

DATE: May 6, 2025
TO: City Council
FROM: Melissa R. Marsh, City Manager
SUBJECT: Agenda Comments – Regular Council Meeting of Monday, May 12, 2025

PRESENTATIONS:

2025 NATIONAL POLICE WEEK PROCLAMATION

This proclamation calls upon the citizens of Madison Heights and upon all patriotic, civic and educational organizations to observe May 11-17, 2025, as Police Week to commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their community, and in doing so have established for themselves an enviable and enduring reputation for preserving rights and security for all citizens.

Council is also requested to proclaim that May 15, 2025, be observed as Police Officers Memorial Day, in honor of those police officers who through their courageous deeds have lost their lives or have become disabled in the performance of duty.

2025 NATIONAL PUBLIC WORKS WEEK

Staff respectfully requests that Council adopt the proclamation declaring the week of May 18-24, 2025 as National Public Works Week in the City of Madison Heights, and encourage our residents, visitors, and City staff to acquaint themselves with, and pay tribute to our dedicated public works professionals in Madison Heights, and the work that they do for the benefit of the public.

PUBLIC HEARINGS:

FISCAL YEAR 2026 BUDGET RESOLUTION AND TAX LEVY

The FY 2026 Budget Council Review was held on April 15, 2025 as part of the regular City Council meeting. This public hearing is scheduled to receive public comments on the Proposed Budget, to appropriate funds, to establish the tax levy for the budget appropriations, and to approve changes to water and wastewater fees and department fees.

Pursuant to Section 8.4 of the City's Charter, a resolution has been drafted which, if approved, will adopt the FY 2026 Budget, appropriate funds, levy the property tax, and approve several fee adjustments.

This budget maintains the same tax millage for the City operations at 25.4572 as the current year. There is an adjustment proposed for water and sewer rates of 6.366% to cover the increases passed on to the city from GLWA at 7.38% and Oakland County Water Resources, 6.9% for sewer treatments. The new rates will go into effect for bills on or after July 1, with water rates increasing from \$4.44 per unit to \$4.74 per unit sewer rates increasing from \$6.56 to \$6.96. Following the public hearing, I recommend that the Council approve the FY 2026 Budget Resolution.

City Charter Section 7.6 (b) requires a super majority of five votes to appropriate funds and set the tax rate for the Budget.

CONSENT AGENDA:

PARK SHELTER BUILDING ROOF REPLACEMENT

The FY 2024-25 Budget includes funding carried forward for the replacement of the roofs at the Huffman and Rosie's Park shelter buildings, as well as the option of Pavilion C at Civic Center Park. Based on the bids received, it was determined to delay the replacement of the roof at Civic Center Park until FY2026. When considering the Huffman and Rosie's Park shelter buildings, the lowest qualified bidder is Sterling Construction and Roofing. Reference checks were positive, and they have previous experience with municipal and government work.

Staff recommends that Council award the bid for the Park Shelter Building Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$20,000.

FIRE DEPARTMENT SOFTWARE FROM FIRST DUE.

The fire department subscribes to four separate software providers, which are set for renewal in July of this year. These programs manage our training, vehicle inventory, shift scheduling, emergency alerts, and business inspections. Our software systems are fragmented and outdated, resulting in inefficiencies, duplicated efforts, and delayed access to critical information. Over the past six months, the department has conducted a thorough evaluation of modern software solutions to enhance operational efficiency.

Following this thorough review, First Due was the most effective solution. First Due is a cloud based all-in-one software solution specifically designed for fire and EMS. Unlike

other providers, First Due offers a fully integrated and user-friendly platform that consolidates all essential functions into a single system, streamlining departmental operations and enhancing our community outreach programs. With the selection of the First Due, the department will add capabilities it lacked in the previous software. These new capabilities include Occupancy Management, pre-incident planning, hydrant management, and Community Connect, an online portal that allows residents and businesses to submit vital occupant and property information accessible to first responders during emergencies.

