware, bids were received for the 2024 Paving Program project on April 26, 2024. The project is being funded via City Local Road funds & Special Assessment District (Superior Ct). The following table summarizes the anticipated project cost breakdown:

	Construction Contract	CE/CA Services	Crew Days (Observation)	Testing Services	Total
Superior Court	\$734,555	\$35,000	\$22,620	\$12,000	\$804,175
Perry Walton Sub	\$1,126,102	\$53,500	\$22,620	\$17,500	\$1,219,722
Hunt Club	\$881,027	\$42,000	\$12,480	\$13,000	\$948,507
Total	\$2,741,684	\$130,500	\$57,720	\$42,500	\$2,972,404

Feel free to contact me if you have any questions or need additional information regarding this project.

CITY OF AUBURN HILLS

RESOLUTION ACCEPTING THE SPECIAL ASSESSMENT ROLL AND SETTING PUBLIC HEARING ON THE ROLL (RESOLUTION NO. 4)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 6th day of May, 2024, the following resolution was offered by Councilperson _____ and supported by Councilperson _____:

WHEREAS, plans for the Project and an estimate of the cost of the Project in the amount of \$940,000 for the repair and improvement to Superior Court have been prepared and notice has been given, according to law to the owners of the property in the district with respect to a public hearing for the purpose of presenting any objections to the Project and to the special assessment district; and

WHEREAS, on April 1, 2024, the City Council adopted a Resolution Declaring Necessity and to Proceed with Project and to Defray a Portion of the Costs of the Project By Special Assessments Upon Specially Benefited Properties (Resolution No. 3); and

WHEREAS, the City Council has conducted a public hearing for construction of the proposed improvement described below (the Project) and establishing a special assessment to finance and defray a portion of the cost of the Project; and

WHEREAS, the proposed improvement (the Project) is the repair and improvements to Superior Court; and

WHEREAS, the Project is designed and intended to specially benefit the properties identified in the special assessment district attached to this Resolution, which will be designated as Special Assessment District No. 9 (the district); and

WHEREAS, plans for the Project, the estimated cost of the Project in the amount of \$940,000, of which amount it was estimated that approximately \$470,000 would be defrayed by special assessments against the properties in the special assessment district, and the special assessment district have been approved by the aforementioned resolution of the City Council following the required public hearing on April 1, 2024; and

WHEREAS, based on the City obtaining and accepting a firm bid from a company who will perform the work necessary to complete the Project, the final cost of the Project is \$850,975, of which amount \$425,487.50 will be defrayed by special assessments against the properties in the special assessment district.

WHEREAS, in accordance with the direction of the City Council, the Assessor has prepared a special assessment roll allocating the total final cost of the Project to the properties within the district according to law, and the Assessor has filed such roll with the City Clerk.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Council accepts the special assessment roll.
2. The special assessment roll shall be filed in the City Clerk's Office and be available for public examination and review.

3. A public hearing is hereby set for May 20, 2024, to be held at 7:00 p.m. in the City Hall at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, for consideration of confirming the special assessment roll and for hearing objections by any interested person with respect to the special assessment roll. The City Council will review the roll and hear and consider any objections presented.

4. The City Clerk shall give notice that the City Council shall conduct a public hearing on May 20, 2024, at 7:00 p.m. in the City Hall at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, for the purpose of considering confirmation of the special assessment roll and for the purpose of hearing objections by any interested person with respect to the special assessment roll. Notice of the public hearing shall be published twice in a newspaper published and/or circulated in the City with the first publication being at least ten (10) days before the May 20, 2024, hearing, and notice shall also be sent by first class mail to each record owner or party-in-interest in whose name the land in the district is to be assessed as shown on the City's last preceding tax assessment roll for ad valorem purposes, with said notices to be mailed at least ten (10) days before the May 20, 2024, hearing. The notice to be published and mailed by first class mail shall include the following:

- (a) The date, time and place of the public hearing;
- (b) A statement that the special assessment roll is on file with the City Clerk for public examination and review.
- (c) A statement that appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal and that if the special assessment is protested properly, the owner or any party having an interest in the real property may file a written appeal of the special assessment with the Michigan Tax Tribunal within thirty (30) days after confirmation of the special assessment roll, and that any person deeming themselves aggrieved by the special assessment roll may file their objections thereto in writing with the City Clerk at or prior to the time of the public hearing, in which case appearance in person at the public hearing is not required.

