



# TROY CITY COUNCIL

## REGULAR MEETING

### AGENDA

**FEBRUARY 10, 2014**  
CONVENING AT 7:30 P.M.

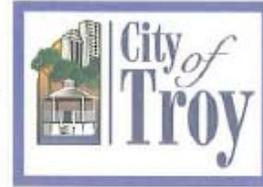
**Submitted By**  
**The City Manager**

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***NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at [clerk@troymi.gov](mailto:clerk@troymi.gov) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

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TO: The Honorable Mayor and City Council  
Troy, Michigan

FROM: Brian Kischnick, City Manager

SUBJECT: Background Information and Reports

Ladies and Gentlemen:

This booklet provides a summary of the many reports, communications and recommendations that accompany your agenda. Also included are suggested or requested resolutions and/or ordinances for your consideration and possible adoption.

Supporting materials transmitted with this Agenda have been prepared by department directors and staff members. I am indebted to them for their efforts to provide insight and professional advice for your consideration.

As always, we are happy to provide such added information as your deliberations may require.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Kischnick".

Brian Kischnick, City Manager



# TROY CITY COUNCIL

## VISION STATEMENT AND GOALS

Adopted: Monday, February 7, 2011

### **VISION:**

To honor the legacy of the past and build a strong, vibrant future and be an attractive place to live, work, and grow a business.

### **GOALS:**

#### **Provide a safe, clean, and livable city**

- Practice good stewardship of infrastructure
- Maintain high quality professional community oriented police and fire protection
- Conserve resources in an environmentally responsible manner
- Encourage development toward a walkable, livable community

#### **Provide effective and efficient local government**

- Demonstrate excellence in community services
- Maintain fiscally sustainable government
- Attract and support a committed and innovative workforce
- Develop and maintain efficiencies with internal and external partners
- Conduct city business and engage in public policy formation in a clear and transparent manner

#### **Build a sense of community**

- Communicate internally and externally in a timely and accurate manner
- Develop platforms for transparent, deliberative and meaningful community conversations
- Involve all stakeholders in communication and engagement activities
- Encourage volunteerism and new methods for community involvement
- Implement the connectedness of community outlines in the Master Plan 2008

#### **Attract and retain business investment**

- Clearly articulate an economic development plan
  - Create an inclusive, entrepreneurial culture internally and externally
  - Clarify, reduce and streamline investment hurdles
  - Consistently enhance the synergy between existing businesses and growing economic sectors
  - Market the advantages of living and working in Troy through partnerships
-

2013-2014

# TOP 12 STRATEGIES

"STRATEGY IS ABOUT MAKING CHOICES, TRADE-OFFS; IT'S ABOUT DELIBERATELY CHOOSING TO BE DIFFERENT"  
- MICHAEL PORTER



1

Attract and retain quality employees  
Investigate programs to improve morale

Find a solution to the Downtown  
Development Authority Bond issue

2

3

Improve public perception of the city  
Analyze social media opportunities to connect

Support the Transit Center  
Hold promotional events

4

5

Strengthen Police/Fire  
Consider putting police officers back in schools

Redevelop Site/Office Space

6

7

Promote Troy  
Find a way to convince youth to stay in Troy

Evaluate efficiencies of outsourcing services  
consider outsourcing other areas

8

9

Re-evaluate Vision 2020

Improve roads  
Examine budget allocation

10

11

Develop 3-Year budget projections

Increase lines of communication with Troy Schools

12



# CITY COUNCIL AGENDA

February 10, 2014 – 7:30 PM  
Council Chambers  
City Hall - 500 West Big Beaver  
Troy, Michigan 48084  
(248) 524-3317

**INVOCATION:** 1

**PLEDGE OF ALLEGIANCE:** 1

**A. CALL TO ORDER:** 1

**B. ROLL CALL:** 1

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:** 1

C-1 2013 “A Healthy Me is Drug Free” Pledges Presented by the Red Ribbon Chairperson for Troy Families for Safe Homes and Student Representatives from the Troy School District (*Introduced by: Cindy Stewart, Community Affairs Director*) 1

C-2 City of Troy Receives Government Finance Officers Association’s Distinguished Budget Presentation Award (*Introduced by: Tom Darling, Financial Services Director*) 1

**D. CARRYOVER ITEMS:** 1

D-1 No Carryover Items 1

**E. PUBLIC HEARINGS:** 2

E-1 Rezoning Application – Proposed Professional/Medical Building West of Rochester, South Side of Colebrook (3545 Rochester Road) From R-1C (One Family Residential) District to CB (Community Business) District 2

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O-3	Letters of Appreciation: None Submitted	10
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<b><u>P.</u></b>	<b><u>COMMENTS ON ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):</u></b>	<b><u>10</u></b>
<b><u>Q.</u></b>	<b><u>STUDY ITEMS:</u></b>	<b><u>10</u></b>
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**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

**A. CALL TO ORDER:**

**B. ROLL CALL:**

- a) Mayor Dane Slater  
Jim Campbell  
Wade Fleming  
Dave Henderson  
Ellen Hodorek  
Ed Pennington  
Doug Tietz

- b) Excuse Absent Council Members:

Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of \_\_\_\_\_ at the Regular City Council Meeting of February 10, 2014, due to \_\_\_\_\_.

Yes:

No:

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1** 2013 “A Healthy Me is Drug Free” Pledges Presented by the Red Ribbon Chairperson for Troy Families for Safe Homes and Student Representatives from the Troy School District *(Introduced by: Cindy Stewart, Community Affairs Director)*

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**C-2** City of Troy Receives Government Finance Officers Association’s Distinguished Budget Presentation Award *(Introduced by: Tom Darling, Financial Services Director)*

**D. CARRYOVER ITEMS:**

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**D-1** No Carryover Items

**E. PUBLIC HEARINGS:****E-1 Rezoning Application – Proposed Professional/Medical Building West of Rochester, South Side of Colebrook (3545 Rochester Road) From R-1C (One Family Residential) District to CB (Community Business) District**Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

WHEREAS, The City of Troy is in receipt of a rezoning request, from R-1C to CB, File Number Z-739, as demonstrated by the Ordinance to amend Chapter 39 of the Code of the City of Troy and as illustrated in the attached **Sketch of Survey**.

THEREFORE BE IT RESOLVED, The proposed rezoning from R-1C to CB is hereby **APPROVED**.

BE IT FINALLY RESOLVED, The Zoning District Map is hereby **AMENDED**.

Yes:

No:

**E-2 Zoning Ordinance Text Amendment – Assisted Living Facilities ZOTA - 246**Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

RESOLVED, That Articles 2, 4, and 6 of Chapter 39 of the Code of the City of Troy, which includes miscellaneous provisions related to assisted living facilities, be **AMENDED** to read as written in the proposed Zoning Ordinance Text Amendment (ZOTA 246), City Council Public Hearing Draft, as recommended by the Planning Commission.

Yes:

No:

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**In accordance with the Rules of Procedure for the City Council, Article 17 – Members of the Public and Visitors:**

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are*

*encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any Troy resident or Troy business representative, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes total to address Postponed, Regular Business, Consent Agenda or Study items or any other item on the Agenda as permitted under the Open Meetings Act during the *Public Comment for Items On the Agenda from Troy Residents and Businesses* portion of the Agenda.
- Any Troy resident or Troy business representative, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any topic not on the Agenda as permitted under the Open Meetings Act during the *Public Comment for Items Not on the Agenda from Troy Residents and Businesses* portion of the Agenda.
- Any member of the public who is not a Troy resident or Troy business representative shall be allowed to speak for up to three (3) minutes to address any topic on or not on the Agenda as permitted under the Open Meetings Act during the *Comments for Items On or Not On the Agenda from Members of the Public Outside of Troy (Not Residents of Troy and Not From Troy Businesses)* portion of the Agenda.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name and residency status (Troy resident, non-resident, or Troy business owner). If the speaker is addressing an Item (or Items) that appear on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a majority vote of the City Council members.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a Special meeting for that specific purpose.

The following has been approved by Troy City Council as a statement of the rules of decorum for City Council meetings. The Mayor will also provide a verbal notification of these rules prior to Public Comment:

*The audience should be aware that all comments are to be directed to the Council rather than to City Administration or the audience. Anyone who wishes to address the Council is required to sign up to speak within thirty minutes before or within fifteen minutes of the start of the meeting. There are three Public Comment portions of the Agenda. For Items On the Agenda, Troy Residents and Business Owners can sign up to address Postponed, Regular Business, Consent Agenda, or Study items or any other item on the Agenda. Troy Residents and Business Owners can sign up to address all other topics under Items Not on the Agenda. All Speakers who do not live in Troy or own a Troy business may sign up to speak during the Comments on Items On and Not On the Agenda from Members of the Public Outside of Troy. Also, there is a timer on the City Council table in front of the Mayor that turns yellow when there is one minute of speaker time remaining, and turns red when the speaker's time is up.*

*In order to make the meeting more orderly and out of respect, please do not clap during the meeting, and please do not use expletives or make derogatory or disparaging comments about any one person or group. If you do so, then there may be immediate consequences, including having the microphone turned off, being asked to leave the meeting, and/or the deletion of speaker comments for any re-broadcast of the meeting. Speakers should also be careful to avoid saying anything that would subject them to civil liability, such as slander and defamation.*

*Please avoid these consequences and voluntarily assist us in maintaining the decorum befitting this great City.*

**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:**

**H. POSTPONED ITEMS:**

**H-1 No Postponed Items**

**I. REGULAR BUSINESS:**

**I-1 Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – None**

a) **Mayoral Appointments: None**

b) **City Council Appointments: None**

**I-2 Board and Committee Nominations: a) Mayoral Nominations – None; b) City Council Nominations – Historic District Commission**

a) **Mayoral Nominations: None**

b) **City Council Nominations:**

Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Historic District Commission**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Chambers	Barbara	12/20/2015	3/1/2014	Requests Reappointment
Kuppa	Padma	8/13/2011	3/1/2014	
McGee	Timothy	8/13/2014	5/15/2015	
Partlan	Ann	2/24/2013	3/1/2014	Historical Society Recommendation
Schuchter	Doris	11/22/2013	5/15/2015	Historical Society Recommendation
Vacancy			5/15/2015	Hugh Stephen Doyle resigned
Voigt	W. Kent	1/23/2015	3/1/2016	

**Nominations to the Historic District Commission:**

**Term Expires: 3/1/2015**

Term currently held by: Vacancy-Hugh Stephen Doyle resigned

**Term Expires: 3/1/2017**

Term currently held by: Barbara Chambers

**Term Expires: 3/1/2017**

Term currently held by: Padma Kuppa

**Term Expires: 3/1/2017**

Term currently held by: Ann Partlan

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 2
Knight	Barbara	1/15/2016	EDC exp. 4/30/2015
Petrulis	Al	1/8/2016	ACAB exp 9/30/2015; Traffic Comm. exp 1/31/2014
Viola	Vincent	6/13/2014	

Yes:

No:

**I-3 No Request for Closed Session**

**J. CONSENT AGENDA:**

**J-1a Approval of "J" Items NOT Removed for Discussion**

Suggested Resolution

Resolution #2014-02-

Moved by  
 Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) \_\_\_\_\_, which shall be **CONSIDERED** after Consent Agenda (J) items, as printed.

Yes:  
 No:

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

Suggested Resolution  
 Resolution #2014-02-

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Meeting Minutes-Draft – February 3, 2014

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**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions: None Submitted**

- a) **Standard Purchasing Resolution 3: Exercise Renewal Option – Auction Services**

Suggested Resolution  
 Resolution #2014-02-

Moved by  
 Seconded by

WHEREAS, On April 16, 2012, Troy City Council approved a two-year contract to provide Auction Services with an option to renew for two (2) additional years to the low total bidder, Chuck Cryderman & Associates LLC of Armada, MI expiring April 15, 2014 (Resolution #2012-04-079-J-4c.); and

WHEREAS, The City of Troy has determined that Chuck Cryderman & Associates LLC has successfully provided Auction Services to the City as per all terms and conditions of the existing contract; and

WHEREAS, Chuck Cryderman & Associates LLC. has offered to renew their contract renewal for two (2) years under the same terms and conditions as the 2012 contract;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **DETERMINES** it to be in the City’s best interest to exercise the option to renew the contract with Chuck Cryderman & Associates LLC, to provide Auction Services under the same contract prices, terms, and

conditions for two (2) additional years on an as needed basis; contract expiring April 15, 2016; and

BE IT FURTHER RESOLVED, That City departments are **AUTHORIZED** to utilize sites such as GovDeal.com and PropertyRoom.com at no cost to the City, as appropriate, to dispose of City owned surplus items, real estate, equipment and Police forfeiture and confiscated property.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the submission of contract documents, insurance certificates and all other specified documents.

**b) Standard Purchasing Resolution 1: Award to Low Bidder – Contract 13-6 – 2014 Water Main Replacement**

Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

RESOLVED, That Troy City Council **AWARDS** Contract No. 13-6, 2014 Water Main Replacement to C&P Construction Company, Inc., 13249 West Star Dr., Shelby Twp., 48315, for their low total bid amount of \$1,360,627.00.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements and, if additional work is required such additional work is authorized in an amount not to exceed 15% of the total project cost.

**c) Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Tactical Vests**

Suggested Resolution

Resolution #2014-02-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **AWARDS** a contract for one (1) year requirements to provide new Tactical Vests for the Police Department, to the low bidder meeting specifications, *On Duty Gear, LLC, of Port Huron, MI* for an estimated total cost of \$54,815.00 at unit prices contained in the bid tabulation opened January 30, 2014, a copy of which shall be **ATTACHED** to the original Minutes of this meeting with the contract expiring March 1, 2015.

BE IT FURTHER RESOLVED, That the awards are **CONTINGENT** upon the company's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

**d) Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing**

Suggested Resolution

Resolution #2014-02-

Moved by  
Seconded by

WHEREAS, On March 5, 2012, a two-year contract to provide printing and mailing services for the 2012 and 2013 summer and winter tax bills with an option to renew for an additional one (1) year tax period was awarded to the lowest acceptable bidder, Peregrine Services Inc. of Monroe, LA (Resolution #2012-03-060-J4c); and

WHEREAS, Peregrine Services Inc. has agreed to exercise the option to renew the contract under the same pricing, terms and conditions;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the option to renew the contract with Peregrine Services Inc. to provide tax bill printing and first class mailing services for the 2014 summer and winter tax bills under the same prices, terms, and conditions for one year at unit prices contained in the bid tabulation opened February 22, 2012, to expire December 31, 2013, plus the actual cost of first class postage and over-runs not to exceed 5%, with a contract expiration of December 31, 2014.

**e) Standard Purchasing Resolution 4: State of Michigan MiDeal Program – Upgrade Telephone System**

Suggested Resolution

Resolution #2014-02-

Moved by  
Seconded by

WHEREAS, The City has utilized an Avaya telephone system and related equipment for telephone service under a lease agreement since 1996; and

WHEREAS, Upgrading the current system hardware and software that is now eight years old to incorporate new technology will provide new features as outlined in the memorandum submitted to City Council from the Information Technology Director dated February 4, 2014.

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** a contract to upgrade the Avaya telephone system hardware and software through a 5-year lease arrangement from Avaya Financial Services for an estimated annual cost of \$24,184.46 at prices contained in quote SQ129802 and as per the State of Michigan MiDeal Contract #071B0200268, a copy of which shall be **ATTACHED** to the original Minutes of this meeting;

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** a 3-year contract with Avaya Inc. of Santa Clara, CA for hardware and software maintenance for an estimated annual cost of \$33,546.51 at prices detailed and contained in the quote dated December 20, 2013 and as per the State of Michigan MiDeal Contract #071B0200268, a copy of which shall be **ATTACHED** to the original Minutes of this meeting;

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** a contract with Strategic Products and Services of Lansing, MI. for parts and professional services as they may relate to the telephone system, on an as needed basis per the State of Michigan MiDeal Contract #071B0200268.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

**f) Standard Purchasing Resolution 8: Best Value Award - Wayfinding Consultant Contract**

Suggested Resolution  
Resolution #2014-02-

RESOLVED, That a contract to furnish Wayfinding Consultant Services for the City of Troy Public Library is hereby **AWARDED** to the best value proposer, KMA Design of Carnegie, PA as a result of a committee evaluation and review process for an estimated cost of \$18,105.00, as detailed on the bid tabulation opened December 19, 2013, a copy which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the firm's submission of properly executed proposal and contract documents, including bonds, insurance certificates and all other specified requirements.

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**J-5 4<sup>th</sup> Annual Regional Arts and Cultural Awards**

Suggested Resolution  
Resolution #2014-02-

RESOLVED, That Troy City Council hereby **NOMINATES** *The Ridgedale Players* to represent the City of Troy in the Paint Creek Center for the Arts' "2014 Regional Arts Awards" competition.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time):**

- a) Pure Troy – Mowing Maintenance

**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**M. COUNCIL REFERRALS:**

Items Advanced to the City Manager by Individual City Council Members for Placement on the Agenda

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**M-1** No Council Referrals Advanced

**N. COUNCIL COMMENTS:**

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**N-1** No Council Comments Advanced

**O. REPORTS:**

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**O-1** Minutes – Boards and Committees: None Submitted

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**O-2** Department Reports:

- a) Building Department Activity Report – January, 2014
- b) Troy Historical Society Annual Report FYE June 30, 2013

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**O-3** Letters of Appreciation: None Submitted

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**O-4** Proposed Proclamations/Resolutions from Other Organizations: None Submitted

**P. COMMENTS ON ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

**Q. STUDY ITEMS:**

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**Q-1** No Study Items

**R. CLOSED SESSION:**

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**R-1** No Closed Session

**S. ADJOURNMENT:**

Respectfully submitted,



Brian Kischnick, City Manager

**FUTURE CITY COUNCIL PUBLIC HEARINGS:**

March 3, 2014 ..... Liquor Violation Hearings  
March 17, 2014 ..... Liquor Violation Hearings

**SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

March 3, 2014 ..... Regular Meeting  
March 17, 2014 ..... Regular Meeting  
April 7, 2014 ..... Regular Meeting  
April 14, 2014 ..... Regular Meeting  
May 12, 2014 ..... Regular Meeting  
May 19, 2014 ..... Regular Meeting  
June 2, 2014 ..... Regular Meeting  
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August 25, 2014 ..... Regular Meeting  
September 8, 2014 ..... Regular Meeting  
September 22, 2014 ..... Regular Meeting  
October 6, 2014 ..... Regular Meeting  
October 20, 2014 ..... Regular Meeting  
November 10, 2014 ..... Regular Meeting  
November 24, 2014 ..... Regular Meeting  
December 1, 2014 ..... Regular Meeting  
December 15, 2014 ..... Regular Meeting

**SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

February 11, 2014 ..... Special Joint City Council and Planning Commission Meeting  
April 21, 2014 ..... Special Budget Meeting  
April 23, 2014 ..... Special Budget Meeting



## CITY COUNCIL MEMO

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Date: February 6, 2014

To: Brian Kischnick, City Manager

From: Tom Darling, Director of Financial Services  
Mark Miller, Director of Economic & Community Development  
Cindy Stewart, Community Affairs Director

Subject: City Of Troy Receives GFOA's Distinguished Budget Presentation Award

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Attached is the press release prepared for the local media to announce the news that the City of Troy Receives GFOA's Distinguished Budget Presentation Award. The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Troy, Michigan for its annual budget for the fiscal year beginning July 1, 2013.

Due to the difficult economic downturn of 2008, we have not applied for this budget award since Fiscal year beginning July 2009. We are back on track, and with this latest Budget Preparation Award, the City of Troy has now received the Triple Crown in Financial Reporting from the Government Finance Officers Association.

- The Comprehensive Annual Financial Report
- The Popular Annual Financial Report
- The Budget Preparation

Troy is one of very few Michigan cities to receive all three nationally recognized awards.

We have also attached a copy of the new Popular Annual Financial Report (PAFR) for the fiscal year ending 2013. This document will be mailed to all Troy households via insertion in the Troy Times on February 20, 2014, and also submitted to the GFOA for an upcoming award.



# PRESS RELEASE

**Contact:** Cynthia Stewart  
Community Affairs Director  
500 West Big Beaver  
Troy MI 48084  
ph 248.524.1147  
fax 248.524.3499

**FOR RELEASE:** February 6, 2014

## **City Of Troy Receives GFOA's Distinguished Budget Presentation Award**

### **City Has Now Received the Triple Crown in Financial Reporting**

**(TROY, MI)** – The Government Finance Officers Association of the United States and Canada (GFOA) is presented a Distinguished Budget Presentation Award to the City of Troy, Michigan for its annual budget for the fiscal year beginning July 1, 2013.

This award represents a significant achievement by the City of Troy. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

Due to the difficult economic downturn of 2008, we have not applied for this budget award since Fiscal year beginning July 2009. We are back on track, and with this latest Budget Preparation Award, the City of Troy has now received the Triple Crown in Financial Reporting from the Government Finance Officers Association:

- The Comprehensive Annual Financial Report
- The Popular Annual Financial Report
- The Budget Preparation

For budgets including fiscal periods 2012, 1,340 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America. The GFOA is a nonprofit professional association serving 17,800 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

# # #



## CITY COUNCIL AGENDA ITEM

---

Date: February 5, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development  
R. Brent Savidant, Planning Director

Subject: PUBLIC HEARING – REZONING APPLICATION (File Number Z 739) – Proposed Professional/Medical Building, West of Rochester, South side of Colebrook (3545 Rochester Road), Section 22, From R-1C (One Family Residential) District to CB (Community Business) District

The applicant, MGM Restoration, seeks a rezoning of the subject parcel from R-1C One Family Residential District to CB Community Business District. The vacant lot is approximately 10,500 square feet in area. The applicant indicated their intent to construct a two-story office building on the site. Offices are permitted by right in the CB district; the present R-1C district does not permit offices. Maximum building height in the proposed CB district is 2 stories/30 feet which is consistent with the abutting R-1C district.

The Planning Commission considered this rezoning on February 14, 2012 and recommended denial of the application, based on the potential for negative impacts on the residential neighborhood to the west. The applicant was encouraged to combine the subject property with the abutting property to the east. The applicant has done so, after a lengthy bidding and acquisition process.

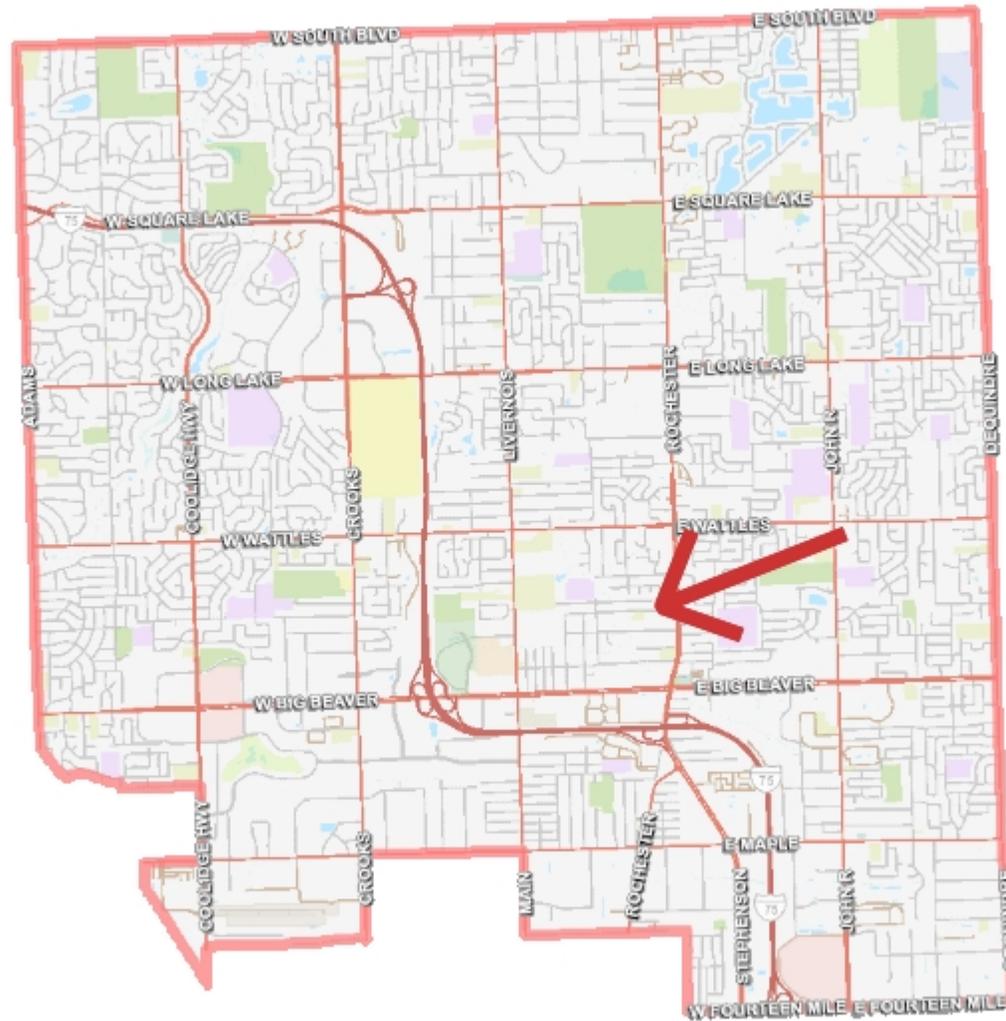
The Master Plan classifies this area as Rochester Road. A description of this classification is attached.