We respectfully request the City Council's approval of a yearly agreement for \$16,800 with First Due, the sole source vendor, to provide enhanced software technology for the department.

COURT BUILDING IMPROVEMENTS

The FY 2025 Budget includes funding for improvements to the court facility. Through this renovation the common wall is to be removed between the staff break room and law library. In addition, the kitchen sink/cupboards will be replaced as they were installed in 1992.

The court recommends that Council approve the quote to update the staff lunchroom/law library in the amount of \$17,560 from Allied Building Service through the MiDeal Cooperative purchasing agreement.

COURT FLOORING

The FY 2025 Budget includes funding for improvements to the court facility. The carpet in the clerk's office area and upstairs/probation dept. need to be replaced as many areas are duct-taped to prevent tripping and several areas are frayed or stained. The last replacement date was 2005. Farmington Hills cooperative bid pricing has been extended to Madison Heights for purchase at Smart Business Source.

The court recommends that Council approve the purchase to replace flooring/carpet as quoted in the amount of \$21,722.51 from Smart Business Source.

COURT REPLACEMENT OF OFFICE FURNITURE

The FY 2025 Budget includes funding for the replacement of office furniture. The workstations/desks are in extremely poor condition and were purchased in 1992. Farmington Hills cooperative bidding pricing has been extended to Madison Heights for the purchase at Smart Business Source.

The court recommends the Council approve the purchase of office furniture as quoted in the amount of \$40,163.45 from Smart Business Source (MITN Contract FH-22-23-2359).

BID AWARDS/PURCHASES:

CONTRACT FOR ASSESSING SERVICES WITH ASSESSMENT ADMINISTRATION SERVICES, LLC

On May 1, 2025, the Oakland County Board of Commissioners approved an increase in their assessing service fees beginning in 2026. The “smoothed” rate per parcel will increase from \$17.98 in 2025 to \$22.50 in 2026, a 25.16% increase, bringing our 2026 estimated total to \$290,607. Additional increases in 2027 are estimated at an annual cost of \$419,388 and in 2028 at \$550,259.

After evaluating our options, I recommend that the City enter into a contract with Assessment Administration Services, L.L.C. (AAS) for assessor of record services, selecting option two from their proposal. This option provides one day per week of on-site staffing plus an additional 16 hours per month from a certified assessor, along with remote availability and field work support. This level of service is a significant increase in hours of support over what the City currently receives from Oakland County. The annual contract amount under option two is \$229,980, with a 4% annual increase. This is within our current budget of \$237,787. There will be additional fees for moving to a local version of Equalization software.

Therefore, Staff and I respectfully request City Council’s approval of the contract with AAS for a three-year period, pending final legal review.

SOLID WASTE HAULING AND DISPOSAL

Staff will be giving a short presentation related to this agenda item addressing the public engagement sessions, public surveys and resident questions/comments.

On March 7, Invitation To Bid (ITB) MH-1075 was issued for the City’s solid waste collection and disposal services. The bid was based on our existing solid waste contract, and requested status-quo services, with preferred alternates for a cart-only program, possible food scrap integration with the yard waste program, and any other innovative and cost-saving measures the prospective bidder wished to present. Through this process we received bids from one provider, Priority Waste.

After extensive evaluation of the bid by Staff, with the guidance and feedback of Council and the unanimous decision of the residents who attended our Trash Talk discussions, we recommend that the City transition to a cart-only program.

Staff recommends that Council accept the bid and award a five-year contract to Priority Waste with option to extend, including Alternate Pricing Option for Assisted Service for permanently disabled residents, and Alternate Pricing Options A (Cart-Only), and C (DPS Roll-Off) and authorize the City Manager to negotiate and enter into a contract with Priority Waste pending legal review. This represents an estimated Year 1 cost of \$1,814,070; pending verification of the number of service units.