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, LAURA PIERCE, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 6th day of May, 2024, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this _____ day of _____, 2024.

LAURA PIERCE
City Clerk



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: MAY 6, 2024

AGENDA ITEM NO 9C

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: April 30, 2024
Subject: Motion – Approve 2024 Paving Program Bid Award, Construction Engineering/Observation and Contract Administration Services to OHM Advisors, and Material Testing Services to G2 Consulting

INTRODUCTION AND HISTORY

BID AWARD

Included in the Auburn Hills Capital Improvement Plan is the 2024 Paving Program for Superior Court and the Perry Walton and Hunt Club subdivisions. The Superior Court portion of the project (Division 1) will include demolition of the existing concrete road, new concrete curb, asphalt roadway, and base and storm repairs as needed. The Perry Walton subdivision portion of the project (Division 2) will be an asphalt pulverization with five (5) inches of new asphalt, new drive approaches, and storm and base repairs as needed. The Hunt Club subdivision portion of the project (Division 3) is designed as a mill and resurface of the asphalt roadway with curb, sidewalk, and storm repairs as needed. Division 4 of the project was bid to be pathway along Lapeer Road between Zelma and Glenrose Streets. Due to multiple variables, staff believes that the project is not currently a viable and fiscally responsible option; therefore, will not recommend proceeding with Division 4. Division 5 of the project is for a process called routing and sealing. This is done on asphalt roads that have been constructed within the last 5-10 years where very minor cracking has begun to occur. It is a very inexpensive way (just over \$1.00 per foot) of protecting our investment and allowing us to keep roads from needing more major repairs as quickly.

On Friday, April 26, 2024, bids were received for the 2024 Paving Program. The table below provides a summary of the bids received.

Contractor	Total Bid	Divisions 1, 2, 3, & 5
Best Asphalt, Inc.	\$3,320,687.15	\$2,837,903.15
Cadillac Asphalt LLC	\$3,793,581.01	\$3,367,207.95
Asphalt Specialists	\$3,857,353.50	\$3,338,519.50

Best Asphalt, Inc. out of Romulus, Michigan is the lowest bidder for this project. They have over 45 years of experience in similar construction and have completed many other projects throughout the region, including for the City of Auburn Hills. Based on our previous experience and their qualifications, we would recommend awarding Divisions 1, 2, 3, & 5 of this contract (Division 1 conditional upon the ratification of Superior SAD Resolution 5 at the May 20, 2024 Council Meeting) to Best Asphalt, Inc. in the amount of \$2,780,183.15, per the unit prices listed on the bid. The amount entered in the bid for Crew Days (\$57,720) is not included in the recommended award amount as these are not part of payments made to the contractor, but these amounts are included in the total for determining the lowest bid.

CONSTRUCTION ENGINEERING/OBSERVATION AND CONTRACT ADMINISTRATION SERVICES

OHM Advisors serves as the City Engineer and provides engineering, observation, and contract administration for all of the City's infrastructure capital projects. Their Scope of Services is attached as Exhibit 1.

COSTS

The total project costs including construction, engineering, and materials testing is estimated to be \$3,001,904 and reflected in the table below.

	Construction Contract	CE/CA Services	Crew Days (Observation)	Testing Services	Total
Superior Court	\$734,555	\$35,000	\$22,620	\$12,000	\$804,175
Perry Walton subdivision	\$1,126,102	\$53,500	\$22,620	\$17,500	\$1,219,722
Hunt Club subdivision	\$881,027	\$42,000	\$12,480	\$13,000	\$948,507
Rout & Seal Maintenance	\$38,500	\$0	\$0	\$0	\$38,500
Total	\$2,780,184	\$130,500	\$57,720	\$42,500	\$3,001,904