The Planning Commission held a public hearing on this item on January 14, 2014 and recommended approval of the rezoning with an 8-0 vote.

City Management recommends approval of the proposed rezoning from R-1C to CB.

Attachments:

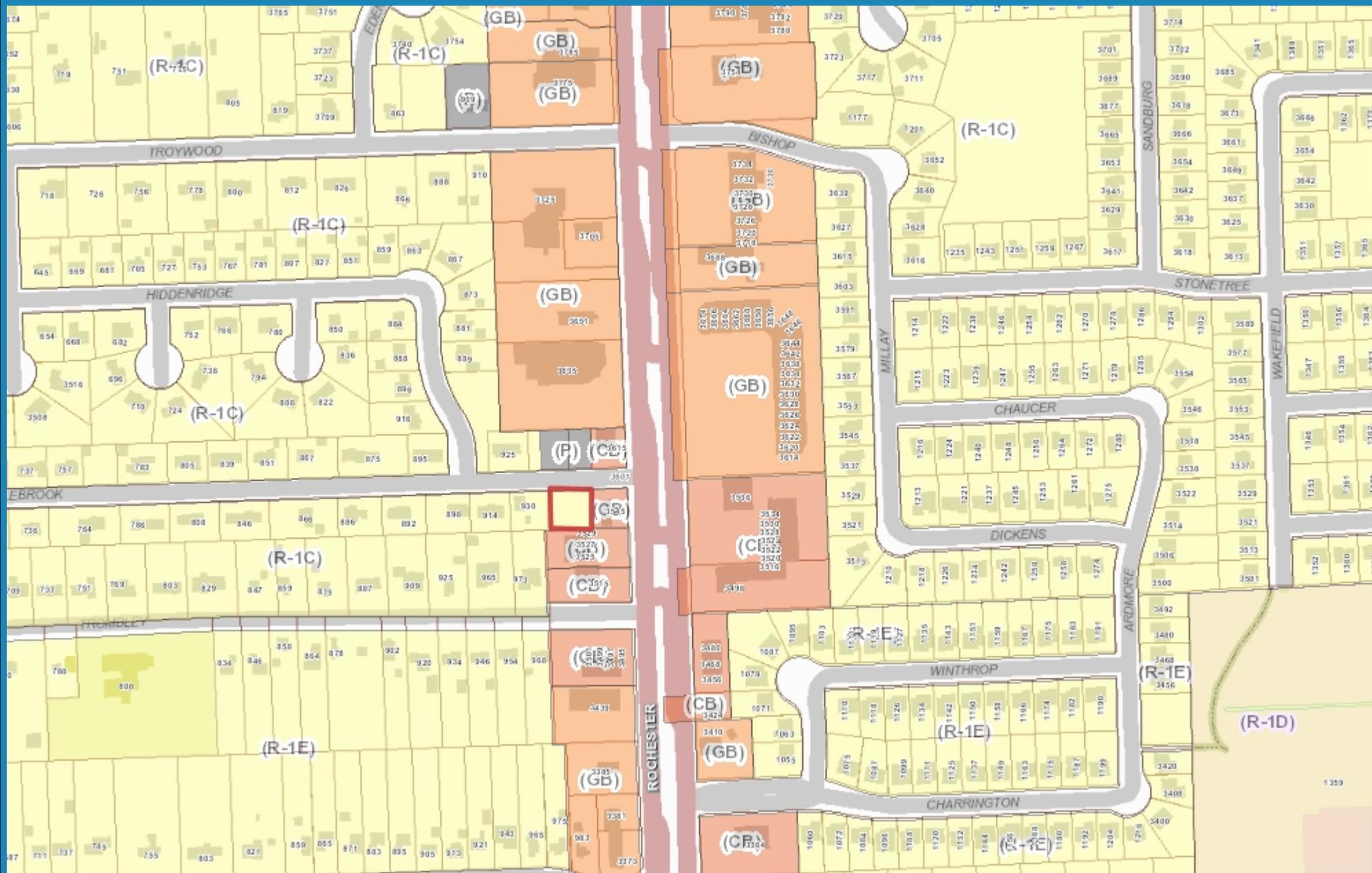
1. Maps
2. Agenda item from January 14, 2014 Planning Commission meeting.
3. Draft minutes from January 14, 2014 Planning Commission meeting (excerpt).



17,138 0 8,569 17,138 Feet



Note: The information provided by this application has been compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. It is not a legally recorded map survey. Users of this data are hereby notified that the source information represented should be consulted for verification.



892 0 446 892Feet



Note: The information provided by this application has been compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. It is not a legally recorded map survey. Users of this data are hereby notified that the source information represented should be consulted for verification.

DATE: January 9, 2014

TO: Planning Commission

FROM: R. Brent Savidant, Planning Director

SUBJECT: PUBLIC HEARING – REZONING APPLICATION (File Number Z 739) – Proposed Professional/Medical Building, West of Rochester, South side of Colebrook (3545 Rochester Road), Section 22, From R-1C (One Family Residential) District to CB (Community Business) District

The applicant, MGM Restoration, seeks a rezoning of the subject parcel from R-1C One Family Residential District to CB Community Business District. The vacant lot is approximately 10,500 square feet in area. The applicant indicated their intent to construct a two-story office building on the site. Offices are permitted by right in the CB district; the present R-1C district does not permit offices.

The Planning Commission considered this rezoning on February 14, 2012 and recommended denial of the application, based on the potential for negative impacts on the residential neighborhood to the west. The applicant was encouraged to combine the subject property with the abutting property to the east. The applicant has done so, after a lengthy bidding and acquisition process.

The Master Plan classifies this area as Rochester Road. A description of this classification is attached.

The attached report prepared by Carlisle/Wortman Associates, Inc. (CWA), the City's Planning Consultant, summarizes the rezoning request. CWA prepared the report with input from various City departments including Planning, Engineering, Public Works and Fire. City Management supports the findings of fact contained in the report and agrees with the recommendation.

Please be prepared to discuss this item at the January 14, 2014 Planning Commission Regular meeting.

**Attachments:**

1. Maps
2. City of Troy Master Plan (excerpt)
3. Report prepared by Carlisle/Wortman Associates, Inc.
4. Concept drawing
5. Minutes from February 14, 2012 Planning Commission Regular meeting.

G:\REZONING REQUESTS\Z 739 Professional Medical Building Sec 22\2013 Application\PC Memo 01 14 14.doc

## PROPOSED RESOLUTION

PUBLIC HEARING – REZONING APPLICATION (File Number Z 739) – Proposed Professional/Medical Building, West of Rochester, South side of Colebrook (3545 Rochester Road), Section 22, From R-1C (One Family Residential) District to CB (Community Business) District

**Resolution # PC-2014-01-**

Moved by:

Seconded by:

**RESOLVED**, That the Planning Commission hereby recommends to the City Council that the R-1C to CB rezoning request, located west of Rochester on the south side of Colebrook, within Section 22, being approximately 10,500 square feet in size, be approved for the following reasons:

- 1) The parcels were combined to create one developable parcel for the purpose of building a medical office. Combining the parcels creates a larger developable parcel that permits a property buffer and transition between the single-family neighborhood to the west and Rochester Road.
- 2) The request complies with the Master Plan
- 3) The CB, Commercial Business District would permit greater flexibility in use and development of the property.
- 4) The site has been vacant for single-family residential use.
- 5) The rezoning would be compatible with surrounding zoning and land use.
- 6) The site is adequately served with municipal water and sewer.

Yes:

Absent:

**MOTION CARRIED / FAILED**



Legend:

Street Name Text

169 0 85 169Feet

Scale 1: 1,015



**Legend:**

**Street Name Text**

**Form Based Zoning (Current)**

- (PUD) Planned Unit Development
- (CF) Community Facilities District
- (EP) Environmental Protection District
- (BB) Big Beaver Road (Form Based)
- (MR) Maple Road (Form Based)
- (NN) Neighborhood Nodes (A-U)
- (CB) Community Business
- (GB) General Business
- (IB) Integrated Industrial Business District
- (O) Office Building District
- (OM) Office Mixed Use
- (P) Vehicular Parking District
- (R-1A) One Family Residential District
- (R-1B) One Family Residential District
- (R-1C) One Family Residential District
- (R-1D) One Family Residential District
- (R-1E) One Family Residential District
- (RT) One Family Attached Residential District
- (MF) Multi-Family Residential
- (MHP) Manufactured Housing
- (UR) Urban Residential
- (RC) Research Center District
- (PV) Planned Vehicle Sales

150 0 75 150 Feet

Scale 1: 902

## Rochester Road: Green Corridor



- *Regional model for a green corridor*
- *A strong focus on access management*
- *Heightened emphasis on strong stormwater management techniques*
- *Retail catering to regional traffic*
- *Innovative site design techniques applied through PUD use to allow for redevelopment for shallow lots*

Rochester Road carries high volumes of traffic causing backups at intersections. The abutting development pattern from Big Beaver Road north to Long Lake Road is a continuous row of highway-oriented commercial uses. North of Long Lake Road, the land use pattern evolves, becoming a mix of commercial and office near the intersections and older single-family homes and multiple-family complexes in between.

**If Rochester Road is to have a defined role and pleasing character in the City, it must undergo a significant transformation over time.** Ultimately, the Rochester Road Corridor will become a regional showcase for effective stormwater management and enhancement of the natural environment, while encouraging a combination of high-quality land uses. Effective landscaping focused on

native plantings, and improved land use and access management along Rochester will create a green corridor that provides a high level of service for motorists, and which provides an effective natural buffer between high traffic volumes and people visiting adjacent properties. The creation of this green corridor would occur primarily in the right-of-way along road frontages and in the median of a future boulevard.

**While the emphasis on innovative stormwater management is specifically called on for the Rochester Road Corridor, new low-impact techniques are to be encouraged elsewhere throughout the City of Troy.** As noted in Chapter 7, innovative stormwater management is a priority for the community. Rochester Road will play an important role in this City-wide initiative by proving a regional showcase for such techniques.

New construction along the corridor may include detention and retention basins that work together from site-to-site with other features to create a continuous, linear landscape feature. By connecting properties, the basins create visual relief from traffic. **Low impact development methods will be used throughout the corridor to filter stormwater runoff.** Rochester Road will also be characterized by effective new signage, high-quality lighting, and effective, complementary site and architectural design.

Uses along Rochester Road will include a variety of mixed uses, established in a “pulsing” pattern where the most intense mixed-use or exclusively non-residential development will occur near the Neighborhood Nodes situated along its main intersections. Lower-impact uses, such as small scale retail or condominiums should be encouraged along the corridor frontage between these nodes.





CARLISLE

WORTMAN  
associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

Date: February 9, 2012  
January 7, 2014

## Rezoning Analysis For City of Troy, Michigan

<b>Applicant:</b>	Steve Muci
<b>Project Name:</b>	970 Colebrook Professional/Medical Building Rezoning
<b>Location:</b>	3545 Rochester Road (formerly 970 Colebrook)
<b>Current Zoning:</b>	R-1C, Single Family Residential District
<b>Action Requested:</b>	Rezoning to CB, Commercial Business
<b>Required Information:</b>	As noted in review.

### BACKGROUND

The applicant is seeking the rezoning of a portion of 3545 Rochester Road to develop a medical office building. 3545 Rochester has split zoning. The eastern section of the parcel that fronts on Rochester Road is zoned CB, Commercial Business. The western portion, which was formally 970 Colebrook, has R1-C zoning. In 2012, the applicant had requested a rezoning of 970 Colebrook. The Planning Commission recommended denial of the rezoning request and recommended that the applicant combine with the lot on Rochester to create one developable parcel.

In 2013, the applicant combined the two parcels to create one developable parcel for the purpose of building a medical office. A medical office cannot be built on the combined parcel because the western portion of the parcel is zoned R-1C, Single Family Residential District. The applicant seeks a rezoning of the western portion of the parcel to CB, Community Business District. If the rezoning is approved, the applicant will submit for a site plan review for the medical office building.



**ZONING and LAND USE**

To the west is a single family home, to the south and east are commercial projects, and to the north is the walled parking lot of a former office building that was approved for a Gaucho Steakhouse development. The zoning, land use and Master Plan designations for the surrounding parcels are shown in the table below:

	Zoning	Land Use	Master Plan
<b>North</b>	P, Parking and GB, General Business	Parking / Commercial	Rochester Road
<b>South</b>	CB, Commercial Business	Commercial	Rochester Road
<b>East</b>	CB, Commercial Business	Commercial	Rochester Road
<b>West</b>	R-1C, One-Family Residential	Single-family homes	Single Family Residential

Since the western parcel has been combined with the portion of the parcel on the Rochester Road, a rezoning would be consistent with surrounding properties.

**Items to be Addressed:** None.

**PREVIOUS PLANNING COMMISSION REVIEW**

The Planning Commission first considered this rezoning in 2012. Due to potential impacts upon the interior neighborhood including creating an additional curb-cut on Colebrook the application was

recommended for denial. In the deliberation, the Planning Commission noted that they would support the rezoning if the applicant were able to obtain the corner parcel and combine to create one parcel.

In our 2012 staff report we noted that redevelopment of this site for non-residential purposes is appropriate only if the following conditions are met: (1) The proposed use and design does not have a significant negative impact on the abutting residential property and neighborhood; and (2) The site is appropriately screened from the abutting residential property. By combining the two parcels into one developable parcel, the applicant is able to mitigate the two aforementioned concerns.

**Items to be Addressed:** None.

## MASTER PLAN

The subject site lies in the Rochester Road future land use category, on the edge of the Single-Family Residential category. The intent of the Rochester Road future land use category is described in the Master Plan as follows:

*Rochester Road carries high volumes of traffic causing backups at intersections. The abutting development pattern from Big Beaver Road north to Long Lake Road is a continuous row of highway-oriented commercial uses. North of Long Lake Road, the land use pattern evolves, becoming a mix of commercial and office near the intersections and older single-family homes and multiple-family complexes in between.*

*Uses along Rochester Road will include a variety of mixed uses, established in a "pulsing" pattern where the most intense mixed-use or exclusively non-residential development will occur near the Neighborhood Nodes situated along its main intersections. Lower-impact uses, such as small scale retail or condominiums should be encouraged along the corridor frontage between these nodes.*

The Rochester Road category is designed to have "soft edges," that is, it does not closely follow parcel lines and is intended to be applied to a wide variety of sites having access to Rochester Road. Now that the western portion of the parcel has been combined with the corner parcel on Rochester Road, the combined parcel will provide an appropriate transition between Rochester Road and the adjacent single-family residential neighborhood. The proposed rezoning to CB, Commercial Business is consistent with the overall goals of the Master Plan and the specific recommendations for this area.

**Items to be Addressed:** None.

## CONCEPTUAL SITE PLAN

The applicant has submitted a conceptual site plan. The submitted site plan is not binding but portrays the conceptual layout that the applicant proposes to develop the site. The applicant has addressed many of the concerns of our previous review and the Planning Commission including:

- Providing only one curb cut on Colebrook
- Placing the building adjacent to Rochester Road
- Placing parking in the rear of the site
- Landscape buffer along western (residential) property line
- Future cross-access to property to the south

Though conceptual site plan and not binding there are requirements in the Zoning Ordinance that will be addressed through the Site Plan review process such as screening and buffering that ensure protection of the adjacent single-family properties.

**Items to be Addressed:** None.

## NATURAL RESOURCES

The site is not previously developed, but is essentially devoid of significant natural features. There are some existing overgrown landscaping materials.

**Items to be Addressed:** None.

## STANDARDS OF REVIEW

Section 16.03 C. states that a rezoning may only be approved upon a finding and determination that all of the following are satisfied:

1. *The proposed rezoning is consistent with the Master Plan. If the current zoning is in material conflict with the Master Plan, such conflict is due to one of the following:*
  - a. *A change in City policy since the Master Plan was adopted.*
  - b. *A change in conditions since the Master Plan was adopted.*
  - c. *An error in the Master Plan.*
2. *The proposed rezoning will not cause nor increase any non-conformity.*
3. *Public services and facilities affected by a proposed development will be capable of accommodating service and facility loads caused by use of the development.*
4. *The rezoning will not impact public health, safety, or welfare.*
5. *The rezoning will ensure compatibility with adjacent uses of land.*

The rezoning of the subject site to CB, Commercial Business is in compliance with the City of Troy Master Plan. Further, it is consistent with the development pattern of this area of the City, and will not be a detriment to the public health, safety or welfare, and will not burden public services and facilities.

**Items to be Addressed:** None.

## SUMMARY

We would recommend approval of the subject rezoning for the following reasons:

- 1) *The parcels were combined to create one developable parcel for the purpose of building a medical office. Combining the parcels creates a larger developable parcel that permits a property buffer and transition between the single-family neighborhood to the west and Rochester Road.*
- 2) *The request complies with the Master Plan*

- 3) *The CB, Commercial Business District would permit greater flexibility in use and development of the property.*
- 4) *The site has been vacant for single-family residential use.*
- 5) *The rezoning would be compatible with surrounding zoning and land use.*
- 6) *The site is adequately served with municipal water and sewer.*



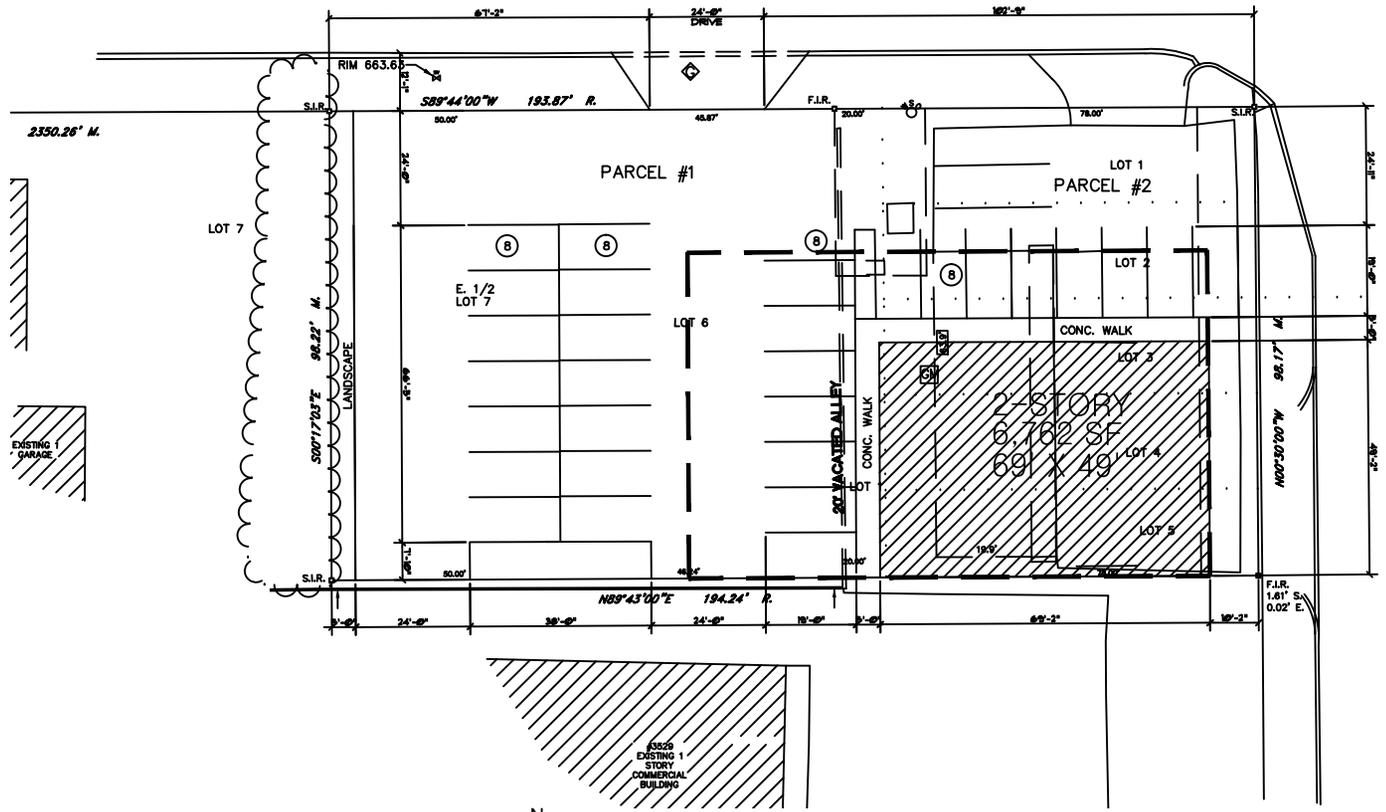
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**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, LEED AP, AICP**

**PARKING REQUIREMENTS**  
 OFFICE:  
 3381 / 300 = 12 CARS  
 MEICAL OFFICE:  
 3381 / 200 = 17 CARS  
**TOTAL REQUIRED: 29 CARS**  
**TOTAL PROVIDED: 29 CARS**

ST MH  
 RM 062.30  
 (D)

**COLEBROOK ST. (50' WD.)**



**PRELIMINARY SITE PLAN**  
 SCALE: 1" = 40'-0"

## **REZONING REQUEST**

5. **PUBLIC HEARING – REZONING APPLICATION (File Number Z 739) – Proposed Professional/Medical Building, South side of Colebrook, West of Rochester Road between Big Beaver and Wattles (970 Colebrook), Section 22, From R-1C (One Family Residential) District to CB (Community Business) District**

Zak Branigan summarized the rezoning report.

There was general discussion of this item.

Artur Kokaj, 17106 Addington Drive, Commerce Township, MI, representing the applicant, discussed the project with the Planning Commission.

The conditional rezoning process was discussed with the applicant.

### **PUBLIC HEARING OPENED**

Dennis Bushon, 3515 Rochester Road, encouraged the applicant to combine the subject parcel with the abutting parcel to the east, located on the corner of Colebrook and Rochester Road.

### **PUBLIC HEARING CLOSED**

Mr. Schultz stated the rezoning had the potential to be detrimental to the residential neighborhood to the east.

Chair Maxwell agreed with Mr. Schultz and added that he had concern with the potential negative impacts on the elementary school located in the neighborhood. He stated he would support a rezoning if the subject parcel were to be combined with the property fronting on Rochester Road.

### **Resolution # PC-2012-02-008**

Moved by: Schultz

Seconded by: Krent

***RESOLVED***, That the Planning Commission hereby recommends to the City Council that the R-1C to CB rezoning request, located west of Rochester on the south side of Colebrook, within Section 22, being approximately 10,500 square feet in size, be denied.

Yes: All present (7)

Absent: Sanzica, Ullmann

**MOTION CARRIED**

## **REZONING REQUEST**

6. **PUBLIC HEARING - REZONING APPLICATION (File Number Z 739)** – Proposed Professional/Medical Building, West of Rochester, South side of Colebrook (3545 Rochester Road), Section 22, From R-1C (One Family Residential) District to CB (Community Business) District

Mr. Savidant reviewed the proposed Rezoning Request application, stating the applicant acquired the parcel to combine it with the abutting parcel to the east, a recommendation of the Planning Commission when it recommended denial of the initial rezoning request on February 14, 2012. Mr. Savidant said it is recommended to approve the Rezoning Request application for reasons as specified in the Planning Consultant report, dated January 7, 2014. He noted the conceptual site plan provided by the applicant is not binding and will be considered at a future date should the Rezoning Request go forward.

There was discussion on:

- Potential to split parcels in the future.
- Proposed curb cuts.

Artur Kokaj of 17106 Addington Drive, Commerce Township, was present to represent the applicant.

### **PUBLIC HEARING OPENED**

No one was present to speak.

### **PUBLIC HEARING CLOSED**

#### **Resolution # PC-2014-01-004**

Moved by: Schultz

Seconded by: Krent

**RESOLVED**, That the Planning Commission hereby recommends to the City Council that the R-1C to CB rezoning request, located west of Rochester on the south side of Colebrook, within Section 22, being approximately 10,500 square feet in size, be approved for the following reasons:

- 1) The parcels were combined to create one developable parcel for the purpose of building a medical office. Combining the parcels creates a larger developable parcel that permits a property buffer and transition between the single-family neighborhood to the west and Rochester Road.
- 2) The request complies with the Master Plan
- 3) The CB, Commercial Business District, would permit greater flexibility in use and development of the property.
- 4) The site has been vacant for single-family residential use.
- 5) The rezoning would be compatible with surrounding zoning and land use.
- 6) The site is adequately served with municipal water and sewer.

