

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for Council Meeting of September 20, 2021

Item 4 RECOGNITION OF COMMISSION MEMBERS

Item 5 ACCEPTANCE OF THE AGENDA Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 6 MINUTES Prerogative of the City Council to approve as submitted or make any corrections to the City Council minutes dated September 13, 2021, and Committee-of-the-Whole minutes dated September 13, 2021, and to consider recommendations to the City Council as may be contained in the various minutes.

Item 7 COMMUNICATIONS

Item 7A PARCELLS MIDDLE SCHOOL 5K COLOR RUN Parcels Middle School has submitted an Application for Permit to Hold a 5K Fun Run for fundraising purposes on Thursday, September 23, 2021, from 3:30 PM to 5:30 PM. The Acting City Administrator, City Clerk, and Director of Public Safety have reviewed the application and it is approved for Council consideration.

Prerogative of the City Council to approve Parcels Middle School's Application for Permit to Hold a Fun Run on Thursday, September 23, 2021, from 3:30 PM to 5:30 PM.

Item 7B GRO-TOWN (THE SUNFLOWER PROJECT) The City Council, at their meeting held September 13, 2021, postponed item recommended by the Beautification Commission at their meeting held July 14, 2021, regarding Gro-Town: The Sunflower Project pending receipt of additional information. The City Attorney, in her memo dated September 15, 2021, provides additional information pertaining to City donations to private organizations. She states with regard to the local gardening initiative in the amount of \$500, the City could consider alternative options, which may include purchasing supplies from Gro-Town, which could then be distributed by the City, or entering into a contract with Gro-Town under which Gro-Town would perform specific services on behalf of the City.

Prerogative of the City Council as to action taken.

Item 7C PURCHASE: PUBLIC SAFETY PATROL VEHICLES AND EQUIPMENT The Director of Public Safety, in his memo dated September 13, 2021, is requesting to replace two 2016 Ford Police Interceptors with two 2022 Ford Police Interceptor Utility vehicles. The old vehicles will be repurposed into the City's fleet. The Director recommends approval of the purchase and installation of the following:

Signature Ford	2-2022 Interceptor Utility Vehicles	36,000 miles/36 month warranty, 100,000 miles/60 month powertrain warranty	\$68,068.00
Canfield Equipment	Build-Out Equipment	Installation	\$21,896.34
Kustom Signals Inc	1 Golden Eagle radar	27-month warranty	\$2,170.00
Majik Graphics	Remove graphics from old vehicles	Apply new graphics to new vehicles	\$2,056.00
HG2 Lighting	2 Crossfire 2.0 license plates	Shipping	\$1,038.00
TOTAL			\$95,228.34

I concur with his recommendation and do not believe any benefit will accrue to the City by seeking further bids. These items are included in the budget.

Prerogative of the City Council to approve the following purchases in a total amount not to exceed \$95,228.34, funds to be taken from Vehicle Maintenance-Public Safety Account No. 640-852-977.349:

Signature Ford	2-2022 Interceptor Utility Vehicles	36,000 miles/36 month warranty, 100,000 miles/60 month powertrain warranty	\$68,068.00
Canfield Equipment	Build-Out Equipment	Installation	\$21,896.34
Kustom Signals Inc	1 Golden Eagle radar	27-month warranty	\$2,170.00
Majik Graphics	Remove graphics from old vehicles	Apply new graphics to new vehicles	\$2,056.00
HG2 Lighting	2 Crossfire 2.0 license plates	Shipping	\$1,038.00
TOTAL			\$95,228.34

Item 7D MONTHLY FINANCIAL REPORT – AUGUST 2021 Prerogative of the City Council to refer this report to the Finance Committee.

Item 8 BIDS/PROPOSALS/CONTRACTS

Item 8A AGREEMENT: PUBLIC SAFETY TRAINING – VECTOR SOLUTIONS The Director of Public Safety, in his memo dated September 13, 2021, is requesting City Council approve the Agreement with Vector Solutions to provide police and fire training, and EMS certification programs at a cost of \$2,970.00 plus annual maintenance at a cost of \$395.00, for a total cost in the amount of \$3,365.00. The cost equates to \$99 per employee for 30 officers. The program would provide 24/7 access to over 250 law enforcement training courses, 450 hours of fire training, and over 250 hours of accredited on-line EMS continuing education courses. Vector Solutions is the only approved on-line vendor for Michigan EMS providers, which also offers police and fire training. Vector is being used by 110 departments throughout Michigan and Ohio including Medstar, Macomb County Fire, City of Harper Woods, Grosse Pointe Shores, and St. Clair Shores and the Director recommends approval. The City Attorney has reviewed and approved the Agreement for Council’s consideration.

I concur with his recommendation and do not believe any benefit will accrue by seeking bids. This item is not included in the budget, however funds are available in the Fire Services Training account.

Prerogative of the City Council to approve the Agreement with Vector Solutions to provide police, fire, and EMS training/re-certification at a cost of \$2,970.00, and to include annual maintenance at a cost of \$395.00, for a total cost in the amount of \$3,365.00, and authorize the City Administrator to sign the Agreement with funds to be taken from Fire Services Training Account No. 101-339-961.000.