Currently budgeted is \$740,000.00 for the Superior Court Reconstruction (203-453-973.000-SUPERIOR_SAD), \$905,000.00 for the Perry Walton Subdivision Reconstruction (203-453-973.000-ZEL HAT GLEN), and \$900,000.00 for the Hunt Club Subdivision Reconstruction (203-453-973.000-HUNTCLUBXXXX) for a total of \$2,545,000.00. The additional costs are due to a rise in the costs of construction materials and labor this year. Budget amendments will be necessary for all three budget lines: Superior Court in the amount of \$64,175.00 to account 203-453-973.000-SUPERIOR_SAD, the Perry Walton Subdivision in the amount of \$314,722.00 to account 203-453-973.000-ZEL HAT GLEN, and the Hunt Club subdivision in the amount of \$48,507.00 to account 203-453-973.000-HUNTCLUBXXXX. The Rout and Seal will be paid for in the Major Roads maintenance budget (202-452-935.000), which currently has funding available and will not require an amendment.

STAFF RECOMMENDATION

Staff recommends awarding the 2024 Paving Program Divisions 2, 3, & 5 and conditional award of Division 1 for construction to Best Asphalt, Inc., Construction Engineering/Observation and Contract Administration Services to OHM Advisors, and Material Testing Services to G2 Consulting for an estimated total cost of \$3,001,904 as well as amending the following budgets:

BUDGET LINE	AMENDMENT
203-453-973.000-SUPERIOR_SAD	+\$ 64,175.00
203-453-973.000-ZEL HAT GLEN	+\$314,722.00
203-453-973.000-HUNTCLUBXXXX	+\$ 48,507.00

MOTION

Move to award the 2024 Paving Program Divisions 2, 3, & 5 and conditional award of Division 1 for construction to Best Asphalt Inc., Construction Engineering/Observation and Contract Administration Services to OHM Advisors, and Material Testing Services to G2 Consulting for an estimated total cost of \$3,001,904 as well as the necessary budget amendments listed within the staff recommendation section of this memo. Ratification of the Special Assessment District Resolution Number 5 for Superior Court will signify full award of Division 1.

EXHIBITS

Exhibit 1 – OHM Scope of Services

I CONCUR:

A handwritten signature in black ink, appearing to read "Brandon Skopek". The signature is written in a cursive, flowing style.

BRANDON SKOPEK, ASSISTANT CITY MANAGER



April 30, 2024

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

RE: **2024 Paving Program (Superior Ct, Perry Walton Sub, & Hunt Club)**
Scope of Construction Services

Dear Mr. Baldante:

Outlined below is a Scope of Work for construction services to be provided by OHM Advisors for the above referenced project.

PROJECT UNDERSTANDING

It is our understanding that the City of Auburn Hills plans to move forward with the construction phase of the 2024 Paving Program for which bids were received on Friday, April 26, 2024. The proposed project consists of roadway improvements within the Hunt Club and Perry Walton subdivisions as well as reconstruction of Superior Court. The work will include removal, pulverization, or milling of the existing asphalt pavement, spot curb repairs, base repairs, aggregate conditioning, installation of new asphalt, drainage structure repairs, and edge drain as needed..

SCOPE OF SERVICE

Construction Engineering / Observation

Under this task the project team will observe the construction efforts on the project and assist with any necessary field changes to successfully complete the work. Specific work efforts include:

- ▶ Provide daily observation of the project when construction work is occurring to verify that materials, installation, and construction methods used are in conformance with the project plans and specifications as well as applicable standards. Full-time observation will be provided for all roadway and utility construction.
- ▶ Produce daily field reports to document construction activities and record quantities of contract pay items.
- ▶ Prepare and provide the Contractor with a list of required submittals and review shop drawings, construction schedules, materials certifications, and other submittals.
- ▶ Address Contractor's construction concerns and resolve conflicts with the executed contract specifications.
- ▶ Arrange and attend regularly scheduled progress meetings during the construction phase. It is anticipated that meetings will be held weekly during the active construction period.
- ▶ Coordinate with the materials testing consultant on material related items.
- ▶ Coordinate with the property owners and other stakeholders in the construction area regarding access, traffic staging, schedule, and other pertinent items for the duration of the project.
- ▶ Prepare and deliver record (As-Built) plans that include the constructed location of all installed underground utilities. Record plans will be delivered electronically in PDF format.