Yes: All present (8)

Absent: Strat

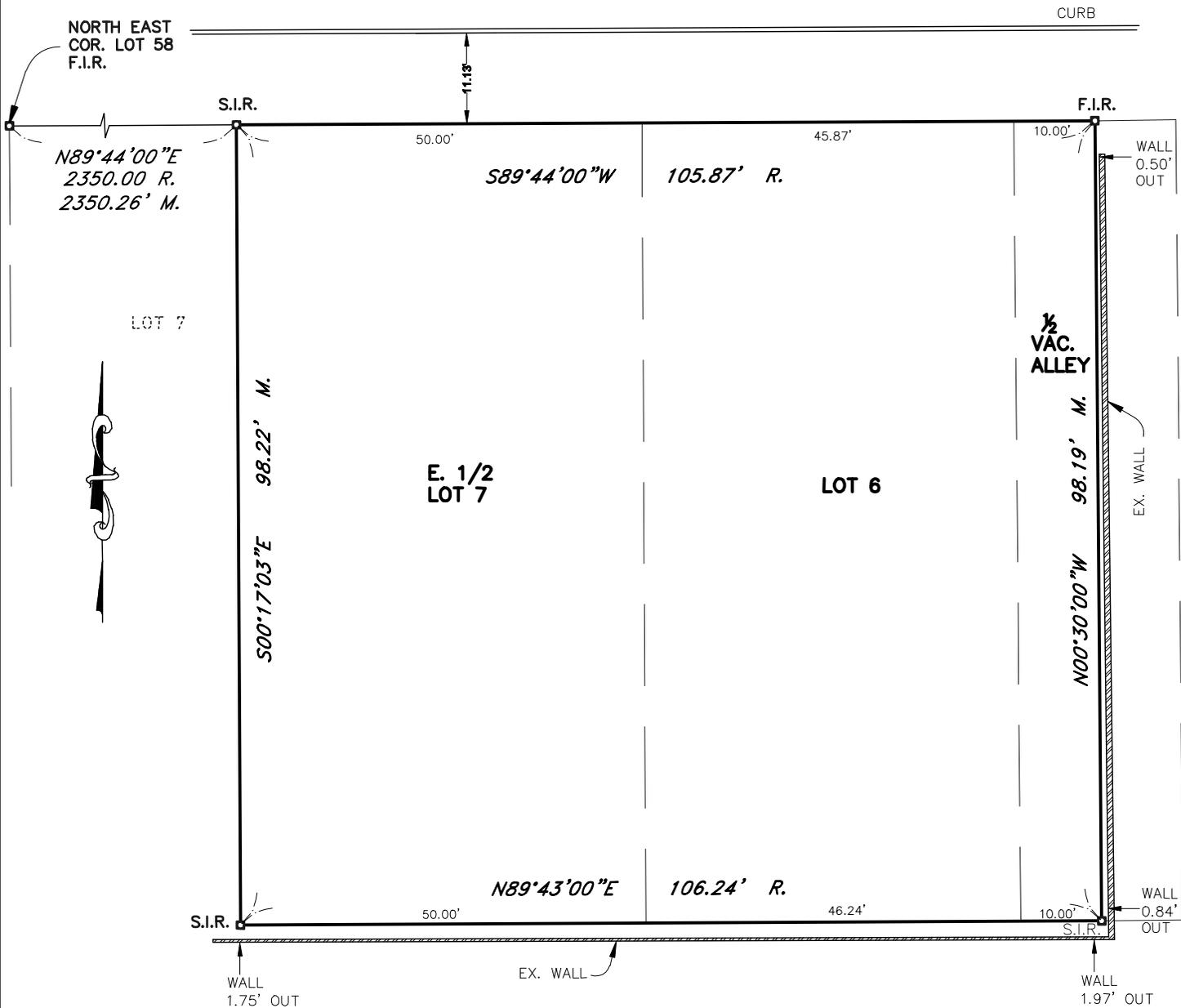
**MOTION CARRIED**

# SKETCH OF SURVEY

## LEGEND

- R. ——— RECORD
- M. ——— MEASURED
- F.I.R. ——— FOUND IRON ROD
- F.I.P. ——— FOUND IRON PIPE
- S.I.R. ——— SET IRON ROD

## COLEBROOK ST. (50' WD.)



AYMAN TAMIMI, PS NO. 55485

PROPERTY DESCRIPTION:  
 LOT 6, INCLUDING THE ADJOINING ONE-HALF OF THE VACATED PUBLIC ALLEY AT THE REAR THEREOF AND THE EAST 1/2 OF LOT 7, CLOVERDALE FARMS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 33, PAGE(S) 13 OF PLATS, OAKLAND COUNTY RECORDS.

### LAND SPECIALISTS

LAND SURVEYORS  
 21418 EWING DR.  
 MACOMB, MI 48044  
 PHONE # (586)703-1794  
 FAX # (586)948-2029  
 www.landspecialists.us

PETRIT SKENDERAJ  
 970 COLEBROOK ST.  
 TROY, MI. 48083

SCALE: 1" = 20'

REF. JOB

DATE: 11-25-11

BK# 006 PG# 8

DRAWN BY: A. TAMIMI



## CITY COUNCIL AGENDA ITEM

---

Date: February 5, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development  
R. Brent Savidant, Planning Director

Subject: PUBLIC HEARING – ZONING ORDINANCE TEXT AMENDMENT (File Number: ZOTA 246)  
– Assisted Living Facilities

The Oakland Troy Senior Project assisted living facility received Preliminary Site Plan Approval from the Planning Commission on November 26, 2013. During the site plan review process, many residents expressed concern regarding the potential of an assisted living facility being developed within abutting single-family residential neighborhoods. City Council members expressed the same concern during numerous public meetings. Based on these comments, the Planning Commission developed a draft text amendment that is intended to ensure that assisted living facilities are compatible with adjacent single family residential neighborhoods.

Draft amendments include the following:

- Revised the definition of “assisted living”
- Revised Schedule of Uses to permit assisted living facilities by Special Use Approval in the R-1A through R-1E, RT and CF districts
- The minimum lot area shall be 3 acres
- Frontage on and access to a major arterial is required
- A 50-foot greenbelt is required when adjacent to any land zoned or used for residential development

The attached Planning Commission item provides additional background.

The Planning Commission held a public hearing on this item on January 14, 2014, and recommended approval of the text amendment with an 8-0 vote.

City Management recommends approval of the proposed text amendment.

Approved as to form and legality:

\_\_\_\_\_  
Lori Grigg Bluhm, City Attorney

Attachments:

1. Zoning Ordinance Text Amendment Public Hearing Draft
2. Planning Commission item from January 14, 2014 Regular meeting
3. Planning Commission minutes from January 14, 2014 Regular meeting (excerpt)

CITY OF TROY

AN ORDINANCE TO AMEND  
CHAPTER 39 OF THE CODE  
OF THE CITY OF TROY  
CITY COUNCIL PUBLIC HEARING DRAFT

The City of Troy ordains:

Section 1. Short Title

This Ordinance shall be known and may be cited as an amendment to Chapter 39, Zoning Ordinance, of the Code of the City of Troy.

Section 2. Amendment

Chapter 39 of the Code of the City of Troy is amended as follows

Revise the following definition in Section 2.02 to read as follows:

ASSISTED LIVING: A dependent elderly housing facility without cooking facilities in individual rooms and with only central dining service. Limited medical care ~~is available~~, including memory care, may be provided.

Revise the following table in Section 4.21 to read as follows:

	R1A-R1E	RT	MF	UR	MHP	CF	EP	CB	GB	IB	O	OM	RC	PV	P
Senior assisted/independent living	P, <u>S</u>	P, <u>S</u>	P	P	NP	P, <u>S</u>	NP	P	P	P	NP	P	NP	NP	NP

Revise Section 6.25 to read as follows:

- A. The maximum allowable density varies by housing type, but shall not exceed the following:
  - 1. Dwellings may be provided for as single-family detached, two-family or multiple-family units. When such dwellings contain kitchens, the minimum site area requirements for purposes of calculating density shall be as follows:
    - i. Dwelling Unit Size Site Area/Unit (Square Feet)
    - ii. Efficiency/one (1) bedroom 2,000
    - iii. Two (2) bedroom 2,500
    - iv. Each additional bedroom 500 additional

2. Where facilities do not contain kitchen facilities within individual dwelling units, the site area per bed shall be one thousand five hundred (1,500) square feet.
- B. Height, lot coverage and setback requirements of the MF Districts as set forth in Section 4.08, Multiple Family Residential Requirements shall apply.
- C. Parking is not allowed in any required front yard. Parking is permitted in side and rear yards provided a minimum twenty (20) foot setback is observed.
- D. The maximum linear length of an uninterrupted building façade facing public streets, residentially zoned or used property, and/or parks shall be thirty (30) feet. Façade articulation or architectural design variations for building walls facing the street are required to ensure that the building is not monotonous in appearance. Building wall offsets (projections and recesses); cornices, varying building materials or pilasters shall be used to break up the mass of a single building.
- E. The drop-off / pick-up of residents shall be provided at the front entrance of the building with a covered canopy.
- F. The minimum lot area shall be three (3) acres.
- G. Frontage on a major arterial street shall be required. All site access shall be provided on a major arterial street.
- H. A 50-foot greenbelt buffer shall be provided adjacent to any land zoned or used for residential purposes. Such greenbelt shall be maintained as landscaped open space and shall not include any buildings, parking, or drive-aisles.

### Section 3. Savings

All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

### Section 4. Severability Clause

Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

Section 5. Effective Date

This amendment to the Zoning Ordinance shall take effect seven (7) days after publication, which shall be published within 15 days of adoption, as required the Michigan Zoning Enabling Act (Act 110 of 2006).

This Ordinance is enacted by the Council of the City of Troy, Oakland County, Michigan, at a regular meeting of the City Council held at City Hall, 500 W. Big Beaver, Troy, MI, on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Dane Slater, Mayor

\_\_\_\_\_  
Aileen Bittner, City Clerk

DATE: January 9, 2014

TO: Planning Commission

FROM: R. Brent Savidant, Planning Director

SUBJECT: PUBLIC HEARING - ZONING ORDINANCE TEXT AMENDMENT (File Number ZOTA 246) – Assisted Living Facilities

During the site plan review process for the Oakland Troy Senior Project assisted living facility, many residents expressed concern regarding the potential of an assisted living facility being developed in inappropriate areas, specifically within single-family residential neighborhoods. City Council members expressed the same concern during numerous public meetings. Based on these comments, the development of draft text amendment language is considered a priority by City Council.

The attached memo prepared by Carlisle/Wortman Associates, Inc. summarizes the issue. The Planning Commission discussed this memo at the December 10, 2013 Planning Commission Regular meeting. The board agreed with the recommendations in the memo and directed the Planning Department to put the suggested revisions in ordinance form.

The draft text amendment is attached. The attached map identifies potential assisted living facility sites, should the draft text amendment be approved.

Attachments:

1. Report prepared by CWA
2. Draft text amendment
3. Map

G:\ZOTAs\ZOTA 246 Assisted Living Facilities\PC Memo 01 14 2013.doc

**PROPOSED RESOLUTION**

**ZONING ORDINANCE TEXT AMENDMENT (File Number ZOTA 246) – Assisted Living Facilities**

**Resolution # PC-2014-01-**

Moved by:

Seconded by:

**RESOLVED**, That the Planning Commission hereby recommends to the City Council that Articles 2, 4, and 6 of Chapter 39 of the Code of the City of Troy, which includes miscellaneous provisions related to assisted living facilities, be amended as printed on the proposed Zoning Ordinance Text Amendment.

Yes:

No:

Absent:

**MOTION CARRIED / DENIED**



CARLISLE

WORTMAN  
associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

## **MEMORANDUM**

**TO:** R. Brent Savidant, AICP, Planning Director

**FROM:** Ben Carlisle, AICP

**DATE:** December 2, 2013

**RE:** Assisted Living Zoning Regulations

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Due to questions regarding compatibility between Assisted Living Facilities and adjacent single-family properties, the City Council has requested that the Planning Commission review potential Zoning Ordinance amendments. The City Council has requested the Planning Commission to consider these amendments expeditiously so that regulations may be in place prior to the submission of another Assisted Living Facility application. This memo presents recommendations of additional regulations based on review of current regulations, review of best practices, and direction from the City Council and Planning Commission.

### **CURRENT REGULATIONS:**

The current regulations for Assisted Living are controlled by the Use Table as set forth in Section 4.21; Specific Use Standards set forth in Section 6.25; and height, lot coverage and setback requirements of the Multiple Family Districts as set forth in Section 4.08.

#### **Regulations Summary:**

- Permitted use in R1 A-E, Single-Family Residential; RT, One-Family Attached Residential; MF, Multi-Family Residential; UR, Urban Residential; CF, Community Facility; CB, Commercial Business; GB, General Business; IB, Integrated Business, and OM, Office Mixed Use.
- Density requirements:
  - 2,000 sq/ft lot area per unit for one bedroom
  - 2,500 sq/ft lot area per unit for two bedrooms
- Maximum height: 2 stories and 25-feet
- Setbacks:
  - Front, Side, and Rear: 30 feet
- Lot Coverage: 35%
- Parking Locations
  - Not permitted in front yard
  - Setback at least 20 feet from side and rear property lines

## RECOMMENDATIONS FOR CONSIDERATION

A tenant of the Zoning Ordinance is the protection of single-family residential properties. In order to better protect single-family residential properties, we recommend the Planning Commission consider the following amendments to regulate Assisted Living Facilities:

1. Amend Definition of Assisted Living to Include Memory Care. Adding memory care to the Assisted Living definition would clarify the components that are permitted under Assisted Living use category.
2. Require Assisted Living as a Special Use in all R1 Districts. A Special Use permit requires notification and a public hearing. Furthermore, a Special Use permit allows the Planning Commission to review the project under the Special Use standards, which ensure mitigation of impacts upon adjacent properties.
3. Require that all Assisted Living facilities be located adjacent to major arterial and that all site access is located off a major arterial. Such requirement would 1) ensure that these facilities are located on major mile roads, which can accommodate increased site activity including traffic; 2) ensure that those facilities are not located in the interior of a single-family subdivision; and 3) reduce neighborhood cut-through traffic.
4. Require a minimum of three (3) acres per site. Requiring a minimum of three (3) acres per site will ensure that sites are large enough to provide adequate transitions, buffers, and setbacks. In discussion with Assisted Living developers and operators, they note that sites less than three (3) acres are typically not market feasible for such use due to their limited size.
5. Require a 50-foot greenbelt buffer adjacent to any land zoned or used for residential purposes. This buffer is similar to what is required for Places of Worship. Such buffer will provide an appropriate transition to adjacent single-family properties.

The attached map indicates the potential properties upon which an Assisted Living Facility could be developed.

### RECOMMENDED TROY ZONING AMENDMENT:

New language is underlined. Removed language is ~~struck through~~.

#### Section 2.02: Definition:

ASSISTED LIVING: A dependent elderly housing facility without cooking facilities and only central dining service. Limited medical care, including memory care, may be provided. ~~is available.~~

**Section 4.21: Use Table:**

The table is as follows:

	R1A-R1E	RT	MF	UR	MHP	CF	EP	CB	GB	IB	O	OM	RC	PV	P
Senior assisted/independent living	P, S	P, S	P	P	NP	P, S	NP	P	P	P	NP	P	NP	NP	NP
<b>For Comparison Purposes Only</b>															
Multiple-family dwellings (2-8 stories)	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	NP	NP	NP	NP
Convalescent centers	NP	NP	S	S	NP	P	NP	P	P	P	P	P	NP	NP	NP
Adult foster care, family home	P	P	P	P	P	P	NP								
Adult foster care, Small group home	S	S	S	S	S	S	NP								
Adult foster care, large group home	S	S	S	S	S	S	NP								
Adult foster care, congregate facility	S	S	S	S	S	S	NP								

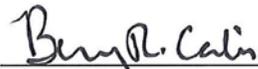
**Section 6.25: Specific Use Standards:**

- A. The maximum allowable density varies by housing type, but shall not exceed the following:
  - 1. Dwellings may be provided for as single-family detached, two-family or multiple-family units. When such dwellings contain kitchens, the minimum site area requirements for purposes of calculating density shall be as follows:
    - i. Dwelling Unit Size Site Area/Unit (Square Feet)
    - ii. Efficiency/one (1) bedroom 2,000
    - iii. Two (2) bedroom 2,500
    - iv. Each additional bedroom 500 additional
  - 2. Where facilities do not contain kitchen facilities within individual dwelling units, the site area per bed shall be one thousand five hundred (1,500) square feet.
- B. Height, lot coverage and setback requirements of the MF Districts as set forth in Section 4.08, Multiple Family Residential Requirements shall apply.
- C. Parking is not allowed in any required front yard. Parking is permitted in side and rear yards provided a minimum twenty (20) foot setback is observed.

- D. The maximum linear length of an uninterrupted building façade facing public streets, residentially zoned or used property, and/or parks shall be thirty (30) feet. Façade articulation or architectural design variations for building walls facing the street are required to ensure that the building is not monotonous in appearance. Building wall offsets (projections and recesses); cornices, varying building materials or pilasters shall be used to break up the mass of a single building.
- E. The drop-off / pick-up of residents shall be provided at the front entrance of the building with a covered canopy.
- F. The minimum lot area shall be three (3) acres.
- G. Frontage on major arterial street shall be required. All site access must be provided on a major arterial street.
- H. A 50-foot greenbelt buffer shall be provided adjacent to any land zoned or used for residential purposes. Such greenbelt shall be maintained as landscaped open space and shall not include any buildings, parking, or drive-aisles.

**Section 4.08: Multiple Family:**

No recommended amendments.



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CARLISLE/WORTMAN ASSOC., INC.  
Benjamin R. Carlisle, LEED AP, AICP

**Attachment:**

1. Map

CITY OF TROY

AN ORDINANCE TO AMEND  
CHAPTER 39 OF THE CODE  
OF THE CITY OF TROY  
PLANNING COMMISSION PUBLIC HEARING DRAFT

The City of Troy ordains:

Section 1. Short Title

This Ordinance shall be known and may be cited as an amendment to Chapter 39, Zoning Ordinance, of the Code of the City of Troy.

Section 2. Amendment

Chapter 39 of the Code of the City of Troy is amended as follows

Revise the following definition in Section 2.02 to read as follows:

ASSISTED LIVING: A dependent elderly housing facility without cooking facilities in individual rooms and with only central dining service. Limited medical care ~~is available~~, including memory care, may be provided.

Revise the following table in Section 4.21 to read as follows:

	R1A-R1E	RT	MF	UR	MHP	CF	EP	CB	GB	IB	O	OM	RC	PV	P
Senior assisted/independent living	P, <u>S</u>	P, <u>S</u>	P	P	NP	P, <u>S</u>	NP	P	P	P	NP	P	NP	NP	NP

Revise Section 6.25 to read as follows:

- A. The maximum allowable density varies by housing type, but shall not exceed the following:
  - 1. Dwellings may be provided for as single-family detached, two-family or multiple-family units. When such dwellings contain kitchens, the minimum site area requirements for purposes of calculating density shall be as follows:
    - i. Dwelling Unit Size Site Area/Unit (Square Feet)
    - ii. Efficiency/one (1) bedroom 2,000
    - iii. Two (2) bedroom 2,500
    - iv. Each additional bedroom 500 additional

2. Where facilities do not contain kitchen facilities within individual dwelling units, the site area per bed shall be one thousand five hundred (1,500) square feet.
- B. Height, lot coverage and setback requirements of the MF Districts as set forth in Section 4.08, Multiple Family Residential Requirements shall apply.
- C. Parking is not allowed in any required front yard. Parking is permitted in side and rear yards provided a minimum twenty (20) foot setback is observed.
- D. The maximum linear length of an uninterrupted building façade facing public streets, residentially zoned or used property, and/or parks shall be thirty (30) feet. Façade articulation or architectural design variations for building walls facing the street are required to ensure that the building is not monotonous in appearance. Building wall offsets (projections and recesses); cornices, varying building materials or pilasters shall be used to break up the mass of a single building.
- E. The drop-off / pick-up of residents shall be provided at the front entrance of the building with a covered canopy.
- F. The minimum lot area shall be three (3) acres.
- G. Frontage on a major arterial street shall be required. All site access shall be provided on a major arterial street.
- H. A 50-foot greenbelt buffer shall be provided adjacent to any land zoned or used for residential purposes. Such greenbelt shall be maintained as landscaped open space and shall not include any buildings, parking, or drive-aisles.

### Section 3. Savings

All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

### Section 4. Severability Clause

Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

Section 5. Effective Date

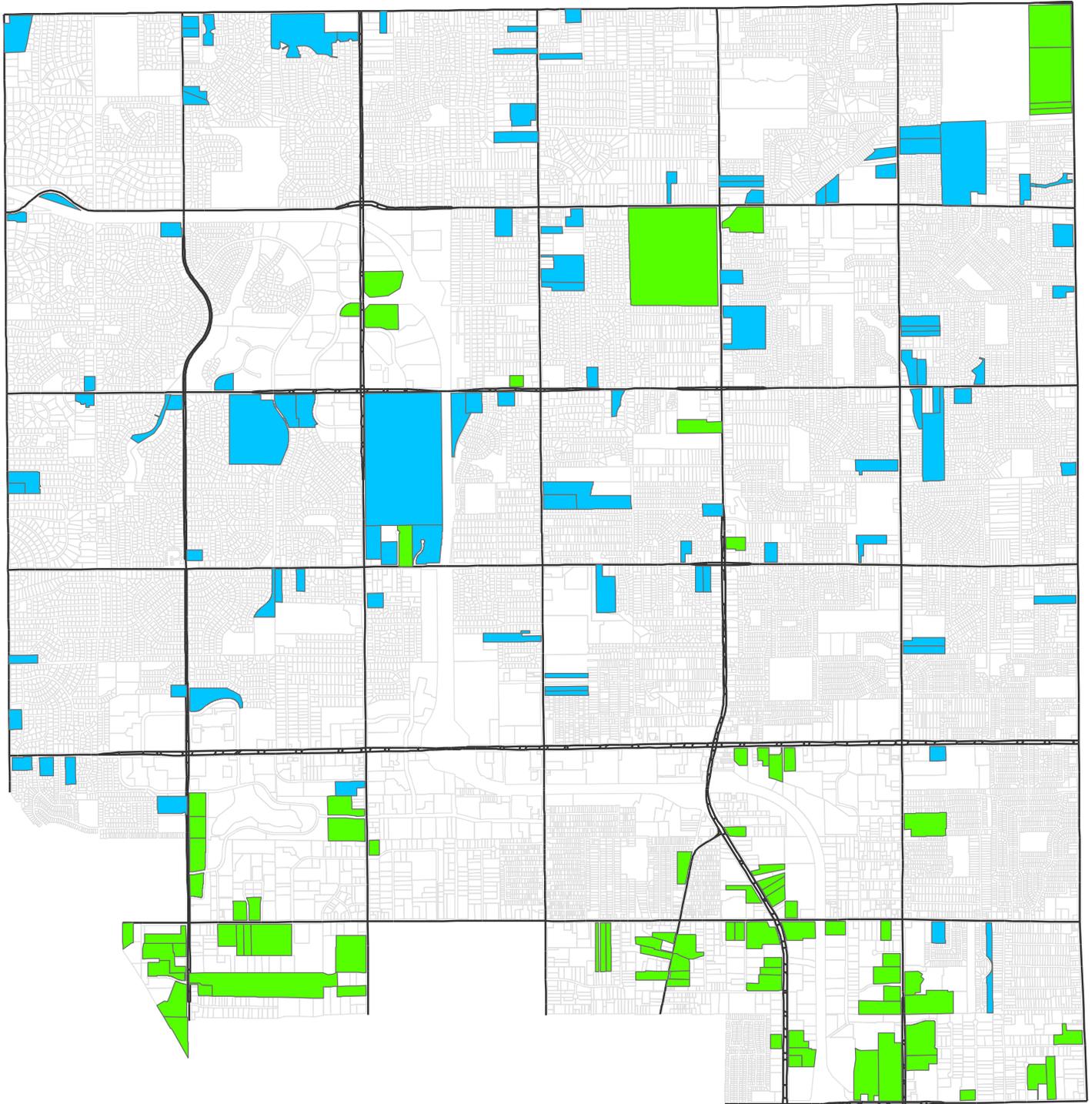
This amendment to the Zoning Ordinance shall take effect seven (7) days after publication, which shall be published within 15 days of adoption, as required the Michigan Zoning Enabling Act (Act 110 of 2006).