Item 8B

AGREEMENT/BUDGET AMENDMENT: 2021/22 CITY GENERAL LIABILITY & PROPERTY INSURANCE The Acting City Administrator and Deputy Treasurer/Comptroller, in their memo dated September 16, 2021, state that a quote has been received for the City’s 2021/22 General Liability & Property Insurance from Stevenson Group’s Bob Bucko in the amount of \$250,052.00. This quote is an increase in the amount of \$90,108.00 over last year’s premium, \$159,944.00. The reasons for the increase are detailed in their memo. In summary, the reasons are a number of companies are leaving the marketplace due to cyber liability, storm damage in the Midwest and northeast is causing carriers to re-examine their coverage offerings, Stevenson has been investigating the change in climate causing urban flash flooding, in addition to the five year look-back on City claims analysis through August 2021. The City Attorney has reviewed the proposal for Council’s consideration.

I recommend approval of this Agreement as the policy renewal is October 1, 2021. This cost was obtained by a quote and Administration will be obtaining quotes for the 2022/23 policy year. Although this is a budgeted item, a funds transfer from prior year fund balance will be necessary due to the \$90,108.00 increase in the policy premium. The Deputy Treasurer/Comptroller, in his email dated September 17, 2021, identifies the funds breakdown as follows:

Budgeted Amount	Fund Balance Amount	Total Amount	Account Number	Account Name	Fund
19,585.07	11,033.68	30,618.75	101-299-914.000	Insurance	General Fund
26,707.84	15,046.45	41,754.29	101-349-914.000	Insurance	General Fund
13,225.36	7,450.80	20,676.16	101-599-914.000	Insurance	General Fund
6,053.08	3,410.14	9,463.22	101-799-914.000	Insurance	General Fund
3,840.93	2,163.87	6,004.80	202-482-914.000	Insurance	Major Road
6,493.69	3,658.36	10,152.05	203-482-914.000	Insurance	Local Streets
7,786.79	4,386.86	12,173.65	226-528-914.000	Insurance	Solid Waste
522.98	294.63	817.61	261-650-914.000	Insurance	Emergency
15,977.15	9,001.08	24,978.23	365-993-914.000	Insurance	Grosse Pointe
4,847.17	2,730.76	7,577.93	585-569-914.000	Insurance	Parking
48,108.72	27,103.11	75,211.83	592-536-914.000	Insurance	Water
659.14	371.34	1,030.48	594-785-914.000	Insurance	Boat Dock
6,136.08	3,456.90	9,592.98	640-851-914.000	Insurance	Motor Vehicle
159,944.00	90,108.00	250,052.00			

Prerogative of the City Council to approve, and authorize the City Administrator to sign, the Stevenson Company Account Statement in the amount of \$250,052.00 to provide the City’s General Liability & Property Insurance for the term October 1, 2021,

through September 30, 2022; and to approve a budget amendment from the 2020/21 Prior Year Fund Balance accounts in the amounts identified in the Deputy Treasurer/Comptroller's email dated September 17, 2021, in the total amount of \$90,108.00, the remaining funds to be taken from the 2021/22 Accounts also listed in his email, in the total amount of \$159,944.00, for a total amount of \$250,052.00.

Item 9 ORDINANCE

Item 9A FIRST READING: AN ORDINANCE TO AMEND THE CITY OF GROSSE POINTE WOODS CODE OF ORDINANCES, CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, TO ADD A NEW ARTICLE XVII, FLOODPLAIN MANAGEMENT, TO AFFIRM AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CITY OF GROSSE POINTE WOODS, LOCATED IN WAYNE COUNTY, AND TO DESIGNATE FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, BEING ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED The City Attorney, in her memo dated September 14, 2021, states that the City must adopt and enforce a floodplain management ordinance in order to participate in the National Flood Insurance Program (NFIP) administered by FEMA, which makes flood insurance available to property owners, renters, and businesses within the community. FEMA has also issued a revised flood insurance rate map (FIRM), which the City is also required adopt by ordinance. There are no properties located in the City within a flood hazard zone. The ordinance must be adopted by October 21, 2021, and is therefore being presented to City Council this evening for a first reading.

Prerogative of the City Council to concur with the amendment of this ordinance, to set a date of October 4, 2021, for a second reading and final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News.

Item 10 CLAIMS AND ACCOUNTS Prerogative of the City Council to approve payment of Items 10A – 10D as listed on the Council agenda and as identified in the administrative memo in the respective amounts and accounts listed, as follows:

- A. Building Services
 - 1. McKenna Invoice No. 21849-42 09/09/21 - \$2,435.00; Account No. 101-180-818.000.
- B. Assessing Services
 - 1. WCA Assessing Invoice No. 09092021 09/09/21 - \$6,508.50; Account No. 101-224-818.000.
- C. Labor Attorney
 - 1. Keller Thoma Invoice No. 120850 09/01/21 - \$2,493.75; Account No. 101-210-810.000.
 - 2. Keller Thoma Invoice No. 120875 09/01/21 - \$1,356.25; Account No. 101-210-810.000.
- D. Professional Services
 - 1. Rosati, Schultz, Joppich & Amtsbuechler, P.C. Invoice No. 1076172 09/10/21 - \$7,596.00; Account Nos:
 - 101-210-801.000 - \$7,024.50;

- 101-210-801.300 - \$571.50.

Item 11 NEW BUSINESS/PUBLIC COMMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Schulte". The signature is written in a cursive style with a large initial "F".

Frank Schulte
Acting City Administrator/
Director of Public Services