Contract Administration

Under this task, the project team will complete services necessary to administer the contract. Specific work efforts include:

- ▶ Coordination with the Contractor and City to execute the contract documents.
- ▶ Arrange and attend one (1) pre-construction meeting prior to the start of the project.
- ▶ Provide two (2) signed copies of the contract documents to the City, one (1) to the Clerk's office and one (1) to the DPW.
- ▶ Review Contractor's progress on the project to ensure that the work is in compliance with the proposed schedule.
- ▶ Prepare monthly construction pay estimates and process contract change orders (if required).
- ▶ Request and review information from the Contractor to verify compliance with wage rates, Buy America, and other funding requirements.
- ▶ Review construction claims and coordinate claim resolution with Contractor and City.
- ▶ Request and collect Contractor's declaration, contractor's affidavit, waivers from major suppliers and subcontractors, release of surety, and release from other public agencies for which permits have been obtained under this contract.

Crew Days (Construction Observation)

This project contract includes a line item for Crew Days in Contractor's bid. This item is for construction observation required for the Contractor's operations. OHM will provide daily observation of work under this Crew Day item. Full-time inspection will be provided for all construction operations as indicated in the contract specifications for Crew Days. The Contractor has included the Crew Day amount in their bid based on their anticipated schedule for the project.

SCHEDULE

Based on the Council meeting schedule, we anticipate that the award for the Perry Walton and Hunt Club subdivisions divisions of the project would be approved at the May 6th Council meeting. Tentative award for the Superior Court SAD is anticipated to occur on that same date along with SAD resolution 4. Final award and resolution 5 is anticipated to occur at the City Council meeting on May 20th. Construction on the project is anticipated to begin by the end of May. The project is expected to be substantially completed by September of this year.

COMPENSATION

The construction engineering and contract administration outlined above will be performed on an hourly basis for the not-to-exceed amount of one hundred thirty thousand five hundred dollars (\$130,500.00). The construction observation as Crew Days will be performed on a per day basis for the amount of fifty-seven thousand seven hundred twenty dollars (\$57,720.00), which is based on the amount bid by the Contractor for this item. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

	Construction Engineering	Contract Administration	Crew Days (Observation)	Total
Superior Court	\$18,000	\$17,000	\$22,620	\$57,620
Perry Walton Sub	\$27,800	\$25,700	\$22,620	\$76,120
Hunt Club	\$22,500	\$19,500	\$12,480	\$54,480
Total	\$68,300	\$62,200	\$57,720	\$188,220



Construction Services Total **\$188,220**

Materials Testing Services (G2) \$42,500

FURTHER CLARIFICATIONS AND ASSUMPTIONS

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

- Materials testing services will be provided by G2 Consulting Group under a separate contract and are not included in this scope of services. The estimated amount for this service is indicated above.
- The City will be responsible for all permit fees.

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

cc: Jason Hefner, Manager of Fleet & Roads
Alex Parent, OHM
Jerry Ashburn, OHM
File

**City of Auburn Hills
2024 Paving Program
Construction Services**

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

From: [Comcast Heartland](#)
Cc: [Woody, Eric](#)
Subject: (EXTERNAL)Comcast Programming Advisory
Date: Wednesday, May 1, 2024 11:24:07 AM

You don't often get email from comcast_heartland@comcast.com. [Learn why this is important](#)

Good morning,

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying Bally Sports channels expired on April 30, 2024. As a result, absent a renewal of the agreement, we are not currently authorized to carry Bally Sports channels as part of our lineup. The change will impact the following channels depending on your area:

- 30, 31, 32, 201, 707, 901, 1250, and 1256

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry Bally Sports content.