This Ordinance is enacted by the Council of the City of Troy, Oakland County, Michigan, at a regular meeting of the City Council held at City Hall, 500 W. Big Beaver, Troy, MI, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Dane Slater, Mayor

\_\_\_\_\_  
Aileen Bittner, City Clerk

# POTENTIAL ASSISTED LIVING FACILITY SITES



## Legend

-  Special Use
-  Permitted Use
-  Major Arterial



Based on proposed minimum development standards including location on major arterial and 3-acre minimum site

**ZONING ORDINANCE TEXT AMENDMENT**7. **PUBLIC HEARING - ZONING ORDINANCE TEXT AMENDMENT (File Number ZOTA 246) – Assisted Living Facilities**

Mr. Carlisle reviewed the proposed Zoning Ordinance language.

There was discussion on:

- Intent of Zoning Ordinance relating to distinction between residential and multi family districts for Special Use Approval requirement.
- Mechanism in place to protect single family residential districts with Special Use Approval requirement.
- Map depicting potential assisted living facility sites.

**PUBLIC HEARING OPENED**

No one was present to speak.

**PUBLIC HEARING CLOSED****Resolution # PC-2014-01-005**

Moved by: Edmunds

Seconded by: Schultz

**RESOLVED**, That the Planning Commission hereby recommends to the City Council that Articles 2, 4, and 6 of Chapter 39 of the Code of the City of Troy, which includes miscellaneous provisions related to assisted living facilities, be amended as printed on the proposed Zoning Ordinance Text Amendment.

Yes: All present (8)

Absent: Strat

**MOTION CARRIED**



## CITY COUNCIL AGENDA ITEM

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Date: January 29, 2014  
To: Brian Kischnick, City Manager  
From: MaryBeth Murz, Purchasing Manager  
Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Auction Services

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### **History**

On April 16, 2012, Troy City Council approved a two-year contract to provide Auction Services with an option to renew for two (2) additional years to the low total bidder, Chuck Cryderman & Associates LLC of Armada, MI (Resolution #2012-04-079-J-4c.)

The City uses the Auction Service to dispose of City owned surplus items, real estate, equipment and Police forfeiture and confiscated property. The auction contract is set up so that the buyer is responsible for all fees associated with the auction service, except to inventory items and provide printed inventory reports if needed, at a cost of \$25.00 per hour. This resolution also included the ability to use other trade publications or online auction websites to market specialty pieces of equipment as long as there is no cost to the City.

### **Purchasing**

Purchasing has analyzed market trends and found the City would not benefit from soliciting new bids for Auction Services. Chuck Cryderman & Associates, LLC, have successfully auctioned items in the past for the City. The auctions were run very professionally with positive results. The City benefits by marketing specialty pieces of equipment through trade publications and auction websites; such as GovDeals.com and PropertyRoom.com. PropertyRoom.com is a site that specifically specializes in disposing of Police forfeiture items. Additionally, these service contracts are available and predicated on National Joint Power Alliance (NJPA) Cooperative Pricing.

### **Financial**

Funds for this contract will be covered by buyer's premium placed on all auctioned items.

### **Recommendation**

City management recommends exercising the option to renew the contract for Auction Services for two (2) additional years for the City of Troy municipal offices, to the low bidder, Chuck Cryderman & Associates, LLC of Armada, MI, and to utilize online Auction Services which also includes sites such as GovDeal.com and PropertyRoom.com at no cost to the City.



## CITY COUNCIL AGENDA ITEM

Date: February 3, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic and Community Development  
Steven J. Vandette, City Engineer

Subject: Standard Purchasing Resolution #1: Award to Low Bidder  
Contract 13-6 – 2014 Water Main Replacement

### **History**

Old cast iron water mains in the northwest corner of the City within Section 7 have exceeded their service life and/or are undersized. This project will replace and upsize these mains to meet current size and fire flow standards while eliminating costly main breaks that are common with older water mains. Work will include replacing the existing 6" and 8" water mains on the streets noted below with 8" & 12" ductile iron water mains.

- Andover Ct., Havorford, Huntersgate, Fox Chase, Devonwood, Lenox and Sussex Streets
- Wattles road between Adams and Butternut Hill and Westwood

The work is anticipated to start in March and be completed in June.

### **Purchasing**

Bids were received and publicly read on January 29, 2014. The low bid of \$1,360,627.00, as submitted by C&P Construction Company, Inc. can be seen in the attached tabulation of bids. The engineer's estimate at the time of bidding was \$1,372,000. The low bid is therefore \$11,373 or 0.83% below the engineer's estimate.

Work was competitively bid and publicly opened with eight (8) bidders responding. The award is contingent upon submission of proper proposal and bid documents, including insurance certificates, bonds and all specified requirements.

### **Financial**

Funds for this work are included in the Water Fund. The budgeted amount includes funds for construction, inspection and contingencies.

### **Recommendation**

It is recommended that City Council award the 2014 Water Main Replacement contract to C&P Construction Company, Inc., 13249 West Star Dr., Shelby Twp., 48315 for their low total bid of \$1,360,627.00. In addition, we are requesting authorization to approve additional work, if needed, not to exceed 15% of the original project cost due to unknown conflicts with existing underground utilities that may arise during construction.

Enterprise funds are being used to fund this project; enterprise funds can only be used for operation, maintenance and improvements to the water system.

## Bid Comparison

**Contract ID:** 13-6  
**Contract Year:** 2014  
**Description:** 2014 Water Main Replacement  
**Location:** 2014 Water Main Replacement Section 7, Wattles Road & Westwood Road  
**Projects(s):** 13.505.5, 13.502.5, 13.504.5

Rank	Bidder	Total Bid
1	(04151) C & P Construction Company, Inc.	\$1,360,627.00
2	(_70001) Bricco Excavating Company, L.L.C.	\$1,374,645.00
3	(05029) F.D.M. Contracting, Inc.	\$1,396,678.90
4	(_00022) Evergreen Civil LLC	\$1,503,908.13
5	(_00020) Troelsen Excavating	\$1,520,593.50
6	(07329) RBV Contracting, Inc.	\$1,896,586.00
7	(06366) DiPonio Contracting, Inc.	\$2,072,386.00
8	(_1) Superior Excavating	\$2,157,885.50





# CITY COUNCIL AGENDA ITEM

Date: February 4, 2014

To: Brian Kischnick, City Manager

From: Gary Mayer, Police Chief  
 Thomas Gordon, Lieutenant  
 MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Tactical Vests

**History**

The Police Department provides specialized ballistic vests to officers assigned to the Special Investigations Unit and Tactical Support Team. These vests provide enhanced protection to the officers during high risk investigations and response to critical incidents. The current ballistic vests are no longer under the manufacturer’s warranty, and are at the end of their life cycle; necessitating the replacement of vests currently being used by the Police Department.

**Purchasing**

On January 30, 2014, a bid opening was conducted as required by City Charter and Code to purchase up to nineteen (19) Tactical Vests for the Police Department. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info) and the bid was also sent to the Troy Chamber of Commerce. Two (2) bid responses were received. The award is recommended low bid as specified. Below is a detailed summary of potential vendors:

<b>Companies notified via MITN</b>	93
Troy Companies notified via MITN	1
Troy Companies notified Active email Notification	1
Troy Companies notified Active Free	0
<b>Companies that viewed the bid</b>	28
Troy Companies that viewed the bid	0

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

After reviewing the bid proposal, On Duty Gear, LLC of Port Huron, MI was the lowest bidder meeting specifications to provide one (1) year requirements of NEW Tactical Vests and is being recommended for the purchase of fifteen (15) Tactical Vests in the current 2013-2014 fiscal year and four (4) Tactical Vests in the 2014-2015 fiscal year.

**Financial**

The funds for these purchases are available in the Police Department in the fiscal years as detailed below.

Fiscal Year	Vest Qty.	Unit Cost	Total Cost
2013-2014	15	\$2,885.00	\$43,275.00
2014-2015	4	\$2,885.00	\$11,540.00
			<b>\$54,815.00</b>

Also note these vests are reimbursable under the Department of Justice Bulletproof Vest Partnership Grant. This grant will reimburse the City 50% of the purchase price.



## CITY COUNCIL AGENDA ITEM

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### **Recommendation**

City management recommends awarding a contract to purchase Tactical Vests for the Police Department to the lowest bidder meeting specifications, *On Duty Gear, LLC of Port Huron, MI* for an estimated total cost of \$54,815.00 as detailed above, all at prices contained in the bid tabulation dated January 30, 2013.

Opening Date -- 1/30/2014  
 Date Reviewed -- 2/4/2014

CITY OF TROY  
 BID TABULATION  
 TACTICAL VESTS

VENDOR NAME:

<b>On Duty Gear, LLC</b>	CMP Distributors, Inc.
<b>Port Huron, MI</b>	Lansing, MI

**PROPOSAL: To Furnish ONE (1) Year Requirements of NEW TACTICAL VESTS for the City of Troy Police Department;  
 in accordance with all bid specifications.**

	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>COST FOR NINETEEN (19) TACTICAL VESTS</b> <i>Armor Express Model LightHawk XT</i>	<b>\$ 2,885.00</b>	<b>\$ 54,815.00</b>	\$ 2,998.00	\$ 56,962.00
<b>SIZE AVAILABILITY:</b>	<b>Custom Sized</b>		Sml-4XL, Reg & Long	
<b>WARRANTY:</b>	<b>Manufacturer-5yrs. On ballistics, 18 mo. On carrier</b>		Manufacturer	
<b>AUTHORIZED DEALER:</b>	Y/N	<b>Yes</b>	Yes	
<b>DESCRIPTIVE LITERATURE ENCLOSED:</b>	Y/N	<b>Yes</b>	No	
<b>CONTACT INFORMATION</b>	Hrs of Operation	<b>9:00am-5:00pm</b>	M-F 8:30am-5:00pm	
	24 Hr. Phone #	<b>810-650-5004</b>	517-974-4276	
	Contact Name	<b>Paul Riddell</b>	Catherine Parks	
<b>REFERENCES:</b>	Y/N	<b>Yes</b>	Yes	
<b>PAYMENT TERMS</b>		<b>Net 30</b>	Net 30	
<b>DELIVERY</b>		<b>90 ARO</b>	30-40 days ARO	
<b>EXCEPTIONS</b>		<b>None</b>	Blank	
<b>ACKNOWLEDGEMENT: Signed</b>	Y/N	<b>Yes</b>	Yes	
<b>Forms (5)</b>	Y/N	<b>Yes</b>	No 2 of 5	

**Bold Type Indicates Low Bidder meeting Specification.**

ATTEST:

Enna Bachelor  
George Zielinski  
Steve Zagacki  
K. M. Ball

\_\_\_\_\_  
 MaryBeth Murz,  
 Purchasing Manager



## CITY COUNCIL AGENDA ITEM

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Date: February 5, 2014

To: Brian Kischnick, City Manager

From: Tom Darling, Director of Financial Services  
MaryBeth Murz, Purchasing Manager  
Sandra Kasperek, City Treasurer

Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing Services

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### **History**

On March 5, 2012, Troy City Council approved a two-year contract to provide Laser printing and the Distribution of the City of Troy Summer and Winter Tax Bills, with an option to renew for one (1) additional year to the low bidder, Peregrine Services Inc. of Monroe, LA, with an option to renew for one additional (1) year (tax period). {Resolution #2012-03-060-J4c}.

- Vendor is required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.
- Peregrine Services Inc. has proven to be reliable in meeting all printing specifications and required deadlines.
- Peregrine Services Inc. of Monroe, LA, agreed to renew the current contract under the same prices, terms and conditions for one (1) additional year.

### **Purchasing**

The Purchasing Department performed a market survey and based on the results and the successful performance of Peregrine Services has concluded that it is in the City's best interest to exercise the renewal option.

### **Financial**

Funds for these services are available in the printing and postage accounts in the operating budget of the Treasurer's Office.

### **Recommendation**

City management recommends exercising the one (1) year option to renew Laser printing and the Distribution of the City of Troy Summer and Winter Tax Bills with Peregrine Services Inc. of Monroe, LA, under the same prices, terms and conditions.



## CITY COUNCIL AGENDA ITEM

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Date: February 4, 2014

To: Brian Kischnick, City Manager

From: Tom Darling, Financial Services Director  
 MaryBeth Murz, Purchasing Manager  
 Gert Paraskevin, Information Technology Director

Subject: Standard Purchasing Resolution 4: State of Michigan MiDeal Program – Upgrade Telephone System

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### History

The City currently utilizes an Avaya telephone system and related equipment for telephone service to all City buildings. The original system was purchased in 1996 under a lease arrangement which also included maintenance. Since then the system has been upgraded and the lease reviewed, analyzed and renewed at various times over the years. The telephone system hardware and software was last upgraded in 2006. In 2011 the lease was again renewed and it included purchase of the equipment outright along with maintenance (Resolution #2011-02-051-J-5). The current lease and maintenance is due to expire April 1, 2014.

The Avaya telephone system has proven to be a very reliable and solid investment. It has allowed the City to improve and expand telephone service over the years without having to replace all the equipment and telephone sets. Currently there are limits as to what the system offers and supports because the existing servers and software have become outdated as they are now eight years old. As a result, the City is currently unable to meet requests for new features and the newer telephone sets.

Current software available from Avaya includes the Aura Foundation and Mobility Suites. They offer many new features including the following:

- Expanded telephone set and feature support
  - Support for wireless phones utilizing WiFi technology
  - Support for an expanded list of telephone sets at lower cost with improved functionality such as local caller id lists
  - Ability to record a telephone call adhoc as a voice mail message
- Desktop software client
  - Avaya offers a desktop client which includes all the features of a desk phone plus more. Name look-up, click to dial, caller-id lists, Instant Messaging (IM), voicemail and conference calling are some of the features that could improve productivity.
  - Provides basic collaboration tools such as IM, desktop point-to-point video plus the foundation to offer more advanced collaboration tools such as content sharing and video, voice and web conferencing



## CITY COUNCIL AGENDA ITEM

- Integration with Microsoft Office
  - Unified access to voicemail and email
- Use of Session Initiation Protocol (SIP) technology
  - Allows for a less costly alternative to the traditional PRI trunks
  - Allows integration of mobile devices such as Smartphones and tablets
    - Avaya provides a mobile device application extending the office phone to the mobile device allowing one number calling and access to all the enterprise telephone features
- Improved intuitive web based management software

The Avaya system is composed of several components as pictured in Attachment A. It is recommended the following components be upgraded: Media Servers, the software installed on those servers, and network switches. What will remain are the Media Gateways which house the physical telephone equipment to connect analog and digital phones and the main telephone service to City Hall. Costs for these upgrades are listed in Appendix B.

### **Purchasing**

The Michigan MiDeal Contract prequalifies vendors and equipment through a competitive bid process. Strategic Products and Services (SPS) of Lansing, MI is the awarded low bidder from the State of Michigan MiDeal Cooperative Contract included in Contract #071B0200268 for Avaya Maintenance, Monitoring, Parts and Professional Services.

### **Financial**

Funds are budgeted and available in the General Fund operating budget for Building Operations – City Hall.

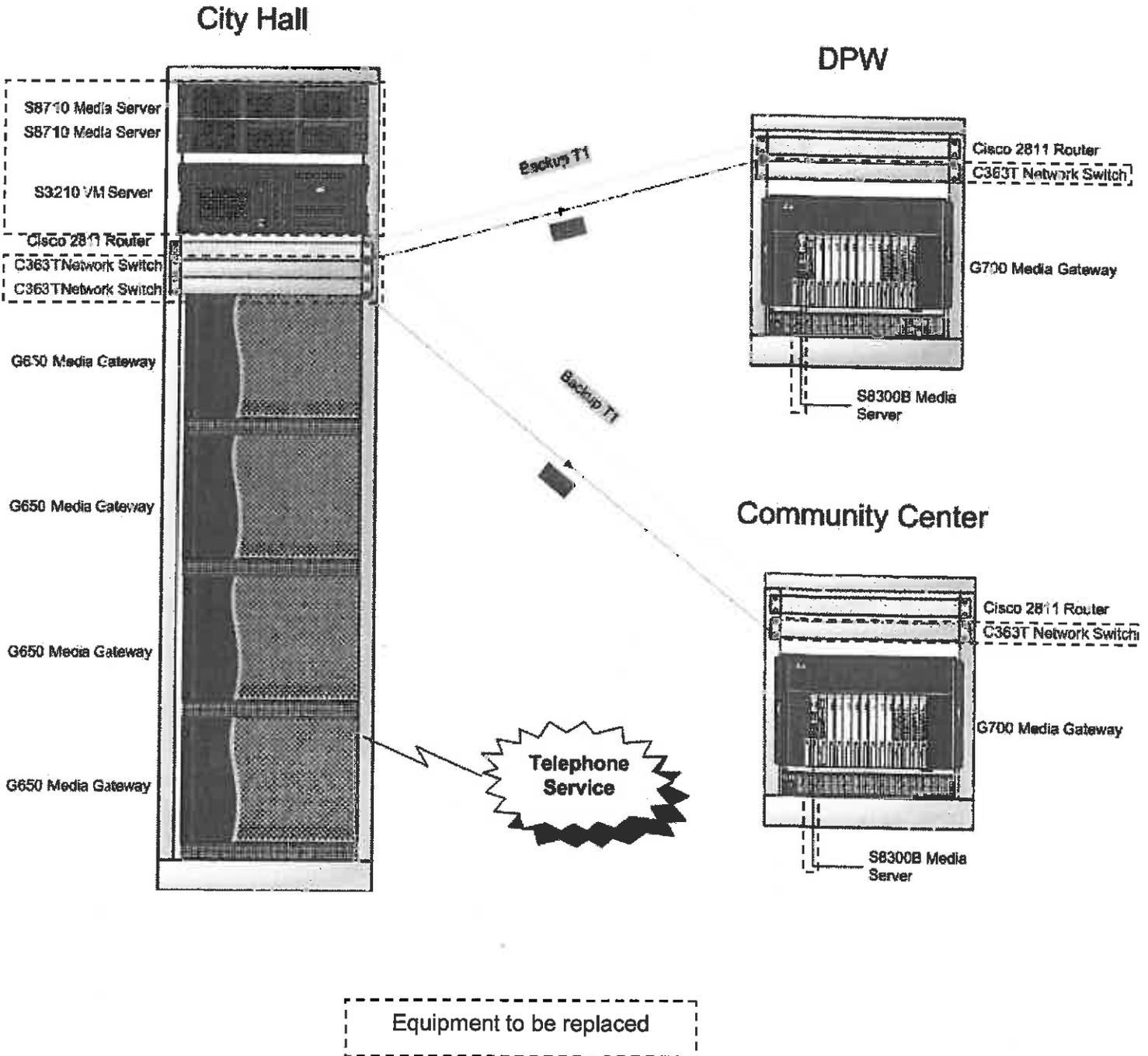
### **Recommendation**

City management recommends awarding contracts to purchase telephone system hardware, software, and maintenance to Avaya as quoted by *Strategic Products and Services of Lansing, MI*. The equipment and software costs are estimated to be \$112,371.71, at prices detailed and contained in quote #SQ129802, to be purchased through a 5-year 3.716% lease from Avaya Financial for an estimated annual cost of \$24,184.46. Hardware and software maintenance costs are estimated to be \$33,546.51 per year for three years, at prices detailed and contained in the quote dated 12/20/2013. In addition, City management recommends awarding a contract to Strategic Products and Services for parts and professional services as they may relate to the telephone system, on an as needed basis per the State of Michigan MiDeal Contract #071B0200268.

# CITY COUNCIL AGENDA ITEM

## Attachment A

### City Hall Equipment





# CITY COUNCIL AGENDA ITEM

## Appendix B Cost Summary

Location	Description	Licenses	Cost
City Hall			
	Software		
	Aura Foundation Suite	705	40,882.95
	Aura Mobile Suite	100	9,900.00
	Hardware		
	Servers and Switches		27,672.00
	Implementation Services		16,810.76
	<b>Total</b>		<b>\$95,265.71</b>
Community Center			
	Hardware		
	Server and Switch		5,298.00
	Implementation Services		3,255.00
	<b>Total</b>		<b>\$ 8,553.00</b>
DPW			
	Hardware		
	Server and Switch		5,298.00
	Implementation Services		3,255.00
	<b>Total</b>		<b>\$ 8,553.00</b>
	<b>Grand Total</b>		<b>\$112,371.71</b>
Maintenance			
	Hardware		9,304.68
	Software		24,241.83
	<b>Total Maintenance</b>		<b>\$ 33,546.51</b>



300 Littleton Rd, Parsippany, NJ  
Phone 883 777-7280

Bill-to:  
CITY OF TROY  
BIG BEAVER  
500 W BIG BEAVER ROAD  
TROY, MI 48084

Summary Purchase Agreement

No. SPA01240

Please return this agreement and all related documents to:

**Strategic Products and Services**  
300 Littleton Rd  
Parsippany, NJ 07054  
Attention: Operations Manager

Date 01/24/14  
Date Valid Through 03/10/14  
Salesperson Robert Roach  
Salesperson Phone 517-853-6102  
Payment Terms Code NET30

					Deposit Amount	Amount
<b><u>Equipment, Software, Licenses to be invoiced upon Delivery to Customer Site</u></b>						
/SQ129802	500 W BIG BEAVER ROAD	TROY	MI		39,227.48	78,454.95
/SQ129806	3179 LIVERNOIS RD	TROY	MI		2,649.00	5,298.00
/SQ129810	4693 ROCHESTER RD	TROY	MI		2,649.00	5,298.00
<b>Total Equipment, Software, Licenses</b>					<b>44,525.48</b>	<b>89,050.95</b>
<b><u>Installation and Professional Services to be invoiced immediately following Site Installation</u></b>						
/SQ129805	500 W BIG BEAVER ROAD	TROY	MI		8,405.38	16,810.76
/SQ129808	3179 LIVERNOIS RD	TROY	MI		1,627.50	3,255.00
/SQ129811	4693 ROCHESTER RD	TROY	MI		1,627.50	3,255.00
<b>Total Installation and Professional Services</b>					<b>11,660.38</b>	<b>23,320.76</b>

**Total Purchase Agreement** **56,185.86    112,371.71**

Phased or multi-site engagements of a long term nature may require staggering invoices as individual project phases are completed. If your company policy does NOT allow multiple invoices to be rendered against a single Purchase Order, additional Purchase Orders may be requested.

This Purchase Agreement shall be governed by the SPS Terms and Conditions at [www.spscom.com/terms-and-conditions](http://www.spscom.com/terms-and-conditions) [user name & password is spsystems] in the absence of a bona fide written agreement between the parties. Customer's signature below acknowledges that signatory is duly authorized to accept this Purchase Agreement. Acceptance by SPS is evidenced by an authorized signature.

<b>CITY OF TROY</b>		<b>Strategic Products and Services</b>	
<b>Authorized Signature</b>	<b>Date</b>	<b>Authorized Signature</b>	<b>Date</b>
<b>Printed Name</b>		<b>Printed Name</b>	

**TO PAY BY CREDIT CARD, PLEASE GO TO <http://www.spscom.com/payment>**

**PURCHASE AGREEMENT**



Number: SQ129802  
 Date: 01/24/14  
 Valid Through 03/10/14

Account Executive Robert Roach  
 517-853-6102

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
 SALES/BILLING: (888) 777-7280  
 SERVICE: (888) 777-7281

**Work Location:**  
 CITY OF TROY  
 BIG BEAVER  
 GERT PARASKEVIN  
 500 W BIG BEAVER ROAD  
 TROY, MI 48084

**Bill To:**  
 CITY OF TROY  
 BIG BEAVER  
 GERT PARASKEVIN  
 500 W BIG BEAVER ROAD  
 TROY, MI 48084

Phone: 248/524-3416  
 Contact: GERT PARASKEVIN  
 Cont Phone: 248/524-3416  
 Fax:

Contact: GERT PARASKEVIN  
 Phone: 248/524-3416  
 Fax:

Description	Quantity	Unit Price	Amount
184244 CM S8500 MODEL UPG	1		
CM5 S8500 UPG SFTW LIC	1		
CC R5.0 BASIC UPG RFA INDICAT	1		
AURA ENT ED R5 UPG SFTW LIC UP	805		
AVAYA AURATM RFA TO PLDS CONVE	1		
MEDIA ENCRYPTION R5 & PRIOR	1		
MEDIA ENCRYPTION R6+/MBT	1		
R6 LARGE ENT SIMPLX SOL UPG TR	1		
AURA FOUNDATION SUITE R6 UPG	705	57.99	40,882.95
FND SUITE R6 MGMT SITE ADMN	1		
FOUNDATION SUITE R6SM SIP CONN	705		
FND SUITE UCE R6 ONE-X COMM R6	705		
FND SUITE UCE R6 ONE-X COMM R6	705		
ENT CORE R6 PS SFTW DWLD	1		
FND SUITE R6 ONE-XC VIDEO R6 L	705		
ENT CORE R6 CMM R6 LIC /E	705		
FND SUITE FLARE EXP WIN R1 CM6	705		
FND SUITE 1XC MAC OS R6 LIC/E	705		
UPG/UPL CM - MOBILE R6 LIC	100	99.00	9,900.00
MOBILE R6 ASBCE R6.2+ STD1-500	34		
MOBILE R6 ASBCE R6.2+ ADV LIC	34		
MOBILE R6 1X MBL SIP IOS R5/E	100		
MOBILE R6 AES UNIFIED DESKTOP	100		
MOBILE R6 EC500 SM R9	100		
MOBILE R6 ONE-X CES R6 /E	100		
MOBILE R6 MSG SEAT MAINSTREAM	100		
MOBILE R6 ONE-XC VIDEO R6 /E	100		
MOBILE R6 SESS MGR SIP CONN	100		
MOBILE R6 PRESENCE SERVICES R6	100		
MOBILE R6 CMM R6 /E	100		
MOBILE R6 FLARE EXP IPAD R6	100		
MOBILE R6 FLARE EXP WIN R1 CM6	100		
MOBILE R6 1XC MAC OS R6 /E	100		
MOBILE R6 ONE-X COMM R6 /E	100		
APS NTWK READINESS-VENDOR PRV	1		

Transferred to page 2.....

Description	Quantity	Unit Price	Amount
Transferred from page 1.....			
MOBILE R6 CA DCE ENBL R6 /E	100		
MOBILE R6 CA OFFCE LYNC R6/E	100		
MOBILE R6 ACE API R6 /E	100		
MOBILE R6 ACE NAMED ROYALTY	100		
FND SUITE R6 ACE BASE LINUX R6	1		
FND SUITE R6 CA DCE ENBL R6/E	705		
FND SUITE R6 CA OFFCE LYNC R6/	705		
FND SUITE R6 ACE NAMED ROYALTY	705		
FND SUITE R6 ACE API R6/E	705		
SAL STDALN GATEWAY LIC R2	1		
303518 DL360PG8 SRVR CM SMLX	2	8,559.00	17,118.00
U.S A/C CABLE FOR POWER SUPPLY	2	23.00	46.00
CABLE GREEN 5 METER	2	41.00	82.00
CM5.2.1 LINUX UNITY SFTW CD	1	100.00	100.00
CM5.2.1 LINUX UNITY SFTW CD UP	1	100.00	100.00
ADMIN TOOLS R6.0 CD	1	50.00	50.00
AVAYA AURA TM R6.3.0 SFTW DVD	2	50.00	100.00
AVAYA AURA TM SYS PLATFORM 6.3	2	50.00	100.00
700507125 AVAYA AURA PS R6.2.2	1	150.00	150.00
700507385 CM MSGING R6.3 MEDIA	1	50.00	50.00
REF TN771DP FACILITY TEST CP	1	365.00	365.00
IP MEDIA RES TN2602 & 320 LIC	1	4,995.00	4,995.00
ERS 3524GT W/24 10/100/1000 PT	2	1,424.00	2,848.00
NORTEL-SFP (MINIGBIC) TRANSMOD	2	764.00	1,528.00
AVAYA RJ-45/DB-9 INTEGRATED	2	20.00	40.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

78,454.95

**PURCHASE AGREEMENT**



Number: SQ129805  
 Date: 01/24/14  
 Valid Through 03/10/14

Account Executive Robert Roach  
 517-853-6102

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
 SALES/BILLING: (888) 777-7280  
 SERVICE: (888) 777-7281

**Work Location:**  
 CITY OF TROY  
 BIG BEAVER  
 GERT PARASKEVIN  
 500 W BIG BEAVER ROAD  
 TROY, MI 48084

**Bill To:**  
 CITY OF TROY  
 BIG BEAVER  
 GERT PARASKEVIN  
 500 W BIG BEAVER ROAD  
 TROY, MI 48084

Phone: 248/524-3416  
 Contact: GERT PARASKEVIN  
 Cont Phone: 248/524-3416  
 Fax:

Contact: GERT PARASKEVIN  
 Phone: 248/524-3416  
 Fax:

Description	Quantity	Unit Price	Amount
PROJECT MANAGEMENT	1	2,196.43	2,196.43
ADD 8500/87XX ESS	1	770.00	770.00
CM MESSAGING INTEGRATION	1	595.00	595.00
VMAIL ONLY USERS	494	5.80	2,865.33
SAME PLATFORM UPGRADE TO R6.X.X	1	1,940.00	1,940.00
IPSI,CLAN,MEDPRO,VAL UPG-REM	7	35.00	245.00
C-LAN INTEGRATION (EACH ADDTL)	1	70.00	70.00
EC500 FOR 5 USERS	2	210.00	420.00
FIELD ENGINEERING LABOR	1	3,059.00	3,059.00
NET READINESS EVAL-1ST<48	1	717.50	717.50
CONVERGED ENGINEER-HOURLY RATE	1	205.00	205.00
SAL ELEMENTS (CONCENTRATOR)	1	140.00	140.00
DATA GEAR IMPLEMENTATION			
CONVERGED IMPL BASE -INCL NPE	1	897.90	897.90
CONVERGED IMPLEMENT PER SWITCH	4	467.40	1,869.60
CONVERGED ENGINEER-HOURLY RATE	4	205.00	820.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

16,810.76

**PURCHASE AGREEMENT**



Number: SQ129806  
Date: 01/24/14  
Valid Through 03/10/14

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
SALES/BILLING: (888) 777-7280  
SERVICE: (888) 777-7281

Account Executive Robert Roach  
517-853-6102

**Work Location:**  
CITY OF TROY  
GERT PARASKEVIN  
3179 LIVERNOIS RD  
TROY, MI 48083

**Bill To:**  
CITY OF TROY  
BIG BEAVER  
GERT PARASKEVIN  
500 W BIG BEAVER ROAD  
TROY, MI 48084

Phone:  
Contact: GERT PARASKEVIN  
Cont Phone: 248/524-3416  
Fax:

Contact: GERT PARASKEVIN  
Phone: 248/524-3416  
Fax:

Description	Quantity	Unit Price	Amount
CM4 & PRI TO CM5.0 LSP/G700 UP	1		
S8300/S8400 CD/DVD ROM DRIVE	1	295.00	295.00
S8300D SERVER - NON GSA	1	2,595.00	2,595.00
CM5.2.1 LINUX UNITY SFTW CD UP	1	100.00	100.00
AVAYA AURA TM R6.3.0 SFTW DVD	1	50.00	50.00
AVAYA AURA TM SYS PLATFORM 6.3	1	50.00	50.00
ERS 3524GT W/24 10/100/1000 PT	1	1,424.00	1,424.00
NORTEL-SFP (MINIGBIC) TRANSMOD	1	764.00	764.00
AVAYA RJ-45/DB-9 INTEGRATED	1	20.00	20.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

5,298.00

**PURCHASE AGREEMENT**



Number: SQ129810  
Date: 01/24/14  
Valid Through 03/10/14

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
SALES/BILLING: (888) 777-7280  
SERVICE: (888) 777-7281

Account Executive Robert Roach  
517-853-6102

**Work Location:**  
CITY OF TROY  
GERT PARASKEVIN  
4693 ROCHESTER RD  
TROY, MI 48085

**Bill To:**  
CITY OF TROY  
BIG BEAVER  
GERT PARASKEVIN  
500 W BIG BEAVER ROAD  
TROY, MI 48084

Phone:  
Contact: GERT PARASKEVIN  
Cont Phone:  
Fax:

Contact: GERT PARASKEVIN  
Phone: 248/524-3416  
Fax:

Description	Quantity	Unit Price	Amount
CM4 & PRI TO CM5.0 LSP/G700 UP	1		
S8300/S8400 CD/DVD ROM DRIVE	1	295.00	295.00
S8300D SERVER - NON GSA	1	2,595.00	2,595.00
CM5.2.1 LINUX UNITY SFTW CD UP	1	100.00	100.00
AVAYA AURA TM R6.3.0 SFTW DVD	1	50.00	50.00
AVAYA AURA TM SYS PLATFORM 6.3	1	50.00	50.00
ERS 3524GT W/24 10/100/1000 PT	1	1,424.00	1,424.00
NORTEL-SFP (MINIGBIC) TRANSMOD	1	764.00	764.00
AVAYA RJ-45/DB-9 INTEGRATED	1	20.00	20.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

5,298.00

**PURCHASE AGREEMENT**



Number: SQ129808  
Date: 01/24/14  
Valid Through 03/10/14

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
SALES/BILLING: (888) 777-7280  
SERVICE: (888) 777-7281

Account Executive Robert Roach  
517-853-6102

**Work Location:**  
CITY OF TROY  
GERT PARASKEVIN  
3179 LIVERNOIS RD  
TROY, MI 48083

**Bill To:**  
CITY OF TROY  
BIG BEAVER  
GERT PARASKEVIN  
500 W BIG BEAVER ROAD  
TROY, MI 48084

Phone:  
Contact: GERT PARASKEVIN  
Cont Phone: 248/524-3416  
Fax:

Contact: GERT PARASKEVIN  
Phone: 248/524-3416  
Fax:

Description	Quantity	Unit Price	Amount
PROJECT MANAGEMENT	1	750.00	750.00
LSP/ESS TO R6.X UPGRADE (REMOTE)	1	840.00	840.00
FIELD ENGINEERING LABOR	1	910.00	910.00
NET READINESS EVAL- ADDTL SITE	1	410.00	410.00
CONVERGED ENGINEER-HOURLY RATE	1	205.00	205.00
SAL ELEMENTS (CONCENTRATOR)	1	140.00	140.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

3,255.00

**PURCHASE AGREEMENT**

**SPS** / STRATEGIC  
PRODUCTS  
AND SERVICES



Number: SQ129811  
Date: 01/24/14  
Valid Through 03/10/14

300 Littleton Rd, Ste 200 Parsippany, NJ 07054  
SALES/BILLING: (888) 777-7280  
SERVICE: (888) 777-7281

Account Executive Robert Roach  
517-853-6102

**Work Location:**  
CITY OF TROY  
GERT PARASKEVIN  
4693 ROCHESTER RD  
TROY, MI 48085

**Bill To:**  
CITY OF TROY  
BIG BEAVER  
GERT PARASKEVIN  
500 W BIG BEAVER ROAD  
TROY, MI 48084

Phone:  
Contact: GERT PARASKEVIN  
Cont Phone:  
Fax:

Contact: GERT PARASKEVIN  
Phone: 248/524-3416  
Fax:

			Page: 1
Description	Quantity	Unit Price	Amount
PROJECT MANAGEMENT	1	750.00	750.00
LSP/ESS TO R6.X UPGRADE (REMOTE)	1	840.00	840.00
FIELD ENGINEERING LABOR	1	910.00	910.00
NET READINESS EVAL- ADDTL SITE	1	410.00	410.00
CONVERGED ENGINEER-HOURLY RATE	1	205.00	205.00
SAL ELEMENTS (CONCENTRATOR)	1	140.00	140.00

Payment Terms Net 30 Days

Amount excludes Shipping and Taxes

3,255.00



# Channel Service Agreement Order Form

US Only

12.12.1

Export Date: 12/20/13

Customer Name:	Contract #:	Page 1 of	total pages
Sold To number:			
Equipment Location Address:	Customer Contact:	Installation Date:	
City State Zip	Customer Contact Telephone Number:		

Avaya bill commencement date for new support services orders is the first day of the second month upon Avaya's acceptance of the order. For support services renewal or recast orders, the start date will be the first billing cycle date following Avaya's acceptance of the order. The support services ordered hereunder and the associated billing may commence, in some cases, during the Avaya Product warranty period. If this order is for replacement services or changed services for a Product currently covered by another Avaya support service, Customer hereby agrees to terminate the replaced service effective the date of implementation of the replacement service. Customer acknowledges that termination charges may apply in accordance with Avaya's termination policy and Customer's commercial agreement.

NOTICE: THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF AVAYA'S MASTER MAINTENANCE AND MANAGED SERVICES TERMS FOUND AT <https://downloads.avaya.com/css/P8/documents/100172253> IN EFFECT AS OF THE DATE OF THIS ORDER, AND SUCH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER BY REFERENCE. ANY TERMS AND CONDITIONS ON CUSTOMER'S PURCHASE ORDER OR OTHER SUBMITTED DOCUMENTATION OR WEBSITES SHALL HAVE NO FORCE AND EFFECT. However, if Avaya and Customer have executed a master or frame agreement that includes maintenance and managed services terms and conditions that is currently in effect between the parties, this Order Form shall be subject to the terms and conditions of such agreement. The support services ordered hereunder are described and subject to the terms of the support service description (e.g., Service Agreement Supplement, statement of work, service description) (the "SAS") in effect as of the date of the Order, which SAS is incorporated by reference into this Order. Customer authorizes Avaya to release information related to inventory and billing for this customer location to the authorized Avaya Business Partner/Distributor. This information will enable the Avaya Business Partner/Distributor to accurately quote to Customer future Avaya products and services. Unless otherwise specified, this authorization shall remain in effect until the earlier of written notification by the Customer or the termination/expiration of maintenance by the original Business Partner whose name appears on this Order Form.

The Maintenance service unit price associated with Call Center Administered Agents and Administered Voice Mail Boxes will remain fixed based on the number of units located at the site at commencement of Maintenance services for that site. Such per unit charge will remain unchanged for the contracted term of maintenance support, independent of quantity changes recorded during true-ups. Avaya will, at its discretion, perform a true up on no more than a quarterly basis to reconcile future billing on any items which have been added (activated) or removed (deactivated) during the previous period. No credits or cash payments will be issued against previously paid amounts.

Service charges for IP ports and certain Communication Manager applications (including but not limited to Wan Spare Processor, Local Spare Processor, Survivable Remote Processor & IP Agents) located at remote customer sites that are priced under the utility pricing methodology will be invoiced at customer's main/media server location. These service charges will be invoiced based on the coverage option and pricing reflected at the main site or location. Under Support Advantage Essential or Preferred Support, voice terminals are entitled to remote support. In order for voice terminals to qualify for parts replacement, Support Advantage Parts or Onsite Support with Terminal Replacement coverage is required.

Customer authorizes Avaya to release information related to inventory and billing for this customer location to the authorized Avaya Business Partner/Distributor. This information will enable the Avaya Business Partner/Distributor to accurately quote to Customer future Avaya products and services. Unless otherwise specified, this authorization shall remain in effect until the earlier of written notification by the Customer or the termination/expiration of maintenance by the original Business Partner whose name appears on this Order Form.

Material Codes	Qty	Description	Term In months	Coverage	Monthly or Prepaid	Unit Price	Total Price
<b>Location A - Core (\$T 3342341)</b>							
207947	1	AVAYA AURATM R5 S8500 UPG SW LIC					
225231	805	AVAYA AURATM R5 EE 101-100LIC UPPCM					
227273	1	SAL POLICY SRVR LIC R1.5 DWNLD					
231820	1	AVAYA AURATM RFA TO PLDS CONVERSION					
259400	1	MEDIA ENCRYPTION R5 & PRIOR					
259401	1	MEDIA ENCRYPTION R6+MBT					
266529	1	R6 LARGE ENT SIMPLX SOL UPG TRACKING					
266883	705	AURA FOUNDATION SUITE R6 UPG SW LIC					
269350	1	FND SUITE R6 MGMT SITE ADMIN LIC /E					
269363	705	FOUNDATION SUITE R6SM SIPCONN LIC /E					
269390	705	FND SUITE UCE R6 ONE-X COMM R6 LIC /E					
269405	705	FOUNDATION SUITE R6 PS R6 LIC /E					
269406	1	FND SUITE R6 PS SFTW DWNLD R6 LIC /E					
269422	705	FND SUITE R6 ONE-XC VIDEO R6 LIC /E					
270052	705	FOUNDATION SUITE R6 CMM R6 LIC /E					
271180	705	FND SUITE FLARE EXP WINR1 CM6 LIC /E					
271181	705	FND SUITE 1XC MAC OS R1 LIC /E					
272536	100	UPG/UPL CM - MOBILE R6 LIC					
272544	34	MOBILE R6 ASBCE R6.2+ STD 1-500 /E					
272549	34	MOBILE R6 ASBCE R6.2+ ADV 1-500 /E					
272559	100	MOBILE R6 1X MBL SIP IOS R5 /E					
272560	100	MOBILE R6 AES UNIFED DESKTOP R6 /E					
272562	100	MOBILE R6 EC500 SM R9 /E					
272563	100	MOBILE R6 ONE-X CES R6 /E					
272564	100	MOBILE R6 MSG SEAT MAINSTREAM R6 /E					
272565	100	MOBILE R6 ONE-XC VIDEO R6 /E					
272571	100	MOBILE R6 SESS MGR SIP CONN R6 /E					
272572	100	MOBILE R6 PRESENCE SERVICES R6 /E					
272574	100	MOBILE R6 CMM R8 /E					
272579	100	MOBILE R6 FLARE EXP IPAD R1 /E					
272580	100	MOBILE R6 FLARE EXP WIN R1CM6 /E					
272581	100	MOBILE R6 1XC MAC OS R1 /E					
272582	100	MOBILE R6 ONE-X COMM R6 /E					
272774	100	MOBILE R6 CA DCE ENBL R6 /E					
272778	100	MOBILE R6 CA OFFCE LYNC R6 /E					
272780	100	MOBILE R6 ACE API R6 /E					
272782	1	FND SUITE R6 ACE BASE LINUX R6 /E					
272783	705	FND SUITE R6 CA DCE ENBL R6 /E					
272785	705	FND SUITE R6 CA OFFCE LYNC R6 /E					
272789	705	FND SUITE R6 ACE NAMED ROYALTY TRACK					
272790	705	FND SUITE R6 ACE API R6 /E					
273122	1	SAL STDALN GATEWAY LIC R2 DWNLD					





## CITY COUNCIL AGENDA ITEM

Date: February 6, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development  
MaryBeth Murz, Purchasing Manager  
Cathleen Russ, Library Director  
Andrew Opalewski, Marketing Coordinator

Subject: Standard Purchasing Resolution 8: Best Value Award - Wayfinding Consultant Services for the Troy Public Library

### **History**

In 2012, the Troy Public Library conducted a study that led to the development of the Library's 2013-2015 Strategic Plan. A priority action item of the Library's Strategic Plan is to "make it easier for users to navigate the Library – finding materials and finding places (computer area, youth area, restrooms, etc.) – through effective signage, low-cost reorganization and increased staff interaction" (Objective 2.1). In turn, Library administration finds it necessary to seek an experienced Wayfinding Consultant to develop a comprehensive signage system that specifically facilitates Wayfinding throughout the Library and the Library parking lot so as to enhance patrons' sense of direction and evoking imagery to strengthen the identity and image of the Library and its services.

The Wayfinding Consultant Service utilizing Wayfinding Design Principles will:

- Address the needs of visitors and residents as stated in the Library's Strategic Plan
- Create intuitive, legible signage that is direct, welcoming, accessible and focused on safety.
- The system will be adaptable to future Library needs.
- The analysis will include a variety of signage and reorganizational needs including, but not limited to:
  - Kiosks/Information Centers
  - Room Identification Signage
  - Directional and Identification Signage for Library Materials
  - Materials Return and Drop-off Signage
  - Minor or non-costly materials or room reorganization
  - Public Parking Signage
  - Vehicular Directional Signage

The project is limited to the City of Troy Library building (55,000 sq ft., 45,000 of which is public and staff space), the Library grounds, the Library's vehicular entrance and parking lot. Phase 2 Wayfinding Signage would include the City Hall Complex in the future.

### **Purchasing**

On December 19, 2013, a bid opening was conducted as required by City Charter and Code for Wayfinding Consultant Services for the City of Troy Public Library. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info) and the bid was also sent to the Troy Chamber of Commerce. Four (4) bid proposal responses were received. Below is a detailed summary of potential vendors:



# CITY COUNCIL AGENDA ITEM

## Purchasing (continued)

<b>Companies notified via MITN</b>	596
Troy Companies notified via MITN	20
Troy Companies notified Active email Notification	20
Troy Companies notified Active Free	0
<b>Companies that viewed the bid</b>	65
Troy Companies that viewed the bid	2

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

Proposals were evaluated as per the Request for Proposal; Section 3: Criteria for Selection. The Wayfinding Consultant Services Evaluation Committee members were as follows:

- Cathy Russ, Library Director
- Justin Beyer, Assistant to the Library Director
- Andrew Opalewski, Marketing Coordinator
- Steve Pallotta, Building Operations Director
- MaryBeth Murz, Purchasing Manager
- Enna Bachelor, Buyer

The evaluation committee reviewed proposals to determine the most qualified firm based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the company
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

Firms were then evaluated and scored based on:

- 40% Proposal Score
- 20% Interview Score
- 40% Price Score
- 100%

Based on the evaluation process and the final scoring KMA Design was ranked the highest of the four (4) proposals received. KMA Design provided the most complete detailed proposal which included a detailed project timeline. KMA Design as evaluated was also the most creative in terms of signage application and specifically has experience with Libraries.

KMA's design approach includes for (4) phases as listed below. For detailed description of each Phase see Attachment A.

- Phase 1                      Analysis
- Phase 2                      System Design Development
- Phase 3                      Pre-Production
- Phase 4                      Implementation



## CITY COUNCIL AGENDA ITEM

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### **Financial**

In order to accomplish this objective, \$20,000 in the 2013-14 Budget was allocated towards hiring a Wayfinding Consultant. Funds are available in the Library's operating budget, 271.790.7816.010 Consultant Services.

### **Recommendation**

City management and the Wayfinding Consultant Services Committee recommend awarding the contract to furnish Wayfinding Consultant Services for the City of Troy Public Library to the best value proposer; KMA Design of Carnegie, PA for an estimated total cost of \$18,105.00, at unit prices contained in the bid tabulation opened December 19, 2013. The project shall be completed as detailed by the timeline which was also included in the proposal and is included with this recommendation.