Since we are not currently authorized to carry Bally Sports programming, we have implemented a channel slate (advising of unavailability) on the channel and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Sincerely,

Sincerely,

Eric Woody
Manager, External Affairs
Comcast, Heartland Region
41112 Concept Dr.
Plymouth, MI 48170

CITY CLERK
CITY OF AUBURN HILLS
1827 N.SQUIRREL ROAD
AUBURN HILLS, MI 48326

APR 24 10:52 AM

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION REVISED
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
DTE ELECTRIC COMPANY
CASE NO. U-21534**

- DTE Electric Company requests Michigan Public Service Commission for authority to increase its rates, amend its rate schedules and rules governing the distribution and supply of electric energy, and for miscellaneous accounting authority.
- The information below describes how a person may participate in this case.
- You may call or write DTE Electric Company, One Energy Plaza, Detroit, MI 48226, (800) 477-4747, for a free copy of its application. Any person may review the documents at the offices of DTE Electric Company or on the Commission’s website at: michigan.gov/mpscdockets.
- A pre-hearing will be held:

DATE/TIME: **Friday, April 26, 2024 at 10:00 AM**

BEFORE: **Administrative Law Judge Sally L. Wallace**

LOCATION: **Video/Teleconferencing**

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscdockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Electric Company’s (DTE Electric) March 28, 2024 application requesting the Commission to: 1) approve DTE Electric’s proposed rates, effective as early as January 28, 2025, which will provide DTE Electric a reasonable opportunity to recover its costs, including a reasonable rate of return, in the projected test year and beyond; 2) approve an additional annual revenue increase effective as soon as possible in the projected test year as proposed; 3) approve DTE Electric’s proposed capital structure and return on equity; 4) approve new rates of an additional annual base electric revenues in the amount of approximately \$456.4 million effective as early as January 28, 2025 as proposed by DTE Electric; 5) grant DTE Electric’s request to approve the PSQR base; 6) approve DTE Electric’s proposals to implement certain customer rate schedules and tariffs; 7) approve the recovery of DTE Electric’s generation investments; 8) approve the recovery of DTE Electric’s investments related to the strengthening of its distribution system and reliability improvements; 9) approve the continuation, extension, and expansion of the Infrastructure Recovery Mechanism, as proposed by DTE Electric; 10) approve the Storm Restoration Cost Sharing Mechanism (SRCSM) to address volatile storm restoration costs and establish appropriate incentives to minimize storm restoration costs, as proposed by DTE Electric; 11) approve all proposed pilot programs as requested by DTE Electric; 12) approve all proposed regulatory accounting

treatments as requested by DTE Electric; 13) approve the capacity charge calculated by DTE Electric which is based on the methodology approved in Case No. U-21297 and approve the capacity-related costs supported by DTE Electric, as proposed; and 14) grant any other relief as described and requested by DTE Electric.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscdockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscdockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscdockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by April 19, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon DTE Electric Company's attorney, Jon P. Christinidis, One Energy Plaza, Detroit, MI 48226.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21534**. Statements may be emailed to: mpscdockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

U-21534

Gas leak reported at Oakland University



Firefighters at Meadow Brook Hall. File photo

By **PEG MCNICHOL** | pmcnichol@medianewsgroup.com

PUBLISHED: April 10, 2024 at 3:01 p.m. | UPDATED: April 10, 2024 at 5:45 p.m.

A gas leak at Oakland University happened when a construction crew hit a line.

University officials sent a text alert Wednesday afternoon telling students, faculty, staff and visitors to avoid the Meadow Brook Hall area until repairs are made.

Consumers Energy was called in to make repairs. The line was capped just before 5:30 p.m. and no longer a danger, according to university spokesman Brian Bierley.

The full repair will continue into the evening, he said.

No one has been injured. He said people should check the latest status at oakland.edu.

Teens invited to apply for workshops on police work, community TV production



Teen participants at last year's Regional Youth Academy (photo provided by Bloomfield Township)

By **AILEEN WINGBLAD** | awingblad@medianewsgroup.com | The Oakland Press

PUBLISHED: April 19, 2024 at 1:55 p.m. | UPDATED: April 19, 2024 at 5:03 p.m.

Youth ages 14 through 18 are invited to apply for two programs to learn about law enforcement work and a documentary workshop through Bloomfield Community Television, which will run concurrently.

Both programs are offered free of charge and will run June 24-27.