VENDOR NAME:	<b>Corbin Design</b> Traverse City, MI	<b>Nicolson &amp; Associates</b> Bloomfield Hills, MI
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**PROPOSAL: To Furnish Professional Wayfinding Analysis and Consultant Services for the City of Troy Public Library; in accordance with Request for Proposal specifications and scope of work.**

DESCRIPTION:	Staff	Corbin Design			Nicolson & Associates			
		Approx. Hrs.	\$ Cost/Hr.	Total Cost	Approx. Hrs.	\$ Cost/Hr.	Total Cost	
<b>Phase 1: Analysis</b>								
Library Building	Senior Designer	40	\$120.00	\$ 4,800.00	Research/Learning	12	\$100.00	\$ 1,200.00
	Project Manager	44	\$105.00	\$ 4,620.00	Analysis/Planning	48	\$100.00	\$ 4,800.00
	Reimbursable			\$ 1,185.00	Deliverables/Preso.	12	\$100.00	\$ 1,200.00
Library Building Total				<b>\$10,605.00</b>				<b>\$ 7,200.00</b>
Library Grounds, Parking Lot, Vehicular Entrance	Senior Designer	14	\$120.00	\$ 1,680.00	Analysis/Planning	32	\$100.00	\$ 3,200.00
	Project Manager	14	\$105.00	\$ 1,470.00				
Library Grounds, Parking Lot, Vehicular Entrance Total				<b>\$ 3,150.00</b>				<b>\$ 3,200.00</b>
<b>Total Phase 1: Analysis</b>				<b>\$13,755.00</b>				<b>\$10,400.00</b>
<b>Phase 2: System Design Development</b>								
	Senior Designer	108	\$ 120.00	\$12,960.00	Conceptual Design	32	\$100.00	\$ 3,200.00
	Project Manager	34	\$ 105.00	\$ 3,570.00	Design Development	24	\$100.00	\$ 2,400.00
	Reimbursables			\$ 1,300.00				
<b>Total Phase 2: System Design Development</b>				<b>\$17,830.00</b>				<b>\$ 5,600.00</b>
<b>Phase 3: Pre-Production</b>								
	Senior Designer	68	\$ 120.00	\$ 8,160.00	Pre-Production	16	\$100.00	\$ 1,600.00
	Project Manager	52	\$ 105.00	\$ 5,460.00				
	Reimbursables			\$ 1,225.00				
<b>Total Phase 3: Pre-Production</b>				<b>\$14,845.00</b>				<b>\$ 1,600.00</b>
<b>Phase 4: Implementation</b>								
	Professional Fees			<b>\$15,120.00</b>	Fabrication Admin.	12	\$100.00	\$ 1,200.00
	Reimbursables			<b>\$ 1,280.00</b>	Reference Manual	16	\$ 80.00	\$ 1,280.00
<b>Total Phase 4: Implementation</b>				<b>\$16,400.00</b>				\$ 2,480.00
					Preso. Materials	1		\$ 600.00
<b>Grand Total:</b>		374		<b>\$62,830.00</b>		205		<b>\$20,680.00</b>

VENDOR QUESTIONNAIRE:	Yes/No	Yes	Yes
INSURANCE:	Yes/No	Yes	Yes
INDEMNIFICATION REQUIREMENTS:	Yes/No	Yes	Yes
CONTACT INFORMATION:		Shelley Steele 231 947 1236	Richard Nicholson 248 207 3921
PAYMENT TERMS:		30 Days	30 Days
REFERENCES:		Yes	Yes
EXCEPTIONS:		None	None
ACKNOWLEDGEMENT: Signed	Yes/No	Yes	Yes
Forms (5)	Yes/No	Yes	Yes

**ATTEST:**  
Enna Bachelor  
Cathy Russ  
Justin Beyer

**Bold Type Indicates:**

\_\_\_\_\_  
 MaryBeth Murz,  
 Purchasing Manager

VENDOR NAME:

**KMA Design  
 Carnegie, PA**

**TakeForm  
 Medina, NY**

**PROPOSAL: To Furnish Professional Wayfinding Analysis and Consultant Services for the City of Troy Public Library; in accordance with Request for Proposal specifications and scope of work.**

DESCRIPTION:		Approx.	\$ Cost/Hr.	Total Cost	Staff	Approx.	\$ Cost/Hr.	Total Cost
		Hrs.				Hrs.		
<b>Phase 1: Analysis</b>								
Library Building	Tasks as detailed	24.5	\$ 85.61	\$ 2,097.50	Assessment			\$ 2,500.00
	Total Expenses			\$ 1,425.00	Travel/expenses			\$ 750.00
Library Building Total								<b>\$ 3,250.00</b>
Library Grounds, Parking Lot, Vehicular Entrance					Assessment			\$ 1,000.00
Library Grounds, Parking Lot, Vehicular Entrance Total					Travel/expenses			\$ 750.00
<b>Total Phase 1: Analysis</b>				<b>\$ 3,522.50</b>				<b>\$ 5,000.00</b>
<b>Phase 2: System Design Development</b>								
	Tasks as detailed	49.25	\$ 79.47	\$ 3,913.75	Develop design concepts			\$ 5,700.00
	Total Expenses			\$ 1,519.50	Design revisions (up to 5)			
<b>Total Phase 2: System Design Development</b>				<b>\$ 5,433.25</b>				<b>\$ 5,700.00</b>
<b>Phase 3: Pre-Production</b>								
	Tasks as detailed	41	\$ 77.44	\$ 3,175.00	Const. drawings, spec bid pkge.			\$ 1,875.00
	Total Expenses			\$ 1,429.75	Travel expense, bid eval/			\$ 1,500.00
<b>Total Phase 3: Pre-Production</b>				<b>\$ 4,604.75</b>				<b>\$ 3,375.00</b>
<b>Phase 4: Implementation</b>								
	Tasks as detailed	39	\$ 85.26	\$ 3,282.50	Attend install, develop punch list			\$ 1,500.00
	Total Expenses			\$ 1,262.00				
<b>Total Phase 4: Implementation</b>				<b>\$ 4,544.50</b>				<b>\$ 1,500.00</b>
<b>Grand Total:</b>		153		<b>\$18,105.00</b>				<b>\$15,575.00</b>

VENDOR QUESTIONNAIRE:	Yes/No	Yes	Yes
INSURANCE:	Yes/No	Yes	Yes
INDEMNIFICATION REQUIREMENTS:	Yes/No	Yes	Yes
CONTACT INFORMATION:		Barbara J. Martin 412 429 4071	Bill Hungerford 585 318 1017
PAYMENT TERMS:		Net 30	Net 30
REFERENCES:		Yes	Yes
EXCEPTIONS:		Yes	None
ACKNOWLEDGEMENT: Signed	Yes/No	Yes	Yes
Forms (5)	Yes/No	Yes	Yes

ATTEST:  
Enna Bachelor  
Cathy Russ  
Justin Beyer

**Bold Type Indicates:**

\_\_\_\_\_  
 MaryBeth Murz,  
 Purchasing Manager

# ATTACHMENT A

Name	Start	Finish	Qtr 4 2013	Qtr 1 2014	Qtr 2 2014	Qtr 3 2014	Qtr 4 2014							
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>1</b> <b>ElTroy Public Library - Phase I: Analysis</b>	<b>02/18/2014</b>	<b>02/28/2014</b>												
2 Kick-off Meeting	02/18/2014	02/18/2014												
3 Document Existing Conditions	02/18/2014	02/18/2014												
4 Survey staff for existing/potential wayfinding difficulties	02/19/2014	02/18/2014												
5 Determine maintenance, budget, schedule and phasing issues	02/19/2014	02/19/2014												
6 Review 2013-2015 strategic plan	02/19/2014	02/19/2014												
7 Review graphic standards manual and relevant documents	02/19/2014	02/19/2014												
8 Review and organize guidelines from regulatory codes	02/20/2014	02/20/2014												
9 Recommend sign types to be added, replaced or consolidated	02/20/2014	02/20/2014												
10 Develop list of sign types, terminology and design icons	02/20/2014	02/25/2014												
11 Determine key destinations and review circulation patterns	02/20/2014	02/28/2014												
12 Create a map of recommended sign locations	02/20/2014	02/28/2014												
13 Determine preliminary wayfinding logic	02/24/2014	02/28/2014												
14 Identify current trends in signage	02/26/2014	02/28/2014												
15 Provide recommendations for flexible and maintainable materials	02/26/2014	02/28/2014												
16 Identify technologies and materials for electronic signage	02/26/2014	02/28/2014												
17 Prepare a statement of probable costs	02/26/2014	02/28/2014												
18 Present Wayfinding Analysis and Recommendations Document	02/27/2014	02/27/2014												
19 Incorporate changes and re-submit for approval	02/28/2014	02/28/2014												
20 Owner approval	02/27/2014	02/28/2014												
<b>21</b> <b>ElTroy Public Library - Phase II: System Design Development</b>	<b>03/03/2014</b>	<b>04/04/2014</b>												
22 Recommend design elements reflective of library's identity	03/03/2014	03/07/2014												
23 Develop preliminary location plans	03/03/2014	03/07/2014												
24 Prepare preliminary message schedule	03/03/2014	03/07/2014												
25 Prepare three design options for the primary sign types	03/03/2014	03/07/2014												
26 Prepare cost estimates for all design options	03/05/2014	03/07/2014												
27 Present schematic design options	03/10/2014	03/10/2014												
28 Incorporate changes and resubmit for approval	03/11/2014	03/13/2014												
29 Owner approval of chosen design concept	03/11/2014	03/13/2014												
30 Modify and develop chosen design scheme	03/17/2014	03/28/2014												
31 Provide up to two rounds of sign revisions via email	03/24/2014	03/28/2014												
32 Coordination with regulatory agencies	03/24/2014	03/28/2014												
33 Prepare mockups, prototypes and samples	03/24/2014	03/28/2014												
34 Update location plans and message schedules	03/24/2014	04/03/2014												
35 Revise cost estimates	03/24/2014	03/28/2014												
36 Present Design Development package to signage committee	03/27/2014	03/27/2014												
37 Incorporate owner changes and resubmit	03/28/2014	03/28/2014												
38 Owner approval	03/31/2014	04/04/2014												
<b>39</b> <b>ElTroy Public Library - Phase III: Pre-Production</b>	<b>04/07/2014</b>	<b>05/02/2014</b>												
40 Finalize construction details	04/07/2014	04/18/2014												
41 Prepare second round of message schedule & location plan re	04/14/2014	04/18/2014												
42 Prepare phasing, management and maintenance plan	04/11/2014	04/11/2014												
43 Obtain final approval from regulatory agencies	04/17/2014	04/18/2014												
44 Prepare construction specifications	04/16/2014	04/18/2014												
45 Prepare construction document package	04/21/2014	04/21/2014												
46 Incorporate changes and resubmit	04/22/2014	04/23/2014												
47 Issue construction documents to owner	04/25/2014	04/25/2014												
48 Owner approval	04/28/2014	05/02/2014												
<b>49</b> <b>ElTroy Public Library - Phase IV: Implementation</b>	<b>05/05/2014</b>	<b>09/30/2014</b>												
50 Assist owner in issuing contract documents to bidders	05/05/2014	05/07/2014												
51 Attend pre-bid meeting	05/12/2014	05/12/2014												
52 Answer RFI's and issue addenda	05/09/2014	05/16/2014												
53 Assist owner in analyzing bids and substitutions	05/19/2014	05/19/2014												
54 Value engineer as necessary	05/20/2014	05/20/2014												
55 Hold pre-construction meeting via conference call	05/23/2014	05/23/2014												
56 Review of shop drawings and samples	06/02/2014	06/13/2014												
57 Review and respond to contractor's RFI's	05/28/2014	06/25/2014												
58 Observe fabrication to assure compliance with bid documents	07/01/2014	08/25/2014												
59 Observe design elements before and during installation	08/28/2014	09/02/2014												
60 Verify locations and review conditions with contractor	09/03/2014	09/10/2014												
61 Observe installation to ensure contract document compliance	09/15/2014	09/15/2014												
62 Observe installation to ensure compliance with install schedule	09/15/2014	09/15/2014												
63 Final Review (punchlist)	09/17/2014	09/17/2014												
64 Aid owner in resolution of punchlist items	09/18/2014	09/29/2014												
65 Owner approval	09/30/2014	09/30/2014												
66 Project closeout	09/30/2014	09/30/2014												

Name	Start	Finish	Qtr 4, 2013	Qtr 1, 2014	Qtr 2, 2014	Qtr 3, 2014	Qtr 4, 2014							
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>1</b>	<b>Troy Public Library - Phase I: Analysis</b>	<b>02/18/2014</b>	<b>02/28/2014</b>											
2	Kick-off Meeting	02/18/2014	02/18/2014											
3	Document Existing Conditions	02/18/2014	02/18/2014											
4	Survey staff for existing/potential wayfinding difficulties	02/18/2014	02/18/2014											
5	Determine maintenance, budget, schedule and phasing issues	02/19/2014	02/19/2014											
6	Review 2013-2015 strategic plan	02/19/2014	02/19/2014											
7	Review graphic standards manual and relevant documents	02/19/2014	02/19/2014											
8	Review and organize guidelines from regulatory codes	02/20/2014	02/20/2014											
9	Recommend sign types to be added, replaced or consolidated	02/20/2014	02/20/2014											
10	Develop list of sign types, terminology and design icons	02/20/2014	02/25/2014											
11	Determine key destinations and review circulation patterns	02/20/2014	02/28/2014											
12	Create a map of recommended sign locations	02/20/2014	02/28/2014											
13	Determine preliminary wayfinding logic	02/24/2014	02/28/2014											
14	Identify current trends in signage	02/26/2014	02/28/2014											
15	Provide recommendations for flexible and maintainable materials	02/26/2014	02/28/2014											
16	Identify technologies and materials for electronic signage	02/26/2014	02/28/2014											
17	Prepare a statement of probable costs	02/26/2014	02/28/2014											
18	Present Wayfinding Analysis and Recommendations Document	02/27/2014	02/27/2014											
19	Incorporate changes and re-submit for approval	02/28/2014	02/28/2014											
20	Owner approval	02/27/2014	02/28/2014											
<b>21</b>	<b>Troy Public Library - Phase II: System Design Development</b>	<b>03/03/2014</b>	<b>04/04/2014</b>											
22	Recommend design elements reflective of Library's identity	03/03/2014	03/07/2014											
23	Develop preliminary location plans	03/03/2014	03/07/2014											
24	Prepare preliminary message schedule	03/03/2014	03/07/2014											
25	Prepare three design options for the primary sign types	03/03/2014	03/07/2014											
26	Prepare cost estimates for all design options	03/05/2014	03/07/2014											
27	Present schematic design options	03/10/2014	03/10/2014											
28	Incorporate changes and resubmit for approval	03/11/2014	03/13/2014											
29	Owner approval of chosen design concept	03/11/2014	03/13/2014											
30	Modify and develop chosen design scheme	03/17/2014	03/28/2014											
31	Provide up to two rounds of sign revisions via email	03/24/2014	03/28/2014											
32	Coordination with regulatory agencies	03/24/2014	03/28/2014											
33	Prepare mockups, prototypes and samples	03/24/2014	03/28/2014											
34	Update location plans and message schedules	03/24/2014	04/03/2014											
35	Revise cost estimates	03/24/2014	03/28/2014											
36	Present Design Development package to signage committee	03/27/2014	03/27/2014											
37	Incorporate owner changes and resubmit	03/28/2014	03/28/2014											
38	Owner approval	03/31/2014	04/04/2014											
<b>39</b>	<b>Troy Public Library - Phase III: Pre-Production</b>	<b>04/07/2014</b>	<b>05/02/2014</b>											
40	Finalize construction details	04/07/2014	04/18/2014											
41	Prepare second round of message schedule & location plan	04/14/2014	04/18/2014											
42	Prepare phasing, management and maintenance plan	04/11/2014	04/11/2014											
43	Obtain final approval from regulatory agencies	04/17/2014	04/18/2014											
44	Prepare construction specifications	04/16/2014	04/16/2014											
45	Prepare construction document package	04/21/2014	04/21/2014											
46	Incorporate changes and resubmit	04/22/2014	04/25/2014											
47	Issue construction documents to owner	04/25/2014	04/25/2014											
48	Owner approval	04/28/2014	05/02/2014											
<b>49</b>	<b>Troy Public Library - Phase IV: Implementation</b>	<b>05/05/2014</b>	<b>09/30/2014</b>											
50	Assist owner in issuing contract documents to bidders	05/05/2014	05/07/2014											
51	Attend pre-bid meeting	05/12/2014	05/12/2014											
52	Answer RFI's and issue addenda	05/09/2014	05/16/2014											
53	Assist owner in analyzing bids and substitutions	05/19/2014	05/19/2014											
54	Value engineer as necessary	05/20/2014	05/20/2014											
55	Hold pre-construction meeting via conference call	05/23/2014	05/23/2014											
56	Review of shop drawings and samples	06/02/2014	06/13/2014											
57	Review and respond to contractor's RFI's	05/26/2014	06/25/2014											
58	Observe fabrication to assure compliance with bid documents	07/01/2014	08/25/2014											
59	Observe design elements before and during installation	08/26/2014	09/02/2014											
60	Verify locations and review conditions with contractor	09/03/2014	09/10/2014											
61	Observe installation to ensure contract document compliance	09/15/2014	09/15/2014											
62	Observe installation to ensure compliance with install schedule	09/15/2014	09/15/2014											
63	Final Review (punchlist)	09/17/2014	09/17/2014											
64	Aid owner in resolution of punchlist items	09/15/2014	09/29/2014											
65	Owner approval	09/30/2014	09/30/2014											
66	Project closeout	09/30/2014	09/30/2014											







## CITY COUNCIL AGENDA ITEM

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Date: February 5, 2014

To: Brian Kischnick, City Manager

From: Mark Miller, Director of Economic & Community Development  
Cindy Stewart, Community Affairs Director

Subject: 4<sup>th</sup> Annual Regional Arts & Culture Awards

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### Background

Planning is underway for Paint Creek Center for the Arts' (PCCA) 4<sup>th</sup> annual Regional Arts & Culture Awards. The event will be held once again at the Royal Park Hotel in early June. The Regional Arts & Culture Awards encompass eight municipal awards honoring those who are fostering arts & culture in their local communities and one distinguished Regional Arts Award by PCCA to an individual or organization fostering arts & culture in the greater southeast Michigan area. The City of Troy nominated the Belian Art Center and Gallery Director Zabel Belian for this award last year.

PCCA will work once again with the original eight municipalities in its service region including Rochester, Rochester Hills, Oakland Twp., OrionTwp., Auburn Hills, Troy, Shelby Twp. and Washington Twp., to coordinate the selection of an award recipient representing each of these communities. The awards are intended to recognize those who are fostering arts & culture in meaningful and impactful ways. Award recipients could include: an individual who has committed their time, resources, leadership and expertise to advance an arts related mission; an individual, family or business who has made a significant financial contribution to the arts; an arts educator; an individual who has demonstrated leadership in founding, reenergizing or sustaining an arts organization; a group, individual or organization creating awareness or support for the arts or an artist or arts organization serving the community in broad and impactful ways.

### Recommendation

It is our recommendation that the City nominate the Ridgedale Players to represent Troy. During the Great Depression on October 31, teacher Minna Miller Smith of Lincoln High School formed a group of 27 aspiring thespians using funds provided by the Federal Emergency Relief Administration. The group gave people something to do during a time of widespread unemployment and low morale.

Ridgedale Players, as it was named for the combination of its original Pleasant Ridge and Ferndale location, has now been performing plays for 81 years. Their first production was *The House with the Twisty Windows*, a one-act presented at Lincoln High School for tickets of 35 cents. In January 1935, its newsletter, *Backstage*, went to print and for its rate of success, Ridgedale Players deemed it time



## CITY COUNCIL AGENDA ITEM

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to construct their own playhouse. Harry Henry was placed in charge of the project and the job was completed January 12, 1949 at 205 W. Long Lake Road in Troy.

Ridgedale Players welcomed child actors for their first play in 1950 and season tickets were introduced in 1957. *Bells are Ringing* was performed as the company's first musical for the 1966-67 season, much to the delight of its audiences.

Ridgedale Players serves as a valuable asset to both the community and interested thespians by helping people to enjoy theater through meaningful, memorable, and creative productions. They also hold fundraisers for our local nonprofit organizations during a number of their productions. The Ridgedale Players most definitely foster arts & culture in the City of Troy as well as the greater southeast Michigan area.



## CITY COUNCIL AGENDA ITEM

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Date: February 7, 2014

To: Brian Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development  
Tim Richnak, Public Works Director  
Kurt Bovensiep, Superintendent of Parks, Streets & Drains  
R. Brent Savidant, Planning Director

Subject: PURE TROY – Mowing Maintenance

On July 22, 2013 City Council requested a study session to discuss right of way maintenance including mowing and snow removal from public sidewalks. Council held the study session on September 9, 2013. Both mowing and snow removal were studied.

Council concerns regarding mowing were forwarded to City Management. After carefully considering these concerns, City Management will recommend City Council amend City Code Chapter 82 Property Maintenance. Specifically, the recommendation will be to reduce the maximum allowed turf grass/weed height from the current 10 inches to 8 inches. The 8 inch requirement is consistent with other communities in Southeast Michigan. The reduction in height will improve aesthetics and protect property values in residential neighborhoods, particularly in those neighborhoods with foreclosed homes. This is the only recommendation being proposed to Chapter 82.

This item will be presented to City Council at the Regular meeting on March 3, 2014.



## CITY COUNCIL AGENDA ITEM

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**Date:** February, 3 2014

**To:** Brian Kischnick, City Manager

**From:** Mark F. Miller, Director of Economic and Community Development  
Paul Featherston, Building Official, SAFEbuilt  
Mitch Grusnick, City Building Official

**Subject:** Building Department Activity Report – January, 2014

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The following attachment contains a summary of permit activity and project valuation for the Building Inspection Department comparing January 2013 to January 2014. Permit activity and inspections have slowed due to extreme cold weather.

We have issued 639 building, plumbing, electrical and mechanical related permits for the year so far compared to 730 in January of 2013.

Year to date project valuations thru January 2014 are at \$13,726,432. Compared to January 2013 building related permits had a valuation of \$17,779,504. A small decrease in valuation due to the extreme weather, but definitely still doing very well in overall activity.

Our inspectors performed 730 trade inspections by the month of January, 2013 compared to 669 by the month of January, 2014.

**Attachments:**

1. Building Department Activity Report

Preparer of memo\file name\file location

## BUILDING PERMITS ISSUED

	BUILDING PERMITS 2013	PERMIT VALUATION 2013	BUILDING PERMIT REVENUE 2013	BUILDING PERMITS 2014	PERMIT VALUATION 2014	BUILDING PERMIT REVENUE 2014
JANUARY	134	\$ 17,779,504.00	\$325,899.80	85	\$ 13,726,432.00	\$215,511.91
FEBRUARY	85	\$ 4,917,385.00	\$ 147,780.63	0	\$ -	\$ -
MARCH	119	\$ 8,792,342.00	\$ 214,333.92	0	\$ -	\$ -
APRIL	139	\$ 7,893,210.00	\$ 183,511.89	0	\$ -	\$ -
MAY	231	\$ 11,331,067.00	\$ 282,130.55	0	\$ -	\$ -
JUNE	205	\$ 13,523,975.00	\$ 302,089.28	0	\$ -	\$ -
JULY	228	\$ 13,915,855.00	\$ 398,711.85	0	\$ -	\$ -
AUGUST	232	\$ 13,670,900.00	\$ 347,740.85	0	\$ -	\$ -
SEPTEMBER	202	\$ 7,587,238.00	\$ 202,272.40	0	\$ -	\$ -
OCTOBER	247	\$ 26,698,481.00	\$ 427,291.44	0	\$ -	\$ -
NOVEMBER	144	\$ 4,968,544.00	\$ 175,694.23	0	\$ -	\$ -
DECEMBER	99	\$ 5,338,979.00	\$ 141,642.65	0	\$ -	\$ -
<b>TOTAL</b>	<b>2065</b>	<b>\$136,417,480.00</b>	<b>\$3,149,099.49</b>	<b>85</b>	<b>\$13,726,432.00</b>	<b>\$215,511.91</b>



## CITY COUNCIL AGENDA ITEM

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Date: February 4, 2014

To: Brian Kischnick, City Manager

From: Loraine Campbell, Exec. Director, Troy Historic Village  
Judy Iceman, President Troy Historical Society

Subject: Troy Historical Society Annual Report FYE June 30, 2013

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### History

The Troy Historical Society is pleased to provide Troy City Council and City Management their Annual Report for FYE 2013. During the period ending June 30, 2013, the THS Board of Trustees recognized that they had successfully transitioned from a volunteer organization that supported the Troy Historic Village to a nonprofit business that manages the Village. However, through a comprehensive strategic planning process, they also realized that sustainability in the 21<sup>st</sup> century will require an even greater transformation in both the organization and the Village. They have embraced that challenge as individuals and as a group.

The Board of Trustees and Executive Director committed to provide \$19,000 in cash contributions in FYE 2014 and developed a three year rolling budget. The leadership organized standing committees that are actively working to address critical issues outlined in the strategic plan and in this annual report. The Board also allocated funds to hire a part time marketing coordinator to increase community awareness of the Village, and a part time fund development director to build relationships that will increase long-term financial support. During the first half of FY 2013-14, the Troy Historical Society hired those staff members, met its financial obligations, and is working earnestly to meet or exceed FYE 2014 budgeted revenues.

Finally, the Board is grateful for the City's continued support and investment to protect and enhance our shared cultural resources, which bring history and heritage to life for residents and visitors from across the region.



## Annual Report

Fiscal Year Ending June 30, 2013





**Annual Report**  
Fiscal Year Ending  
June 30, 2013

On behalf of the Board of Trustees of the Troy Historical Society and the staff of the Troy Historic Village, I am pleased to present the Annual Report for the Fiscal Year Ending June 30, 2013.

We have accomplished a great deal during the past year. New volunteers, board members and staff contributed important skills to improve operational efficiencies in the Troy Historic Village, expand programs, and usher the Board of Trustees through a comprehensive strategic planning process. We embraced our mission to stimulate discovery and cultivate life-long appreciation of history through meaningful experiences that engage the public. We also reaffirmed our vision to be an indispensable economic and community development resource in Troy.

Winston Churchill once said, "The farther backward you can look, the farther forward you are likely to see." During 2012-13 we set goals for 2020. We envisioned a 21st century cultural institution that is known and valued throughout southeast Michigan. However, this pathway remains guided by the sustained vision and hard work of Society members who worked together for over forty years to establish the Troy Historic Village. We look forward to sharing our continued progress with you each year.

Sincerely,

Lorraine Campbell  
Executive Director



# I. Introduction

Fiscal Year Ending (FYE) June 30, 2013 was significant for the Troy Historical Society (THS) and the Troy Historic Village (THV). It was the second full year that the Society operated the Village after the City of Troy transferred governance and management responsibilities to THS in FYE 2012, and the Society initiated a comprehensive strategic planning process that began in January 2013.

This Annual Report for FYE 2013 shares how THS and THV have continued to evolve and grow, supporting our mission to stimulate discovery and cultivate a life-long appreciation of history. We reaffirmed our commitment to preserve and expand Troy's historical resources and educate our visitors. We also embraced a vision where the Troy Historic Village actively contributes to Troy's economic development, and the Village is recognized as an indispensable cultural resource for the City of Troy and Southeast Michigan.

The Troy Historical Society is becoming a strategically focused, operationally efficient, financially prudent, and effective organization that governs, strengthens, and guides the Troy Historic Village. The initiation of a strategic planning process for THS enabled us to:

- Refocus and re-energize by better understanding our mission, vision, and values
- Analyze and assess our external and internal environments to identify the most critical issues facing our organization
- Formulate specific goals and strategies to address these critical issues
- Develop action steps and financial projections to establish a clear and practical direction for our future

The critical issues and goals identified in the 2013 strategic plan for THS serve as the outline for this Annual Report. The activities and accomplishments achieved by THS/THV board members, volunteers, and staff during FYE 2013 are described in the following sections:

- **Financial Viability**
- **Experience**
- **Awareness**
- **Adequate Resources**
- **Organizational Culture**





**Annual Report**  
Fiscal Year Ending  
June 30, 2013

## II. Financial Viability

**Strategic Goal:** Serve as responsible financial stewards and achieve an appropriate level of philanthropic contributions, revenue growth, grant funding, and visitor/customer volumes to sustain and grow the Village operations on a long-term basis.

The FYE 2013 audited financial statements (included in the Supporting Documents) show that the Troy Historical Society was able to successfully manage operations and generate a modest net income of \$19,626 for the year, which represents an operating margin of 6.5%.

Total revenues for FYE 2013 totaled \$302,819. Operations generated revenues of \$131,676 (43% of total revenues) from the following areas:

<b>School programs:</b>	<b>\$85,207 (28% of total revenues)</b>
<b>Public programs:</b>	<b>\$18,499 (6%)</b>
<b>Other (Admissions, Rentals, Store):</b>	<b>\$27,970 (9%)</b>

Fund development efforts generated \$96,142 (32% of total revenues) from the following sources:

<b>Donations:</b>	<b>\$42,160 (14%)</b>
<b>Grants (Foundations):</b>	<b>\$25,692 (8%)</b>
<b>Sponsorships:</b>	<b>\$20,400 (7%)</b>
<b>Other (Memberships, Events):</b>	<b>\$ 7,890 (3%)</b>

A significant donation was received from Janet and Joel Garrett who generously gave \$10,000 to support renovations to the Niles Barnard House. Over 30 volunteers offered their time, energy, and “sweat equity” to make various improvements to the Niles Barnard House.

THS received \$20,000 in a grant from the Kresge Foundation and other grant funding totaled just under \$6,000.

In addition to the support provided by the City of Troy to maintain the facilities and grounds of the Troy Historic Village, the City also provided \$75,000 (25% of total revenues) to support the operational costs of the Village. This amount is considerably less than the costs to support operations when the Village was operated by the City, but is critically important to maintain financial viability.

Total expenses for FYE 2013 totaled \$283,193. Salaries / wages and payroll taxes for Troy Historic Village staff represented the largest expense from operations, totaling \$176,672 or 62% of total expenses.

Other major expenses included the following:

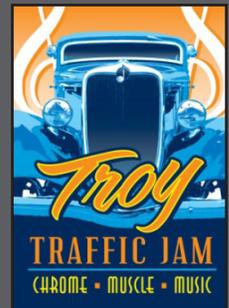
<b>Equipment rentals:</b>	<b>\$16,819</b>	<b>(6%)</b>
<b>Professional fees:</b>	<b>\$14,007</b>	<b>(5%)</b>
<b>Program supplies:</b>	<b>\$12,745</b>	<b>(4.5%)</b>
<b>Repairs and maintenance:</b>	<b>\$10,518</b>	<b>(4%)</b>
<b>Improvements to Niles-Barnard House:</b>	<b>\$ 7,827</b>	<b>(3%)</b>

Total assets (current assets and property & equipment) for THS totaled \$146,823 in FYE 2013, an increase of \$34,867 from FYE 2012.

The Troy Traffic Jam Classic Car Show is a major fundraising event for the Troy Historic Village and is held in August. Major sponsors for the event include Kelly Services, Kirco/Columbia Center, and the Suburban Collection. The event raised \$14,016 for the Village in FYE 2013.

There were 31 facility rentals in FYE 2013 which generated \$11,763 in revenue.

**A list of Financial Sponsors is included in Supporting Documents.**





**Annual Report**  
Fiscal Year Ending  
June 30, 2013

### III. Visitor Experience

**Strategic Goal:** Establish the Troy Historic Village as a unique cultural destination that is convenient, accessible, meaningful, relevant, affordable, and dynamic. The Village is a popular gathering and happening place for residents in Troy and Southeast Michigan.

An integral part of the mission of the Troy Historic Village is not only the preservation of unique and historically valuable resources, but also the education of our visitors and guests. Numerous educational programs were offered by Troy Historic Village staff during FYE 2013. These diverse programs, which appealed to youngsters and adults, including the following:

- **School Field Trips** – Consistently attracts the largest number of visitors to the Village and contributes the largest source of revenues. Elementary school children from various schools in Troy and surrounding areas experience hands-on demonstrations in the log cabin, Poppleton school, and the other buildings in the Village. In FYE 2013, there were 12,012 participants and \$85,207 in revenue was generated.
- **Summer Programs** – History Fun provided 6 weeks of programmed activities for children (69 children participated generating \$8,780 in gross revenue).
- **Civil War Days** – Offered over five days and recaptured what it was like during the Civil War, enhanced by trained historical re-enactors and various participatory events like square dancing and marching in lines like Confederate or Union soldiers. Middle school children enjoy this unique educational experience, including a contest measuring the speed of a telegraph message and text message orchestrated by President Lincoln. (Yes, really!). There were 1,186 visitors for this program in FYE 2013 which generated \$17,790 in revenue.
- **Civil War Twilight Tour** – Created a magical experience where visitors could relive the triumphs, pains, and family trials of the Civil War era. Fiddle and dulcimer music; stories shared by reenactors including a postmaster, Union officer, and grieving widow; and a campfire chat by Confederate soldiers were part of the experience.
- **Christmas and Halloween Holiday Events** – Halloween and Christmas were celebrated at the Village with a unique set of experiences for children and adults. The Old-Fashioned Christmas event had over 380 visitors and generated \$1,007. The Halloween event attracted 240 visitors and generated \$988. Both of these events were generously sponsored by Genisys Credit Union, Tim Horton's, and Meijer.

- **Evening Village Talks** – Celebrated the rich history of the Great Lakes region. In FYE 2013, various speakers shared valuable information on a wide array of topics including Interlochen Arts, Dr. Ben Carson, Pewabic Pottery, and the War of 1812.
- **Thursday Teas at Two** – Through the generous sponsorship of Elizabeth Kaniarz, Financial Consultant, monthly speaking events were offered, giving visitors a chance to enjoy a hot cup of tea, light refreshments, and historical information on topics as diverse as the Detroit Zoo, Civil War quilts, and shipwrecks on the Great Lakes.
- **Cheddar's Preschool Story Hour** – Provided pre-school age children with an ongoing opportunity to be greeted by a loveable character named Cheddar the Mouse and hear stories read by a Village staff member.
- **Artisan Arts Workshops** – Prompted by increased interest in blacksmithing, the Village has begun creating a series of engaging programs for participants to learn time-honored techniques for metal, wood, clay, textiles, and paper.

In FYE 2013, the Troy Historic Village creatively utilized the Village grounds to form a **Pioneer Garden** containing an appetizing array of fresh vegetables including lettuce, tomatoes, peppers, corn, and carrots. The project was organized by the efforts of volunteer Bill Warren and the generous contribution of plants by Nino Salvaggio's grocery store. Partnering with buildOn (whose mission is to break the cycle of poverty, illiteracy and low expectations through service and education) made a memorable and unique experience for several students from Oak Park and Detroit Renaissance High Schools.

A creative educational and hands on garden was created adjacent to the Poppleton school house. The **ABC Garden** enhanced learning the alphabet by displaying the names of plants and having durable artifacts reinforce the learning. For example, an old clothes iron was displayed next to the irises to highlight the letter "I". This garden was enhanced in FYE 2013 through a generous grant and volunteer support from the Troy Garden Club. Members from the Troy Garden Club ran an ABC Garden Story Hour over the summer for children age 5 to 7, pairing stories with garden activities.

Various prototypes for interpretive signage and visitor engagement displays were created to research the most appealing, attractive, and informative displays. Based on visitor feedback, permanent signage and interactive displays will be created in the coming years when sufficient resources are secured.

The hours of operation of the Village were expanded in FYE 2013 to include Fridays and Saturdays during summer and the Village is projected to be open Monday through Friday throughout the year.



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

## IV. Public Awareness

**Strategic Goal:** Establish region-wide awareness of the Troy Historic Village programs and services.

One of the important critical issues identified early in the strategic planning process for THS was the low level of awareness of the Troy Historic Village currently in Troy and surrounding areas. The Society will address this issue in the coming years by developing more robust and dynamic marketing and public relations initiatives, but also by strengthening and expanding partnerships with other community groups and organizations.

THS and the Troy Historic Village have partnered with several organizations in Troy and surrounding areas for many years. In FYE 2013, we enjoyed successful events and programs with the following organizations:

- **Troy Garden Club** – The partnership with the Troy Garden Club has existed for over 40 years. Garden Club members generously offer their time and talents to plant and maintain the various flower beds in the Village. The annual Garden Club Walk took place in July and the Troy Historic Village was a featured garden. The Club Boutique at the Village offered outdoor art, unique jewelry, and other arts and crafts. Over 800 visitors toured the Village during the walk.
- **Troy Nature Society** – Staff and volunteers from the Troy Historic Village and Troy Nature Society jointly worked on two major events in FYE 2013, “Maple Syrup Time – Past and Present” and “Through Trails, Time, and Troy.”
- **Troy Chamber of Commerce** – THV hosted the Chamber’s Economic Development Committee and a member morning meeting.
- **Michigan Museums Association** – The Village hosted a meeting of the MMA board members and museum professionals from SE Michigan for a relaxing evening program catered through the generous sponsorship of Ruth’s Chris Steak House.
- **Detroit Institute of Art** – THV participated in the DIA Inside/Out project to display a replication of DIA artwork on the Village grounds.

Through the efforts of Village staff and THS board support, the Village newsletter was enhanced in FYE 2013 to provide a new attractive layout, content improvements, and a quarterly distribution schedule. Electronic distribution was utilized to reduce operating costs.

Improvements to the Village website were undertaken in FYE 2013 to improve content and utilize other social media such as Facebook and Twitter. Future enhancements will allow for smart phone accessibility and search engine optimization.

## V. Adequate Resources

**Strategic Goal:** Maintain sufficient financial, technical, and human resources to support the operations and capital projects of the Village.

An essential responsibility of the Troy Historical Society and THV staff is to properly maintain the historic resources in the Village, which includes accessioned items like documents, pictures, and other physical items. These responsibilities also include properly managing the maintenance of the Village grounds and facilities. In FYE 2013, several projects were undertaken and completed to maintain the Village facilities, including the following:

- Repairs to Niles-Barnard House (replacement of windows, other improvements undertaken to received permission from the City of Troy for temporary occupancy)
- Repairs to Poppleton School cupola
- Exterior painting of Caswell House
- Restoration of Blacksmith Shop bellows
- Specifications and preparation of a Request for Proposal to replace hot water heating system in main building

Limited human and financial resources continue to present a challenge to properly manage artifacts and other historical collections. The Village used the services of two interns from Wayne State University to continue the scanning and organization of materials. Efforts to intensify collections management will continue in FYE 2014 and beyond.

Village and City of Troy management staff members met several times during the year with the new City Manager to familiarize him with the Troy Historic Village and discuss ways of working together effectively. Topics for these meetings included an overview of the Troy Historical Society's contributions and a brief history of the facilities in the Troy Historic Village; the renewable Five-Year Agreement between the City and THS for Use, Operation, and Management of the Troy Historic Village; and the overall strategic direction for the Village.

Village staff met with City of Troy staff to update the Village's Five-Year Capital Maintenance Plan to include it in the City of Troy's Capital Improvement Plan. Among the specific capital projects to be included are replacement of old paver pathways, relocation of the Gazebo, an engineering study to support the master site plan, and replacement of the deteriorating stone surface at the front entrance of the main building.



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

In FYE 2013 Village staff and THS board members jointly worked on defining the technical specifications for a new phone and IT system for the Village, and identifying potential vendors for the new system. Several discussions also were conducted with City of Troy staff regarding the proposed changes and the technical, pricing, and service options that could be provided by the City. A new telephone/IT system was selected in late 2013 (SunTel Services) and the system will be installed in January 2013.

Three new staff members were added to the Village in FYE 2013, including coordinators for Communications and Marketing, and an additional historic interpreter. These part-time positions will enhance our ability to communicate with the public and our stakeholders, and increase public awareness of the Village.

## VI. Organizational Culture

**Strategic Goal:** Continue the transformation of the Troy Historical Society and Board of Trustees to a governance organization dedicated to the preservation and growth of the Troy Historic Village. Improve the level of expertise and performance of the staff and Board of Trustees through training, customer service, and community involvement.

The commitment of the members of the Troy Historical Society to support the Troy Historic Village over this past year and in the 47 years since the Society was formed continues to be significant. THS assumed governance and management responsibilities for the Village in FYE 2012 when the City made significant budget cuts and ended full operational support for THV. Since its formation in 1966, THS members and financial supporters of the Troy Historical Society contributed over \$1.3 million supplement the significant investments made by the City of Troy to acquire, relocate, and construct most of the historical facilities in the Troy Historic Village.

In FYE 2013, 113 individuals volunteered over 4,200 hours by serving on the Board of Trustees and various committees, organizing and sponsoring educational programs, and assisting in special events.

After assuming operational and governance responsibilities for the Village, the THS Board understood that it needed to transform from a social group that shared a love of history and financially supported facility projects in the Village, to an organization that functioned more like a business. The THS Board approved a resolution to adopt Generally Accepted Accounting Principles (GAAP) financial statements and utilize accrual-based accounting procedures (versus cash-based accounting).

The 2013 strategic plan for THS identified several initiatives to enhance the governance and management performance of the organization. In FYE 2013, significant progress was made by THS to transform itself. The mission statement for THS was revised and a new vision statement was created that reinforced the organization's essential purpose as PRESERVATION, EDUCATION, ECONOMIC DEVELOPMENT, and COMMUNITY DEVELOPMENT.

During FYE 2013, a review of THS Board composition, Trustee responsibilities, and needed technical and professional expertise was undertaken. The importance of THS/THV staff and trustees' commitment, enthusiasm, and involvement was emphasized. A comprehensive review of Board committees, including their structure and responsibilities, was also begun in FYE 2013.

**A list of volunteers is included in the Supporting Documents.**



**Annual Report**  
Fiscal Year Ending  
June 30, 2013





**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**

## **VII. Supporting Documents for FYE 2013**

- **THS Board of Trustees**
- **THS Board Committee Members**
- **FYE 2013 Audited Financial Statements**
- **Financial Sponsors**
- **Volunteers**
- **Collections Report**



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**

**Board of Trustees**  
**Troy Historical Society**  
**2012-2013**

Judy	Iceman	President	Administration and Sales, SunTel Services; troop leader, Girl Scouts of America, five years
Ward	Randol	Vice President & Assistant Treasurer	Attorney, Dickinson Wright LLC; member, Troy Downtown Development
John	Lavender	Treasurer	Retired Networking Consultant, IBM; volunteer instructor, Troy Senior Computer Center; President, St. Augustine Lutheran Church & School Foundation
Sherrill	Jackson	Secretary	Instructor, Troy Nature Society; Retired Project Manager, EDS; Docent, Detroit Zoological Society
Barbara	Chambers		Code Enforcement Officer, City of Clawson; member, Troy Historic District Commission
Jim	Crandall		Retired corporate and real estate tax consultant
Alison	Iceman		Environmental Services Specialist, HealthCure
Mary	Kerwin		Development and Special Events Director, Boys & Girls Club of Troy
Rosemary	Kornacki		Retired sales executive, Broner Safety. Former chair of the Troy Historical Commission. Professional musician.
Sue	Lavender		Retired bookkeeper; Recording Secretary, State Board Lutheran Child and Family Service Auxiliary; member and Past Treasurer, Oakland County Quilt Guild
Michael	Nowosatko		Small business owner; graphic designer; Committee Chairman, Troop 1701, Boy Scouts of America
Fred	Rounds		Retired engineer, General Motors
Judy	Siess		Retired, Michigan Family Independence Agency; past Board member, YWCA of Metro Detroit
Cindy	Stewart		Community Affairs Director, City of Troy; Past President, Board of Directors, Boys & Girls Club of Troy; Board of Directors, Troy People Concerned; Board of Directors, Troy Youth Assistance
Jonathan	Strong		Account Vice President, Financial Advisor, UBS; active leader, Boy Scouts of America; member, Troy Chamber of Commerce
Ann	Toth		Middle School teacher, Holy Name Catholic School
David	Zuza		Economic Development Committee, Troy Chamber of Commerce; strategic planner and hospital administrator

**Board Committee Members  
Troy Historical Society**

**EXECUTIVE COMMITTEE**

Judy Iceman, President  
Ward Randol, Vice President  
John Lavender, Treasurer  
Sherrill Jackson, Secretary  
Mary Kerwin, Chair, Board Development  
Jonathan Strong, Chair, Fund Development  
Cindy Stewart, Chair Mktg. & Public Relations  
Ann Toth, Liaison, Programming & Services  
Jim Crandall, Chair, Village Operations

**BOARD DEVELOPMENT COMMITTEE  
W/SUB-COMMITTEE NOMINATING**

Mary Kerwin, Chairperson (both Board Dev. and Nominating)  
Sherrill Jackson, Member  
Sue Lavender, Member  
Barb Chambers, Member

**FINANCE COMMITTEE  
W/SUB-COMMITTEE VILLAGE STORE**

John Lavender, Treasurer, Chairperson  
Jim Crandall, Member  
Ward Randol, Vice President  
Fred Rounds, Member  
Jeff Lambrecht, Volunteer  
Barb Chambers, Chairperson: Village Store  
Susan Ball, CPA Volunteer

**FUND DEVELOPMENT COMMITTEE**

Jonathan Strong, Chairperson  
Rosemary Kornacki, Member  
Cindy Stewart, Member  
David Zuza, Staff

**HUMAN RESOURCES COMMITTEE  
W/SUB-COMMITTEE MEMBERSHIP**

Judy Iceman, Chairperson  
John Lavender, Member  
Sue Lavender, Chairperson: Membership  
Lorraine Campbell, Staff



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**



## Annual Report

Fiscal Year Ending  
June 30, 2013

## Supporting Documents

## Board Committee Members (Cont.) Troy Historical Society

### **MARKETING & PUBLIC RELATIONS COMMITTEE W/SUB-COMMITTEE VILLAGE PRESS**

Cindy Stewart, Chairperson  
Mike Nowosatko, Member  
Dick Beltramini, Volunteer  
Alison Iceman, Chairperson: Village Press  
Kim Hutchison, Staff

### **PROGRAMMING & SERVICES**

Ann Toth, Board Liaison  
Judy Siess, Member  
Matthew Hackett, Staff  
Stephanie Suszek, Staff

### **VILLAGE OPERATIONS COMMITTEE**

Jim Crandall, Chairperson  
Ward Randol, Member  
Alison Iceman, Member  
Fred Rounds, Member



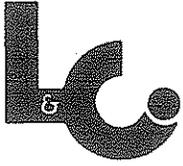
**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**

**TROY HISTORICAL SOCIETY  
(a non-profit corporation)**

**FINANCIAL STATEMENTS**

**For the year ended June 30, 2013**



# Lazzara & Company, P.C.

Certified Public Accountants  
Certified Valuation Analysts  
Business Advisors & Consultants

"We're in the business of caring"

Michael J. Lazzara, CPA, MBA, CVA  
Mary Ellen Taylor, CPA  
David A. Lazzara, CPA

David H. Martin, CPA  
Randall C. DiFalco, CPA

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Troy Historical Society  
Troy, Michigan

We have audited the accompanying financial statements of Troy Historical Society, a Michigan non-profit corporation, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, changes in net assets, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

16010 Nineteen Mile Road, Suite 102, Clinton Township, MI 48038

Phone 586.263.1000 Fax 586.263.1005

[www.lazzaracpa.com](http://www.lazzaracpa.com)

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Troy Historical Society as of June 30, 2013, and the changes in net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Change in Basis of Accounting**

As described in Note 2, the prior year financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The net assets as of June 30, 2012 have been restated to reflect the change from the modified cash basis to the accrual basis of accounting utilizing generally accepted accounting principles.

*Lazzara & Company, P.C.*

LAZZARA & COMPANY, P.C.  
December 11, 2013

**TROY HISTORICAL SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2013**

ASSETS

CURRENT ASSETS

Cash	\$ 109,608
Cash - restricted	4,004
Pledges receivable	15,000
Inventory	13,276
Prepaid expenses	<u>2,775</u>

TOTAL CURRENT ASSETS	<u>144,663</u>
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PROPERTY AND EQUIPMENT

Office equipment	2,724
Less: accumulated depreciation	<u>( 564)</u>

PROPERTY AND EQUIPMENT, NET	<u>2,160</u>
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TOTAL ASSETS	<u>\$ 146,823</u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accrued expenses	\$ 9,028
Rental deposits payable	3,100
Deferred revenue	<u>29,670</u>

TOTAL CURRENT LIABILITIES	<u>41,798</u>
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NET ASSETS

Unrestricted	98,037
Temporarily restricted	<u>6,988</u>

TOTAL NET ASSETS	<u>105,025</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>\$ 146,823</u>
----------------------------------	-------------------

The accompanying notes to financial statements are an integral part of these financial statements

**TROY HISTORICAL SOCIETY**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support and Revenue			
Donations	\$ 30,576	\$ 11,584	\$ 42,160
Program revenue	103,706	-	103,706
Admissions	2,759	-	2,759
Merchandise sales	11,844	-	11,844
Memberships	5,130	-	5,130
Rental income	11,763	-	11,763
Sponsorships	20,400	-	20,400
Grants	98,821	1,871	100,692
Fundraising	2,760	-	2,760
Interest	13	-	13
Other	1,592	-	1,592
Net assets released from restrictions	<u>12,342</u>	<u>(12,342)</u>	<u>-</u>
Total public support and revenue	<u>301,706</u>	<u>1,113</u>	<u>302,819</u>
Expenses			
Program services	171,566	-	171,566
Fundraising	11,327	-	11,327
Management and general	<u>99,118</u>	<u>-</u>	<u>99,118</u>
Total expenses	<u>282,011</u>	<u>-</u>	<u>282,011</u>
Change in Net Assets	<u>\$ 19,695</u>	<u>\$ 1,113</u>	<u>\$ 20,808</u>

The accompanying notes to financial statements are an integral part of these financial statements

**TROY HISTORICAL SOCIETY**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**JUNE 30, 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Net Assets, June 30, 2012, as originally reported	\$ 103,044	\$ 5,875	\$ 108,919
Prior period adjustment for change in accounting method (see Note 2)	<u>(24,702)</u>	<u>-</u>	<u>(24,702)</u>
Net Assets, June 30, 2012, restated	78,342	5,875	84,217
Change in net assets for the year ended June 30, 2013	<u>19,695</u>	<u>1,113</u>	<u>20,808</u>
Net Assets, June 30, 2013	<u>\$ 98,037</u>	<u>\$ 6,988</u>	<u>\$ 105,025</u>

The accompanying notes are an integral part of these financial statements

**TROY HISTORICAL SOCIETY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Increase in net assets	\$ 20,808
Adjustments to reconcile increase in net assets to net cash provided by operating activities	
Depreciation expense	353
(Increase) decrease in operating assets	
Pledges receivable	(15,000)
Inventory	1,502
Prepaid expenses	175
Increase (decrease) in operating liabilities	
Accrued expenses	1,648
Accrued payroll and taxes	(3,037)
Rental deposits payable	1,825
Deferred revenue	<u>10,672</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>18,946</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Acquisition of equipment	<u>(954)</u>
<b>NET INCREASE IN CASH</b>	<b>17,992</b>
CASH, JULY 1, 2012	<u>95,620</u>
CASH, JUNE 30, 2013	<u><b>\$ 113,612</b></u>

The accompanying notes are an integral part of these financial statements

**TROY HISTORICAL SOCIETY**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Program Services</u>	<u>Supporting Services</u>		<u>Total</u>
		<u>Fundraising</u>	<u>Management and General</u>	
Contracted Services				
Contract services	\$ 12,962	\$ 2,835	\$ 1,321	\$ 17,118
Food and beverage	<u>129</u>	<u>-</u>	<u>411</u>	<u>540</u>
Total contracted services and expenses	<u>13,091</u>	<u>2,835</u>	<u>1,732</u>	<u>17,658</u>
Direct Program Expenses				
Payroll and related expenses	49,862	-	-	49,862
Lectures and exhibit fees	2,669	-	-	2,669
Supplies	12,745	-	-	12,745
Merchandise and awards	<u>7,775</u>	<u>-</u>	<u>-</u>	<u>7,775</u>
Total direct program expenses	<u>73,051</u>	<u>-</u>	<u>-</u>	<u>73,051</u>
Occupancy Expenses				
General liability insurance	<u>-</u>	<u>-</u>	<u>2,004</u>	<u>2,004</u>
Administrative Expenses				
Advertising	2,542	-	80	2,622
Payroll and related expenses	67,049	8,102	48,622	123,773
Rental expenses	1,837	-	14,982	16,819
Office, printing and postage	1,132	284	3,690	5,106
Insurance	-	-	673	673
Professional fees	1,363	-	19,075	20,438
Supplies	74	55	5,104	5,233
Repairs and maintenance	10,258	-	510	10,768
Depreciation	-	-	353	353
Bank service charges	<u>960</u>	<u>51</u>	<u>393</u>	<u>1,404</u>
Total administrative expenses	<u>85,215</u>	<u>8,492</u>	<u>93,482</u>	<u>187,189</u>
Other Expenses				
Travel	-	-	38	38
Miscellaneous expense	<u>209</u>	<u>-</u>	<u>1,862</u>	<u>2,071</u>
Total other expenses	<u>209</u>	<u>-</u>	<u>1,900</u>	<u>2,109</u>
Total functional expenses	<u>\$ 171,566</u>	<u>\$ 11,327</u>	<u>\$ 99,118</u>	<u>\$ 282,011</u>

The accompanying notes to financial statements are an integral part of these financial statements

**TROY HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 1 - Nature of Organization**

Troy Historical Society (the Organization) is a non-profit corporation located in Troy, Michigan that promotes the knowledge and appreciation of local, state and national heritage among its citizens and school children. The Organization was formed in order to foster and encourage the collection and preservation of historical artifacts and to study and conduct historical research. The Organization's source of revenue is principally donations and program revenue.