This is the second year for the Regional Youth Academy — a coordinated effort among Auburn Hills, Birmingham, Bloomfield Township and Rochester police departments. It covers investigations, criminal/law procedure, CPR certification, traffic stops, firearm safety and scenario training.

The BCTV Documentary Youth Workshop is new this year, a training component where participants selected will tell stories of RYA cadets. Staff will teach the teens about interviewing, pre-production strategies, hands-on camera training and editing. They'll create a short video to be shown at the RYA graduation ceremony on June 27.

"The relationship between media and the police in our country is fractured," said Carrie LeZotte, cable and community relations director. "While we have excellent relationships locally, national stories and coverage impact the morale of public safety professionals everywhere. My hope is that programs like this one can help build mutual trust and respect between media and police, both complicated and stressful professions."

Applications for the RYA are available at the Bloomfield Township Police Department, 4200 Telegraph Rd., or via email by contacting RO@bloomfieldtwp.org. For the BCTV Documentary Workshop, applications are available at the Bloomfield Township Cable Studio, at 4190 Dublin Rd., or via email at cable_dept@bloomfieldtwp.org.

The deadline to submit applications is noon on May 20. For more information, contact Community Relations Officer Nick Soley at 248-433-7724 or Carrie LeZotte at 248-433-7791.

Walton Boulevard project closes lanes in both directions



Road work on Walton Boulevard in Rochester Hills expanded on Monday from one lane closed at Brewster to seeing lane closures from Livernois to Adams. (Stephen Frye / MediaNews Group)

By **STEPHEN FRYE** | sfrye@medianewsgroup.com | The Oakland Press

PUBLISHED: April 15, 2024 at 3:18 p.m. | UPDATED: April 15, 2024 at 3:37 p.m.

An Oakland County road commission project has closed lanes in both directions on Walton Boulevard in Rochester Hills, a lane reduction that will last almost until the start of the 2024-25 school year.

The lane closures started Monday, April 15, one of two projects starting that will impact commuting through the city.

The area impacted starting on Tax Day is between Adams Road to just east of Livernois Road, a 2.2 mile east-west corridor between Oakland University and the Ascension Providence Rochester Hospital that carries nearly 33,000 vehicles a day.



Work materials were already ready along Walton Boulevard near the campus of Oakland University. (Stephen Frye / MediaNews Group)

Already, work had closed one of the two westbound lanes between Old Perch and Brewster roads, regularly causing backups for westbound traffic.

"During construction, the road will remain open to two-way traffic, though it will be reduced to one lane in each direction," the road commission said in a release. "Access to homes and businesses along the road will be maintained throughout the project."

The \$4.4 million project is funded with federal money matched by the road commission, city of Rochester Hill, and Oakland County's general government. The work will include:

- Removing the existing pavement and repaving Walton Blvd. from Adams Road to east of Livernois Road with asphalt.
- Replacing a culvert under the road.
- Replacing some curbs and gutters along the road.
- Upgrading pedestrian crosswalks to comply with the Americans with Disabilities Act (ADA).

Pro-Line Asphalt of Washington Township is the project contractor.



Motorists who use Walton Boulevard in Rochester Hills will need extra time or an alternative route for the rest of the spring and much of the summer. (Stephen Frye / MediaNews Group)

The road commission said the work should be finished by mid-August.

Meanwhile, also starting on Monday in Rochester Hills, Barclay Circle's rehabilitation project will see the road resurfaced between Auburn and Rochester roads. The project will see one lane open in each direction.

One major change will see the addition of bicycle lanes on Barclay with a center lane, reducing the roadway to one lane in each direction and a center turn lane.

The short stretch of roadway is near both the Target shopping complex, Emagine Theatre, numerous medical office buildings, and both the Oakland County sheriff's substation and 52nd-3rd District Court facility.

And in other commuter news in the area, the Rochester Police Department announced the downtown's two parking decks will exclusively go to using credit or debit cards or parking permits.

"Both decks will only accept credit/debit cards or parking passes," the city's police said on Facebook. "You must renew your parking permit for the decks only in order to gain access. In order to update your parking pass, go to city hall and complete the form and you will receive your new card. The old card will not work once the decks go live."