**The Troy Historic Village**

Effective July 1, 2011 the City of Troy entered into a 5 year non-exclusive agreement with the Troy Historical Society that allows the Organization to occupy and use the Troy Historic Village and its buildings for the sole purpose of promoting the mission and vision of the City of Troy and the Troy Historical Society through mission and vision focused historical programs. Under this agreement the Organization is authorized to manage and operate the Village and will retain all revenues earned from the Village operation (see note 3).

**The Heritage Campaign**

From 2006 to 2013 the Troy Historical Society has embarked on a major capital campaign to expand and improve the Troy Historic Village. The Campaign encompasses 5 projects: relocation and rehabilitation of the Niles Barnard House; reconstruction and rehabilitation of a Historic Barn; the 1927 Township Hall Adaptive Reuse; creation of a Gateway to the Village Green; and creation of an Endowment Maintenance Fund for the buildings and the Village Green (see note 3).

**Note 2 - Summary of Significant Accounting Policies**

**Basis of Accounting**

The accompanying financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. This is a change from the prior year's financial statements, which were presented using the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The following are the changes to the assets, liabilities and net assets at June 30, 2012 to reflect the conversion from the modified cash basis of accounting to the accrual basis of accounting:

Prepaid expenses	\$ 2,950
Accrued expenses	(7,379)
Rental deposits payable	(1,275)
Deferred revenue	<u>(18,998)</u>
Change in net assets	<u>(24,702)</u>

**TROY HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Cash**

The Organization places its temporary cash investments with high credit quality financial institutions. At June 30, 2013, the Organization maintained cash balances in regular checking accounts and money market accounts. One of the money market accounts and the cash accumulated by the certain book sales from the Troy Historic Village Store (Village Store) is restricted for use by the Heritage Campaign.

**Receivables**

Contributions and grants are recognized when there is a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are not included as revenue until such time as the conditions have been substantially met. The Organization uses the allowance method to determine uncollectible receivables. The allowance is based on past experience and management's analysis of specific promises made. At June 30, 2013, there was no allowance for uncollectible receivables.

**Inventory**

The Village Store retail inventory is valued at the lower of cost or market. Certain books included in the inventory totaling \$2,983 and the future sales of these books are restricted to the Heritage Campaign.

**Property and Equipment**

Property and equipment are recorded at cost when purchased and at fair market value when contributed. Maintenance and repairs are charged to current operations as incurred, whereas major improvements are capitalized. Office equipment is depreciated on a straight line basis over a useful life of 7 years.

**Functional Expenses**

The costs of providing program and supporting services have been reported on a functional basis in the statement of activities and changes in net assets. Direct and indirect costs have been allocated between programs and general and administrative based on estimates from management. Although the methods of allocation used are considered appropriate, other methods could be used that would produce different amounts.

**Income Taxes**

The Organization is a private, non-profit organization operating in accordance with Section 501(c)(3) of the Internal Revenue Code. The Organization has no uncertain tax positions that qualify for either recognition or disclosure in these financial statements.

**TROY HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Deferred Revenue**

Deferred revenue consists of advances for future programs, events, rents and grants. The Organization recognizes revenue once the program, event or rental has concluded. Grants are recognized once the funds are allowed to be utilized as called for under the grant conditions.

**Classification of Net Assets**

Net assets and revenues and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets are classified as temporarily restricted, permanently restricted or unrestricted. Donor-imposed restrictions that expire with the passage of time, or that can be removed by meeting certain requirements, are classified as temporarily restricted net assets.

*Unrestricted Net Assets* - This portion of the Organization's net assets is available for general obligations and is not subject to any donor-imposed restrictions. Revenues earned, program services provided, unrestricted contributions and all operating expenses are reported in this category. The Organization records donor-restricted contributions, whose restrictions have been satisfied in the same reporting period, as unrestricted support in such year.

*Temporarily Restricted Net Assets* - This portion of the Organization's net assets is limited to use specified by donor-imposed restrictions. When donor restrictions expire, or the nature and purpose of the restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the accompanying statement of activities and changes in net assets - modified cash basis as net assets released from restrictions.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Contributed Services**

The Organization generally pays for services requiring specific expertise and employs a combination of part-time and full time employees. Many individuals volunteer their time and perform a variety of tasks that assist in the administration and operations of the Organization, consequently, no amounts have been reflected in the financial statements for donated services.

**TROY HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Subsequent Events**

Subsequent events have been evaluated through December 11, 2013 which is the date the financial statements were available to be issued.

**Note 3 – Contracts**

Heritage Campaign - The Troy Historical Society has entered into an agreement with the City of Troy that requires both parties to work together in order to achieve the goal of completing the five projects as described as the Heritage Campaign (see note 1). The total cost estimate to complete the Heritage Campaign is approximately \$7,700,000. The Troy Historical Society's main commitment, called for in the contract, is to seek donations from corporations, foundations, governmental agencies and individuals in order to raise the required funds. The Society will also assist the City of Troy in other various administration duties related to the Heritage Campaign Projects.

The Troy Historic Village – Effective July 1, 2011 the City of Troy entered into a five year non-exclusive agreement with the Troy Historical Society that allows the Organization to occupy and use the Troy Historic Village and its buildings for the sole purpose of promoting the mission and vision of the City of Troy and the Troy Historical Society through mission and vision focused historical programs. Under this agreement the Organization is authorized to manage and operate the Troy Village and will retain all revenues earned from the Village operation. The City of Troy will provide an annual operations appropriation to the Organization to cover the utilities, insurance, building maintenance, ground maintenance, and trash removal at least at the same level as incurred in the fiscal 2010-2011 period.

The City of Troy will maintain a separate \$50,000 capital fund for repairs and improvements which will be renewed to a balance of \$50,000 each year.

The Organization has agreed to pay \$3,481 each quarter to the City of Troy for the use of their telephone and internet service through June 30, 2013 and on a quarter to quarter basis thereafter.

**Note 4 – Troy Historical Village Store**

On April 1, 2009, the Troy Museum Guild (Gift Shop) became a standing committee of the Troy Historical Society and in July 2011 was renamed "The Village Store." The Troy Historical Society plans to continue to operate the store and any net proceeds will help contribute to the Organization's causes as described in its Operation Guidelines. The standing committee of the Village Store, at its discretion, decides how its excess cash will be allocated between funding general operations and the Heritage Campaign.

**TROY HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 5 - Fair Value of Financial Instruments**

The financial position of the Organization at June 30, 2013 includes certain financial instruments that may have a fair value that is different from the value currently reflected in the financial statements. The carrying amounts of financial instruments, including cash and cash equivalents, pledge receivables, accrued expenses, payables and deferred revenue approximated fair value at June 30, 2013 because of the relatively short maturity of these instruments.

**Note 6 – Leases**

The Organization has entered into various lease obligations as described below:

The Organization has entered into an agreement with the City of Troy that provides phones, computers and the internet to the Organization for \$3,481 per quarter. This contract is valid for one year and can be renewed each year thereafter at a mutually agreed upon amount.

The Organization has entered into a 3 year agreement for office equipment with monthly payments of \$74. This agreement ends in November, 2014.

Future lease payments are as follows:

June 30, 2014	\$888
June 30, 2015	666

**Note 7 – Concentration of Revenue**

Two grants accounted for approximately 28% of the total revenue received by the Organization during the year.

**Note 8 – Subsequent Events**

Subsequent events have been evaluated through December 11, 2013, which is the date the financial statements were available to be issued.

On August 6, 2013, the City of Troy made a \$75,000 grant to the Organization that is to be used for operations.

On September 30, 2013 the Kresge Foundation made a grant to the organization of \$15,000 to be used for the Museum operations.

On November 19, 2013 the Troy Historical Society entered into a lease agreement for \$21,357 of phone and computer equipment that will have a lease term of 3 years and a payment of \$697 per month. This leased equipment will replace the equipment that is currently being leased from the City of Troy.



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**

**Financial Sponsors**  
**Troy Historical Society**  
**FYE July 1, 2012 - June 30, 2013**

**Individuals**

Viola Aspinwall-Smith  
Marsha Baergen  
Laura Bahnmler  
Leonard Bantleon  
Loraine Campbell  
Karol Carter  
Paul Clark  
Barbara Crandall  
Linda Davis  
Judy Davy  
Patricia Gates  
Joan Geering  
Matthew Hackett  
Joyce Haslukowicz  
Albert Hatala  
James Hawkins  
Judith Holmberg  
Judy Iceman  
Helen Jarrait  
Marilyn Jarrait  
Kathy Johnson  
Bonnie Kalef  
Mary Kerwin  
Rosemary Kornacki  
Marie Koski  
Padma Kuppa  
Lois Lance  
John Lavender  
Jean Lawrence  
Russell Lewis  
Ellen Maier  
Kay McFarland  
Julie McGee  
Karen McMahon  
Mary Lou Meade  
Verna Meinershagen  
John Mitchell  
Beth Mosshart  
Andrew O'Gawa  
Bob Olree  
John Parkinson  
Anne Partlan  
Thomas Passingham  
Susan Price  
Erica Proschkow  
John Ragan  
Ward Randol  
Irene Reich

Kristine Rose  
Fred Rounds  
Doris Schuchter  
Paola Seidel  
Jean Shedlik  
Eric Showalter  
John Sieffert  
George W. Smith  
Paul Stenborg  
Cindy Stewart  
Jeanne Stine  
Bud Stockdale  
Brian Stoutenburg  
Jonathan Strong  
Larry Tracey  
Marion Turowski  
Yvonne Waatti  
Rose Zawislak

**Organizations**

Ajax Paving  
Bagel Factory Café  
Brooksie Way Foundation  
City of Troy  
Detail LLC  
Elaine's Bagels  
EM Schroeder Insurance  
Genisys Credit Union  
Hopkins Burns Design Studio  
Kelly Services  
Kim's Family Restaurant  
Kirco/Columbia Center  
Kresge Foundation  
Macy's  
Master Auto  
Meijer  
Nino Salvaggio's Market  
Rocky Mountain Chocolate Factory  
Safebuilt Inc.  
SE Michigan Buick Club  
Starbucks Coffee  
Suburban Collection  
SunTel Services  
The Somerset Collection  
Tim Horton's Café and Bake Shop  
Woodward Warehouse

**List of Volunteers**  
**Troy Historical Society**  
**FYE July 1 2012 - June 30, 2013**

**Ambassadors**

Fred Barnard  
Kathy Briscoe  
Linda Davis  
Jo Grindem  
Sherrill Jackson  
Sue Lavender  
Julie Martz  
Kay McFarland  
Janet Schairer  
Jean Shedlik

**Village Store**

Barbara Chambers  
Judy Davy

**Public Programs**

Kathy Briscoe  
Mary Cornelius  
John Lavender  
Sue Lavender  
Michael Nowosatko  
Marian Nowosatko  
Ward Randol  
Jean Shedlik  
Gerry Young

**Special Events**

Jean Behl  
Pam Brady  
Kathy Briscoe  
Ron & Linda  
    Buchanan  
Seth Bucholz  
Jim Cassell  
Barb Chambers  
Mary Cornelius  
Phoebe Crandall  
Linda Davis  
Judy Davy  
Laura Deluca  
Andrew Drews  
Pat Eisenberger  
Pam Epple  
Helen Gach  
Joyce Green  
Jo Grindem  
Toni Grow  
Diane Gurzick  
Jeff Hendrie

Geoff Hoerauf  
Judy Iceman  
Alison Iceman  
Roger Kaniarz  
Mary Keewen  
Rosemary Kornacki  
John & Sue Lavender  
Susan & Kevin  
    Lindsey  
Janet Marshall  
Glen Marshall  
Dan McCarville  
Kay McFarland  
Mike & Marian  
Nowosatko  
Saim Raza  
Michelle Romig  
Fred & Muriel  
    Rounds  
Judy Rutherford  
Nirali Shah  
Jean & Paul Shedlik  
Judy Siess  
Cindy Stewart  
Ann Toth  
Steve Toth  
Susie Vette  
Bill Warren  
Gerry Young  
David Zuza

**Buildings & Grounds**

Mike Culpepper  
Dwight Presser  
Bill Ziemba

**Special Projects**

Glen Marshall  
Lynn McLean  
Dale Schairer  
Jennifer Perkins  
Bill Warren

**Troy Garden Club**

**Church of Latter Day  
Saints**

**buildOn**

**First United Methodist  
of Troy Youth**

**Boy Scout Group  
No. 1701**



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Supporting  
Documents**



**Annual Report**  
Fiscal Year Ending  
June 30, 2013

**Collections Report**  
**Troy Historical Society**  
**FYE July 1 2012 - June 30, 2013**

**2012-2013 Accessioned Donations**

- Music box with photo album attached, 1907
- Two-man saw, 1900
- Rug beater, 1915
- Long-handled axe, 1900
- Ax handle, 1900
- Pick axe, 1910
- Ladies hat form
- Inkstand
- Depression glass:
  - 4 pink coffee cups
  - 1 pink creamer
  - 1 pink sugar bowl
  - 1 light pink platter
  - 2 clear platters with etched designs
  - 2 etched glass banana bowls
  - 1 etched glass ink bottle
  - 9 pressed glass bowls of various sizes
  - 1 clear pressed glass platter
  - 1 clear pressed glass dish
  - 2 pressed glass coasters
  - 2 clear pressed glass refrigerator boxes with lids
  - 11 green wine glasses made by Steuben Glass Works of Corning, NY
  - 9 pale pink sunburst-patterned plates
  - 1 pink dahlia-patterned platter
  - 4 pink sunburst-patterned saucers
  - 12 pink plates
  - 1 purple blown-glass candy dish
  - 1 purple ribbed console bowl
  - 2 satin glass vases, one with a glass top
  - 1 purple candy bowl
  - 1 purple platter
  - 3 purple dishes
  - 5 red plates
  - 1 frosted green water bottle with stopper
  - 2 purple twisted candlesticks
  - 1 white perfume bottle with stopper
  - 1 brown Bundt cake mold
  - 1 glass lamp with reflector and wall sconce
  - 2 decorative plates
  - 2 silver crumb pans
- 4 books (Old Granny Fox, The Adventures of Grandfather Frog, The Adventures of Chatterer the Squirrel and the Adventures of Danny Meadow Mouse).
- Pair of blacksmith's shears
- Green wooden doll cradle
- 349 photographs of Troy's World War II veterans
- 8 photographs of the Chatfield House
- 141 photographs of the establishment of the Troy Public Library
- 39 copies of Troy Today magazine

**Total number of donated items: 639**





Mayor Pro Tem Henderson performed the Invocation. The Pledge of Allegiance to the Flag was given.

**A. CALL TO ORDER:**

A Regular Meeting of the Troy City Council was held on Monday, February 3, 2014, at City Hall, 500 W. Big Beaver Rd. Mayor Slater called the meeting to order at 7:32 PM.

**B. ROLL CALL:**

Mayor Dane Slater  
Jim Campbell  
Wade Fleming  
Dave Henderson  
Ellen Hodorek  
Ed Pennington  
Doug Tietz

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1 Chief Gary Mayer Presented Safest City Award**

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**C-2 Glenn Lapin Presented an Economic Development Activity Update**

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**C-3 Mayor Dane Slater Presented a Proclamation for Random Acts of Kindness Week, February 10-16, 2014 to Nancy Morrison, Troy Community Coalition Executive Director, Who Promoted the Incredible Kids Recognition Program**

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**C-4 Representative Martin Howrylak Presented a Legislative Update**

**D. CARRYOVER ITEMS:**

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**D-1 No Carryover Items**

**E. PUBLIC HEARINGS:**

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**E-1 No Public Hearings**

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT:**

**H. POSTPONED ITEMS:**

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**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

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**I-1** Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – None

a) Mayoral Appointments: None

b) City Council Appointments: None

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**I-2** Board and Committee Nominations: a) Mayoral Nominations – None; b) City Council Nominations – None

a) Mayoral Nominations: None

b) City Council Nominations: None

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**I-3** No Request for Closed Session

**J. CONSENT AGENDA:**

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**J-1a** Approval of “J” Items NOT Removed for Discussion

Resolution #2014-02-013  
Moved by Henderson  
Seconded by Fleming

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as printed.

Yes: All-7  
No: None

**MOTION CARRIED**

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**J-1b** Address of “J” Items Removed for Discussion by City Council

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**J-2** Approval of City Council Minutes

Resolution #2014-02-013-J-2

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Meeting Minutes-Draft – January 27, 2014

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**J-3 Proposed City of Troy Proclamations:**

- a) Proclamation for Random Acts of Kindness Week – February 10-16, 2014

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**J-4 Standard Purchasing Resolutions: None Submitted**

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**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings:**

- a) February 10, 2014 - Rezoning Application – Proposed Professional/Medical Building West of Rochester, South Side of Colebrook (3545 Rochester Road) From R-1C (One Family Residential) District to CB (Community Business) District
- b) February 10, 2014 – Zoning Ordinance Text Amendment – Assisted Living Facilities ZOTA - 246

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

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**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

Bernardi, Maryanne	Spoke about tree preservation in Troy.
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**M. COUNCIL REFERRALS:**

Items Advanced to the City Manager by Individual City Council Members for Placement on the Agenda

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**M-1 No Council Referrals Advanced**

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**N. COUNCIL COMMENTS:**

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**N-1 Council Comments Advanced**

Council Member Tietz requested that Mayor Slater give a brief overview of the topics that will be discussed during the Joint City Council/Planning Commission meeting scheduled on February 11, 2014 at 7:30 PM in the Council Boardroom at City Hall, 500 W. Big Beaver Rd., Troy, MI 48084.

Council Member Hodorek commented positively on economic developments in Troy.

**O. REPORTS:**

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**O-1 Minutes – Boards and Committees:**

- a) Planning Commission-Draft – January 14, 2014
  - b) Planning Commission-Final – January 14, 2014
  - c) Zoning Board of Appeals-Draft – January 21, 2014
  - d) Animal Control Appeal Board-Draft – January 22, 2014  
Noted and Filed
- 

**O-2 Department Reports:**

- a) Quarterly Financial Report Ending December 31, 2013  
Noted and Filed
- 

**O-3 Letters of Appreciation:**

- a) To Cathy Russ From Kerry Bentivolio Regarding Hosting House of Representatives 11<sup>th</sup> Congressional District Mobile Constituent Service  
Noted and Filed
- 

**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

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- O-5 Notice of Hearing for the Natural Gas Customers of Consumers Energy Company – Case No. U-17334 – February 6, 2014 at 9:00 AM**  
Noted and Filed

**P. COMMENTS ON ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

The Meeting **RECESSED** at 8:26 PM.

The Meeting **RECONVENED** at 8:31 PM.

**Q. STUDY ITEMS:**

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**Q-1 Bond Rating (Introduced by: *Brian Kischnick, City Manager with Special Guest Bobby Bendzinski, Bendzinski & Co.*)**

Mayor Slater opened the discussion and called on City Manager Kischnick to introduce the topic Bond Rating.

City Manager Kischnick laid out the format and began the discussion about Bond Rating. He began a PowerPoint presentation that will cover the information discussed during the meeting. He introduced Bobby Bendzinski from Bendzinski & Co.

Mr. Bendzinski began by explaining rating agencies and their methodologies. He discussed the presentation slides.

Council Member Campbell discussed a city in Indiana with 30% fund balance that was devastated by a tornado and needed that fund balance to survive. He said 20% seems like a safe number for a fund balance minimum.

City Manager Kischnick indicated that an informational video will be available on the City website.

Mayor Slater said he was looking for expert guidance on a good fund balance percentage and he got that information tonight. He clarified that Troy meets criteria for AAA and that 30% fund balance would be a good minimum to maintain our AAA.

Mr. Bendzinski reiterated that the income flexibility limited by the Charter hinders Troy, so more fund balance can only help.

Mr. Kischnick stated that the tax cap is what will keep Troy at AA+, regardless of fund balance percentage.

Council Member Tietz agreed with Council Member Campbell and stated that he would feel uncomfortable spending down the fund balance on something that will not make a difference in the future as much as planning for legacy costs. He thinks Council should think of long-term investing in pension obligations, for example.

Mayor Slater summarized that tonight was about what it takes to maintain Troy's good bond ratings. Future budget discussions will cover fund balance spending vs. saving.

Council Member Hodorek asked what is Oakland County's fund balance. Mr. Bendzinski answered that he believes it is 50%, but that Oakland County handles their fund balance uniquely from other government bodies.

Mayor Pro Tem Henderson asked if 20-30% is the direction for fund balance. He asked if taking fund balance from 50% down to 30% would affect Troy's AAA rating. Mr. Bendzinski stated that media coverage of Troy reducing fund balance could draw a review from an agency. Mayor Pro Tem Henderson asked if paying pension obligations would look positive to agencies. Mr. Bendzinski stated paying down debt is generally positive; however, there are times when an agency may consider paying debt in advance not positively.

Mr. Kischnick stated that if you have 50% fund balance and take it down to 30%, and you use it to pay for pensions and capital, would an agency look down at that. Mr. Bendzinski stated it depends on how much is compared to the whole. In addition, it depends on whether the capital project is needed.

Council Member Hodorek stated that Troy has serious needs to keep moving forward with economic development. She discussed the condition of roads and asked if we spend money on roads now instead of spending more on roads later when they're in worse shape, wouldn't that look better?

Mr. Bendzinski stated yes, that would look better to an agency.

Mayor Slater brought the conversation back from budget discussions to the topic of bond rating. He feels comfortable with the information provided tonight, and highlighted the statement by Standard & Poor's at the end of the PowerPoint presentation.

Mr. Benzinski replied that ratings are complex and one thing always affects the other.

Mayor Pro Tem Henderson asked if we draw the fund balance from 50% down to 30%, and we pick the top five projects to work on but not solve, would that be viewed less by agencies? Mr. Bendzinski stated that would be viewed as a band-aid. It would be better to focus on completely fixing fewer projects.

Mayor Slater clarified that if the City decided to eliminate the library millage and use fund balance to pay for the Library, that action would hurt the bond ratings. Mr. Bendzinski agreed.

Council Member Fleming highlighted slide five of the presentation and asked for a copy of the S&P report.

Mr. Bendzinski commended City Council and the Administration for all the hard work involved in maintaining the City's AAA bond rating.

**R. CLOSED SESSION:**

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**R-1 No Closed Session**

**S. ADJOURNMENT:**

The Meeting **ADJOURNED** at 9:33 PM.

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Mayor Dane Slater

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M. Aileen Bittner, CMC  
City Clerk